

**Ravens Wood School  
(Part of the Impact Multi Academy Trust)**

**Policy Document**

Policy Name	Health and Safety Policy
Date of Last Review:	Spring 2026
Date of Next Review:	Spring 2027
SLT Responsible:	Headteacher
Other staff:	Health and Safety Lead
Related Documents:	Trust Health & Safety Policy Accessibility Plan Adverse Weather Procedure Asbestos Management Plan CCTV Policy Child Protection and Safeguarding Policy Control of Infections Policy Curriculum Specific Policies Educational Visits and Journeys Policy Examinations Policy – Evacuation Procedure Fire Safety Management Policy & Appendixes Fire & Emergency Evacuation Plan & Appendixes Fire Risk Assessments First Aid & Medicines Policy Health & Safety Risk Assessments HR & Staff Specific Policies Lettings Policy Major Incident Procedure & Business Continuity Plan Management of Contractors Policy Vehicles Policy



**Ravens Wood School**  
**(Part of the Impact Multi Academy Trust)**  
Health and Safety Policy

---

**Contents**

0. Overview of Health & Safety within the Impact Multi Academy Trust.....	3
1. Review procedures.....	3
2. Statement of Intent.....	3
3. Organisation .....	3
4. The Governing Body .....	4
5. The Headteacher.....	4
6. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility.....	5
7. Special Obligations of Class Teachers.....	5
8. Health and Safety Committee.....	6
9. Obligations of All Employees.....	6
10. Obligations of Contractors .....	7
11. Pupils .....	7
12. Procedures and Arrangements.....	7
13. Accident and Incident Reporting.....	7
14. Asbestos .....	8
15. Contractors .....	8
16. Curriculum Safety (including out of school learning activities).....	8
17. Display Screen Equipment (DSE) .....	8
18. Educational Visits and Journeys.....	8
19. Electrical Safety.....	9
20. Fire Precautions and Emergency Procedures .....	9
21. First Aid.....	9
22. Hazardous Substances .....	9
23. Inclusion.....	10
24. Lettings/Shared Use of Premises/Use of Premises Outside School Hours.....	10
25. Lone Working .....	10
26. Managing Medicines & Drugs .....	10
27. Maintenance and Inspection of Equipment.....	11
28. Manual Handling and Lifting.....	11
29. PE Equipment.....	11
30. Personal Protective Equipment (PPE).....	11
31. Risk Assessments .....	12
32. Security/Violence .....	12
33. Site Maintenance .....	12
34. Smoking and Vaping.....	12
35. Staff Training & Development.....	12
36. Stress – Staff Health and Wellbeing .....	13
37. Visitors.....	13

38. Working at Height .....	13
39. Appendix 1 – Health and Safety Organisational Chart .....	14
40. Appendix 2.1 – PEEP Form (Temporary Healthcare Plan).....	15
41. Appendix 2.2 – Accident/Incident Report Form (Including near misses) .....	16
42. Appendix 2.3 – Health & Safety / GDPR Compliance Checklist.....	18
43. Appendix 3 - Latex Policy .....	20
44. Appendix 4 – Statutory Risk Assessments .....	22
45. Appendix 5 – Supporting Policies and Procedures .....	23
46. Appendix 6 – Staff Acknowledgement .....	23

## **0. Overview of Health & Safety within the Impact Multi Academy Trust**

The Impact Multi Academy Trust and its Trustees, as the employer, are ultimately responsible for Health and Safety across all school sites within the Trust. However, as each school site is unique and has different requirements, the Trustees have delegated responsibility for Health and Safety compliance to the Headteacher and LGB of each school. As such, an overarching Trust Health and Safety Policy has been implemented and a requirement for each school to maintain their own specific policy is also in place. The Impact MAT Health and Safety Policy should be read in conjunction with this policy.

### **1. Review procedures**

The Health and Safety Policy for Ravens Wood School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

### **2. Statement of Intent**

Ravens Wood School recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment.
- b) Preventing accidents and work-related ill health.
- c) Meeting our legal responsibilities under health and safety legislation as a minimum.
- d) Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e) Ensuring safe working methods and providing safe work equipment.
- f) Providing effective information, instruction, training and supervision.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

### **3. Organisation**

In order to achieve compliance with the Statement of Intent, members of the school community will have additional responsibilities assigned to them as detailed in sections 4-11 of the Policy.

