

FOX WOOD SCHOOL



HEALTH, SAFETY AND WELFARE STATEMENT OF INTENT

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Fox Wood School

1 Health, Safety and Welfare Statement.

Fox Wood School

The school adopts the Warrington Borough Council Health Safety and Welfare Policy 2023-24 version 13.

The health and safety of all the people who work or learn at Fox Wood School is of fundamental importance. We aim to provide a safe, secure and positive working environment for everyone. The governing body takes responsibility for protecting the health and safety of all pupils, members of staff and visitors.

Under the overall direction of the governors, we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of staff, our pupils, their parents, visitors and anyone else that may be affected by our activities. Fox Wood School works in partnership with the Local Authority to ensure all statutory duties in this field are met.

Signed:.....Head Teacher

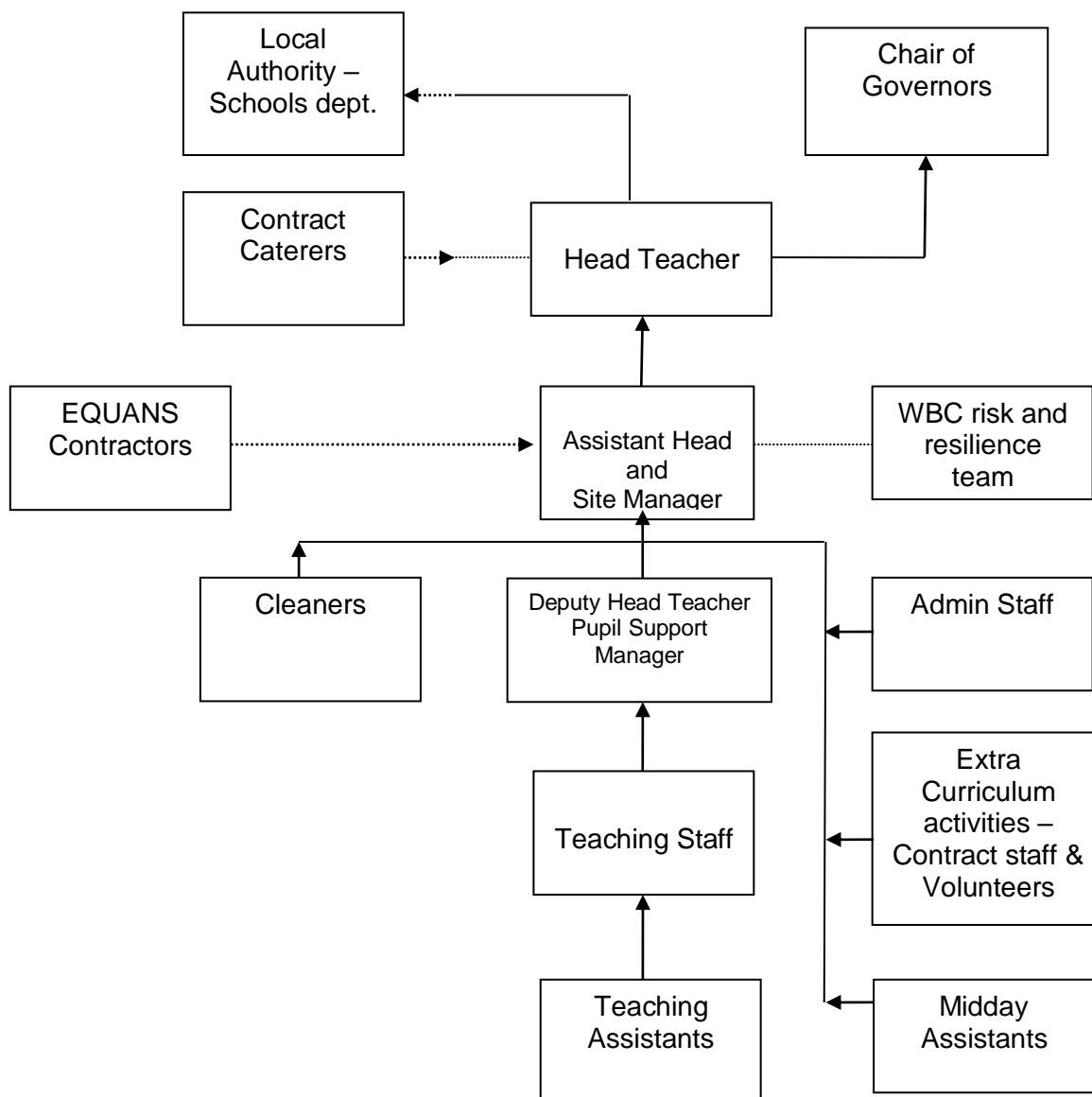
Signed:.....Chair of Governors

Dated:.....

Part 2 – Health, Safety and Welfare Organisation

School Organisation Structure

The simple organisational chart below shows the school's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.



POLICY ORGANISATION

The overall responsibility of Health and Safety issues rests with the Governing Body. The Head Teacher together with the Senior Leadership Team (S.L.T) will ensure as far as is reasonably practicable that this responsibility is met.

Chair of Governors

The Governing Body has a direct responsibility for health and safety in the school. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All responsibilities are, for the purpose of day-to-day management, delegated to the head teacher.

Head Teacher

The head teacher has the overall responsibility for the school's health and safety system and implementation of the