An organisational chart for H&S Management is attached at Appendix 1, showing preferred reporting lines.

#### 4. The Governing Body

The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Headteacher, along with the nominated health and safety lead, is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

#### 5. The Headteacher

Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this. The Headteacher works alongside the School's Health & Safety Consultants and the Health & Safety Committee to implement and monitor the policy, and ensure that all inspections and monitoring is in place.

- a) They will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) They provide the final authority on matters concerning health and safety at work.
- c) The Headteacher will make decisions on health and safety issues, based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) They ensure that this Policy is clearly communicated to all relevant persons. Appropriate information on significant risks is given to visitors and contractors. Appropriate consultation arrangements are in place for staff and their safety representatives.
- e) The Headteacher ensures that all staff are provided with adequate information, instruction and training on health and safety issues.
- f) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities, and have sufficient experience, knowledge and training to undertake them.
- g) The Headteacher works alongside the Health and Safety Committee, the Senior Leadership Team, Managers and HoDs to ensure that all risk assessments of the premises and working practices are undertaken. Safe systems of work are in place as identified from risk assessments.
- h) The Headteacher chairs the Emergency Management Team meetings and ensure that all emergency procedures are in place.
- i) The Headteacher works alongside the Health and Safety Lead, Health and Safety Committee, Estates manager, to ensure that all machinery and equipment is inspected and tested and that it remains in a safe condition.
- j) The Headteacher works alongside the Health and Safety Committee to ensure that all records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) The Headteacher and her team manages Senior Leaders, Heads of Department and the Medical Officer to ensure that all accidents are investigated and any remedial actions required are taken or requested.

- l) The Headteacher manages the, Estates Manager ensuring that the activities of contractors are adequately monitored and controlled.
- m) The Headteacher updates the Governing Body with the accident statistics for the school on a termly basis and with an annual health and safety report.

## **6. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

This includes the Senior Management Team, Heads of Departments, and Non-Curriculum Managers. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible, including specific staff and student assessments where required, and submit reports to the Headteacher when required.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out annual inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (see appendix 2.3 H&S/GDPR Checklist)
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately and an accident form is completed.
- i) Where they are unable to fulfil any of these duties, they must notify the Headteacher and/or the Health and Safety Lead so that the issue can be discussed at the next Health and Safety Committee meeting, or sooner if necessary.

## **7. Special Obligations of Class Teachers**

Class teachers are expected to:

- a) Complete online health and safety training
- b) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- c) Follow the health and safety procedures applicable to their area of work.
- d) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- e) Ensure the use of personal protective equipment and guards where necessary.
- f) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

- h) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation, and the items have been PAT tested as part of the school's safety process.
- i) Regularly check their classrooms for potential hazards and report any observed on the maintenance app.
- j) Report all accidents, defects, dangerous occurrences and near miss incidents to the Headteacher or Estates Manager, as required.
- k) Where they are unable to fulfil any of these duties, they must notify the Headteacher and/or the Health and Safety Lead so that the issue can be discussed at the next Health and Safety Committee meeting, or sooner if necessary.

## **8. Health and Safety Committee**

The school's Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum and is chaired by the Health and Safety Lead. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative.

- a) The Committee will review all health, safety and security matters, including a review of policy at least annually.
- b) Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

## **9. Obligations of All Employees**

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.
- l) Ensure staff and students with an injury or disability have a Personal Evacuation Form (PEEP) see appendix 2.1.
- m) Where they are unable to fulfil any of these duties, they must notify the Headteacher and/or the Health and Safety Lead so that the issue can be discussed at the next Health and Safety Committee meeting, or sooner if necessary.

## 10. Obligations of Contractors

- a) When the premises are used for purposes not under the direction of the Headteacher e.g., the provision of school meals, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- b) All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors.
- c) All contractors must be aware of the school Health and Safety Policy and emergency procedures and comply with these at all times.
- d) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

## 11. Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- e) Hold a PEEP form on their person if they are unable to evacuate the building in the usual way due to an injury or disability.

## 12. Procedures and Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

## 13. Accident and Incident Reporting

- See Major Incident Reporting and Business Continuity Plan

All staff are required to ensure that all accidents are reported to the Medical Officer, which are reviewed by the Health and Safety Lead who then shares each report with the Headteacher. They will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses (see appendix 2.2)– i.e., something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence. (Near miss forms are located at S:/staff/all staff/health and safety/useful forms and on the school's internet browser home page).

## **14. Asbestos**

- See Asbestos Management Policy

The Estate Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Estates Manager.

Staff must report any damage to asbestos materials immediately to the Headteacher or Estates Manager.

Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Chair of the Governing Body by telephone.

## **15. Contractors**

- See Management of Contractors Policy

The Estates Manager is responsible for the selection and management of contractors in accordance with the relevant school policies.

## **16. Curriculum Safety (including out of school learning activities)**

- See Curriculum Specific Policies, Child Protection and Safeguarding Policy and/or Educational Trips and Journeys Policy

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff or pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly, and at least annually.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

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

The school will take a proportionate and risk-based approach to managing risks from DSE use. Formal DSE assessments will be required for staff who are identified as DSE users, meaning those who use computers/laptops or other display screen equipment as a significant and regular part of their role, typically on most working days and/or for sustained periods. Staff whose screen use is short, intermittent or incidental will not normally require a formal assessment, but will have access to DSE guidance and may request support where concerns arise.

DSE assessments will be completed on induction for DSE users and reviewed only when there is a significant change to equipment, working arrangements or health needs, or when discomfort is reported.

## **18. Educational Visits and Journeys**

- See Educational Trips and Journeys Policy

The Headteacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips, which all teachers must be familiar with.

## **19. Electrical Safety**

The Estate Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Estate Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Estate Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

## **20. Fire Precautions and Emergency Procedures**

- See Fire Safety Management Policy & Appendixes, Fire & Emergency Evacuation Plan & Appendixes, Fire Safety Risk Assessments.

The Headteacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every term or more frequently as required.
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Estate Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the firefighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Safety Risk Assessment, the school emergency plan and evacuation procedures.

## **21. First Aid**

- See First Aid and Medicines Policy

First Aid supplies are kept at the School's Medical Room and at key areas around the school, and it is the responsibility of Student Reception Staff to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

## **22. Hazardous Substances**

The Estate Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Estate Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T, Art and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### **23. Inclusion**

All teaching and support staff should be familiar with the school SEN Policy and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

### **24. Lettings/Shared Use of Premises/Use of Premises Outside School Hours**

- See Lettings Policy

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school Health and Safety Policy and Lettings Policy.

The Estates Manager is responsible for managing the arrangements for lettings, e.g., staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment, in accordance with the Lettings Policy.

### **25. Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Headteacher or Estates Manager and Site Team of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

### **26. Managing Medicines & Drugs**

- See First Aid and Medicines Policy

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

## **27. Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Estate Manager.

Heads of Department are responsible for the maintenance and inspection of Department specific equipment. Where managers hold budgets for maintenance, or this is carried out in house, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Estate Manager or Headteacher. Staff must not attempt to repair equipment themselves.

Heads of Department and their staff are required to complete an annual inspection of departmental areas to aid the Site Team in the identification and completion of maintenance works.

All staff are able to use the maintenance form for staff for any ad-hoc works that are required.

## **28. Manual Handling and Lifting**

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Estate Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **29. PE Equipment**

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk Assessments have been completed for all PE activities, and all staff must be familiar with these.

Benches and mats are formally inspected annually by a competent person

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department.

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

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Line Manager.

### **31. Risk Assessments**

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general Risk Assessments with the exception of the areas listed below.

Heads of Dept will undertake Risk Assessments for their specialist areas.

The Estate Manager will undertake Risk Assessments for maintenance and cleaning.

The Educational Visits Coordinator (EVC) will ensure that Risk Assessments are completed by all staff who organise and lead school visits.

A list of statutory Risk Assessments is provided in Appendix 4 – Statutory Risk Assessments

### **32. Security/Violence**

The Headteacher and Estate Manager are responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Headteacher is also responsible for the security of the site during after school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area or area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

### **33. Site Maintenance**

The Estate Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.

All staff are responsible for reporting any damage or unsafe condition to the Headteacher, Estates Manager immediately.

### **34. Smoking and Vaping**

Ravens Wood School is a no smoking and no vaping site and expects all staff, pupils and visitors to comply with this. It is illegal to smoke anywhere on the school premises.

### **35. Staff Training & Development**

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

### **36. Stress – Staff Health and Wellbeing**

The school governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school to protect staffs' health and wellbeing, by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.
- The school has trained mental health first aiders for staff to access.
- Health Assured, a 24-hour helpline is available for all staff.
- Staff have access to a wellbeing apps, provided by the Trust.

### **37. Visitors**

All visitors must sign in and out at the school's main visitor reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school. Visitors issued with a blue lanyard must be chaperoned at all times whilst on site.

Visitors to the school will be made aware of the emergency procedures, safeguarding procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g., asbestos, fragile roofs. Contractors are required to sign in at Reception where a contractor badge and necessary paperwork will be issued. All contractors working during the school day are required to have DBS certificates.

### **38. Working at Height**

The Estate Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Estate Manager is also responsible for ensuring risk assessments for all working at height tasks in the school, are undertaken.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If staff need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

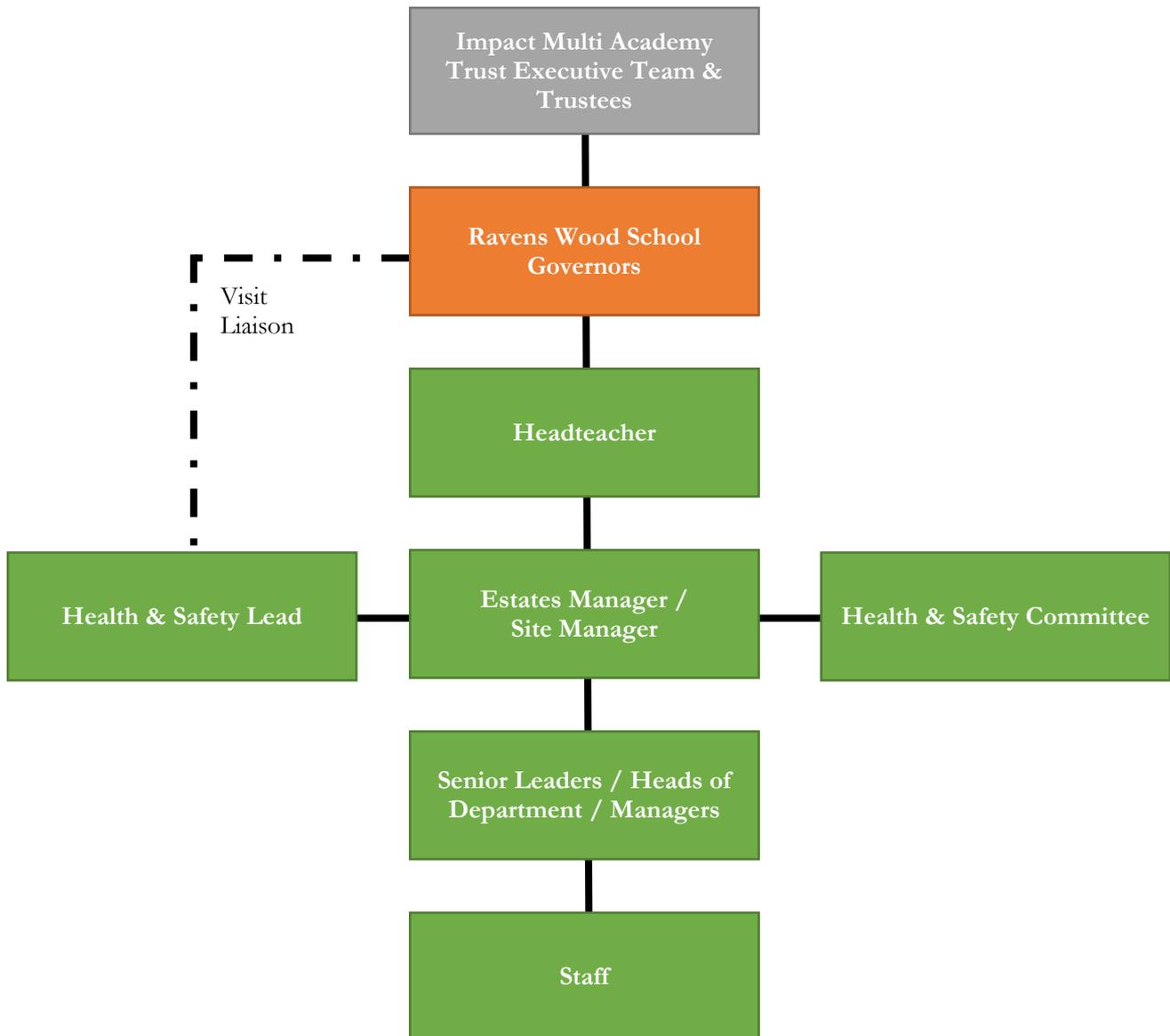
Staff should not work at height when they are alone. If staff are planning to use a step ladder they must ask the Estate Manager to help them erect it properly and have an assistant to hold the ladder steady and pass them the materials they need.

A person's knees should be no higher than the top platform of the ladder.

Staff should never overreach and should try always to keep one hand free on the ladder to steady themselves.

Students should not take part in activities that involve working at height.

### 39. Appendix 1 – Health and Safety Organisational Chart



40. Appendix 2.1 – PEEP Form (Temporary Healthcare Plan)

<p><b>Ravens Wood School</b>                  Ravens Wood School, Oakley Road, Bromley, Kent, BR2 8HP                  Telephone: 01689 856050 Facsimile: 01689 869948 E-mail: <a href="mailto:office@rws.uk.net">office@rws.uk.net</a> Web: <a href="http://www.ravenswood.bromley.sch.uk">www.ravenswood.bromley.sch.uk</a></p>
---

**TEMPORARY HEALTHCARE PLAN (PEEP FORM)**

<b>NAME OF STUDENT:</b>		<b>TUTOR FORM:</b>
<b>DATE OF BIRTH</b>		

**EMERGENCY CONTACTS**

	NAME	RELATIONSHIP TO CHILD	HOME NO:	MOBILE NO:
1				
2				
3				
4				

**MEDICAL DIAGNOSIS or CONDITION:**

--

**Amendments to daily schedule to assist with student needs (that staff should be aware off):**

Drop off/Collect arrangements:	
Lunch/Break arrangement: ie school dinners <i>(pass can be provided to jump dinner queue to assist carrying tray with a buddy)</i>	
Carrying of equipment around the school: <i>Form tutor to organise a buddy between lessons.</i>	
P.E/Sports:	
Travelling to lessons/Stairs: <i>If unable to attend lessons upstairs a laptop will be provided and student can work outside student reception.</i>	
Describe what constitutes an emergency for the student, and the action to be taken if this occurs:	
Follow up care/or action or additional information that is important:	

Plan prepared by (name) \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Internal (name/position within school): \_\_\_\_\_

External (parent/carer/other): \_\_\_\_\_

I agree that the medical information contained in this form may be shared with individuals with the care and education of my child.

Information completed: Meeting/ Telephone/Email (please delete as appropriate)

**41. Appendix 2.2 – Accident/Incident Report Form (Including near misses)**

<b>ACCIDENT /INCIDENT REPORT FORM</b>			
SECTION 1: To be completed by First Aider of member of staff affected			
Staff: <input style="width: 50px;" type="text"/>	Pupil: <input style="width: 50px;" type="text"/>	Visitor: <input style="width: 50px;" type="text"/>	
Name:			
Form:	Tutor:	Dept:	Manager:
Date:	Incident Time:	First Aider:	
Events Details:		Near Miss/Incident: <input style="width: 50px;" type="text"/>	
Accident: <input style="width: 50px;" type="text"/>		Sports Injury: <input style="width: 50px;" type="text"/>	
Violence: <input style="width: 50px;" type="text"/>		Horseplay/Playground: <input style="width: 50px;" type="text"/>	
Accident/Incident Location:			
What happened – Give as much detail as possible:			
Nature of injury: ..... .....	Fractured/suspected Fracture: <input style="width: 50px;" type="text"/>	Burn: <input style="width: 50px;" type="text"/>	
Part of the body Affected: ..... .....	Dislocation: <input style="width: 50px;" type="text"/>	Head Injury/Unconscious: <input style="width: 50px;" type="text"/>	
	Cut: <input style="width: 50px;" type="text"/>	Sprain/Strain: <input style="width: 50px;" type="text"/>	
	Graze: <input style="width: 50px;" type="text"/>	Bruise: <input style="width: 50px;" type="text"/>	
		Other:..... .....	
Treatment details:			
First Aid: YES/NO	Direct to Hospital YES/NO	Is the accident/incident notifiable under RIDDOR - <b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</b>	
Sent Home: YES/NO	Other (please specify) YES/NO	YES/NO	
Witness Details:			
Does the incident require further investigation: YES/NO (If yes please pass to the appropriate person – e.g. HOY, Line Manger, Estates Manager for completion of SECTION 2)			
Name: _____ (of person completing form)			
Signature: _____ Date: _____			
SECTION 2: To be completed by appropriate Head of Year, Head of Department, Estates Manager, or Senior Manager			
What caused the Accident:			
Preventative Measures taken:			

Further Action Required:	
Name:	Signature:
Date:	
<b><u>ALL COMPLETED FORMS TO BE RETURNED TO STUDENT RECEPTION IMMEDIATELY AND FILED IN ACCIDENT GREEN FOLDER</u></b>	

42. Appendix 2.3 – Health & Safety / GDPR Compliance Checklist

**Ravens Wood School**  
**Health and Safety / GDPR Compliance - Checklist**

This form is issued to all HODs/Department Managers to assist them in making routine checks of classrooms/offices in their Department and reporting any problems to the Headteacher / Premises Manager. This provides the opportunity for key staff to undertake a risk assessment of their areas. **This exercise should be reviewed ANNUALLY.**

	Yes	No	n/a
Floor in good condition and free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom/office layout allows ease of access and egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sink area clean and floor kept dry (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture in good safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical sockets, plugs and cables in safe condition(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment in safe condition (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of electrical extension leads is minimal and none are daisy chained together or connected in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High level storage kept to a minimum, step stool available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation procedures posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows accessible to students/staff and have restraints fitted to limit opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/white boards secure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All store rooms and cupboards in tidy condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No storage on floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy/unwieldy items easily accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable substances in metal cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals stored in designated locked cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting levels adequate and fittings in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All fire equipment properly sited and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(1) Make a visual check only. Look for signs of wear on cables and broken/scorched plugs and sockets

(2) Check for cracked/broken casings on computers etc. (PAT testing should have been undertaken)

(3) Check inspection labels attached to fire equipment for latest certification date

Is there clear access to all fire exits and routes and are fire doors functional.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are safety guards/equipment and relevant signage present where applicable

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Adequate lock able storage is available for personal/confidential data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls, noticeboards and other visible areas are not used to display or store personal/confidential data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk/COSHH assessments in place for all existing, new or altered equipment and materials used by staff or students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All guards fitted and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*All PPE is suitable, sufficient, checked and stored safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gangways between desks/benches and equipment clear and of sufficient width?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All stock items and equipment stored to prevent trips or falling objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All emergency stop buttons are visible and easily accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire evacuation procedures are clearly displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety notices are displayed and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answer NO to any questions please report the hazard via the R/W/S Maintenance logging system to the relevant support team -either Site or ICT Support. Otherwise simply sign and date below. If an area is unsafe then restrict access to the room/specific area/equipment until the concerns have been addressed.

**\* NOT COVID-19 RELATED**

Signed HoD/Department Manager:

Date signed:.....

Signed Head Teacher

Date signed:.....

Actions arising	By who	Completion date

### 43. Appendix 3 - Latex Policy

Natural rubber latex (NRL) products may impact on persons working in the in occupations where the use of gloves is necessary, because they are at increased risk of developing NRL allergy through the frequent use of NRL gloves.

Ravens Wood School upholds the following policy in management of latex (NRL) allergy prevention and management.

This policy is designed to:

- Protect staff from developing NRL allergy &
- Safely accommodate any NRL-sensitive members of staff

Also, by having available:

- Staff information on file
- An occupational health surveillance programme, which includes pre-employment screening
- A named responsible person for managing Health and Safety

**The named person responsible for operation of this policy is the Health and Safety Lead**

#### **Prevention of NRL Allergies**

It is important that you protect yourself against breaches of the skin barrier which can result from frequent use of skin cleansers and occlusive glove-wear, especially if you have an atopic background (Asthma, hay fever or flexural eczema) where damage to the skin from irritants is more common. A compromised skin barrier will increase your chances of developing Type IV rubber chemical or Type I NRL allergy. Hand-disinfectant agents and protective gloves need to be selected with great care and it is also important to use a suitable aqueous based emollient at the end of the session and also at other times if your skin has any tendency to dry out.

#### **Hand Care Guidance**

- Don't wear jewellery (e.g., rings)
- Wash and disinfect hands at the beginning and end of each use, as well as between each glove change
- Use cool/tepid water when washing, to keep hand temperature down
- Use hand-wash agents sparingly
- Rinse thoroughly to remove all traces of hand wash
- Pat skin dry rather than rubbing it
- Use soft towels (disposable)
- Ensure hands are dry before putting on gloves
- Use non-powdered gloves with low levels of NRL proteins and residual chemicals
- Choose the right size of gloves
- Minimise contact with other potential irritants/allergens in the workplace (e.g. acrylic powders/anti-microbial solutions)
- Outside work, don't forget to protect hands when gardening/doing household chores etc.

If you are not NRL-sensitive and you choose to wear NRL gloves to protect yourself from blood-borne pathogens choose Powder-Free and Low Protein (<50ug/g) gloves only.

Ensure that gloves comply with national and international standards of performance (British and European Standard BSEN 455, 1993). These should carry the 'CE' mark.

#### **Management of Sensitised Workers**

If you suspect that you may be allergic to NRL, it is best to seek a referral to a dermatologist or immunologist via your GP or Occupational Health Physician so that this can be appropriately investigated as soon as signs and symptoms develop.

If you are found to be NRL-sensitive, then it is essential that your work environment is adapted as soon as possible to avoid unnecessary exposure to NRL, which would increase your sensitivity and put you at risk of more severe reactions.

### **Type I NRL Allergy**

If you are diagnosed with Type I allergy, it may be possible for you to continue to work in the role, although this depends on the severity of reactions you experience (see above). It is important that you learn to avoid NRL proteins in consumer and medical products both at home and at work.

As gloves are the main cause of allergic reactions to NRL, it is essential that you replace NRL gloves with suitable NRL free gloves for yourself and ensure that you are not working in powdered NRL environments (i.e., from the use of powdered NRL gloves worn by colleagues).

### **The School has a Supply of Latex Free Gloves**

A minority of allergic workers can only work symptom free in a strict NRL-free glove environment so it may become necessary for colleagues to switch to using NRL-free gloves also or that other modifications to the work environment are required.

It is recommended that you wear a Medic-Alert® bracelet.

If you have been advised to carry adrenaline for self-administration (egEpipen® or Anapen®), colleagues should be instructed on how to use it.

### **Type IV allergy**

If you are diagnosed with Type IV allergy to a rubber chemical, then you need to find a glove that does not contain the chemical to which you are allergic. The Dermatologist who has diagnosed this should be able to help you with appropriate glove selection.

### **Resuscitation Council (UK) Guidance on Emergency Medical Treatment of Anaphylactic Reactions**

- [Information on reporting procedures Latex allergies in health and social care \(hse.gov.uk\)](https://www.hse.gov.uk/latex/allergy/)
- [Policy Latex allergies in health and social care \(hse.gov.uk\)](https://www.hse.gov.uk/latex/allergy/)
- [Glove selection guides. HSE - Skin at work: Selecting latex gloves \(hse.gov.uk\)](https://www.hse.gov.uk/latex/allergy/)
- [Skin care protocols \(hse.gov.uk\)](https://www.hse.gov.uk/latex/allergy/)
- [NRL-free Gloves HSE - Skin at work: Selecting latex gloves \(hse.gov.uk\)](https://www.hse.gov.uk/latex/allergy/)
- [Resuscitation Council \(UK\) guidance emergency medical treatment of anaphylactic reactions \(resus.org.uk\)](https://www.resus.org.uk/guidance/emergency-medical-treatment-of-anaphylactic-reactions/)

#### 44. Appendix 4 – Statutory Risk Assessments

The following is a list of Statutory Risk Assessments which the school must maintain, along with some guidance notes:

Risk Assessment Topic	Legislation or Requirement
Workers under the age of 18	Regulation 3 of <a href="#">The Management of Health and Safety at Work Regulations 1999</a> , requires employers to carry out a risk assessment before taking on any workers under the age of 18. This may form part of the generic health and safety risk assessment, but must take account of the matters listed in paragraph 5 of the regulation.
Asbestos	Employers are required to carry out an asbestos risk assessment under regulation 4 of <a href="#">The Control of Asbestos Regulations 2012</a> . See the regulation for details of what must be considered as part of the risk assessment process for asbestos.
Control of substances hazardous to health	Employers must assess the risk to workers from substances hazardous to health under regulation 6 of <a href="#">The Control of Substances Hazardous to Health Regulations 2002</a> . The regulation also lists the matters that must be taken into consideration.
Display screen equipment	Under regulation 2 of <a href="#">The Health and Safety (Display Screen Equipment) Regulations 1992</a> employers must assess the health and safety risks that display screen equipment pose to staff.
Fire	Regulation 9 of <a href="#">The Regulatory Reform (Fire Safety) Order 2005</a> outlines the information that must be taken into account.
First aid	Under <a href="#">Department for Education first aid guidance</a> , schools must carry out a risk assessment to determine what first aid provision is needed.
Manual handling	Regulation 4 of <a href="#">The Manual Handling Operations Regulations 1992</a> requires employers to conduct a risk assessment for manual handling operations where it is not possible to avoid the risk of employees being injured as a result of such operations. <a href="#">Schedule 1 of the regulations</a> sets out questions that must be considered when conducting the risk assessment.
Work at height	<a href="#">The Work at Height Regulations 2005</a> say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely.
Children being drawn into terrorism	<a href="#">Statutory guidance on the Prevent duty</a> covers the duty to "assess the risk of children being drawn into terrorism" in paragraphs 67 and 68.
Swimming pools	Schools that manage their own pools <a href="#">must conduct a risk assessment</a> , according to Health and Safety Executive (HSE) guidance.
Pregnant Staff	The school is also responsible, if aware that a member of staff is pregnant, for completing a risk assessment. See regulation 16 of 'The Management of Health & Safety at Work Regulations 1999'.

(Source: [here](#))

## 45. Appendix 5 – Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet

1. Trust Health & Safety Policy
2. Accessibility Plan
3. Adverse Weather Procedure
4. Asbestos Management Plan
5. CCTV Policy
6. Child Protection and Safeguarding Policy
7. Control of Infections Policy
8. Curriculum Specific Policies
9. Educational Visits and Journeys Policy
10. Examinations Policy – Evacuation Procedure
11. Fire Safety Management Policy & Appendixes
12. Fire & Emergency Evacuation Plan & Appendixes
13. Fire Risk Assessments
14. First Aid & Medicines Policy
15. Health & Safety Risk Assessments
16. HR & Staff Specific Policies
17. Lettings Policy
18. Major Incident Procedure & Business Continuity Plan
19. Management of Contractors Policy
20. Vehicles Policy

## 46. Appendix 6 – Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: \_\_\_\_\_

Employees Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_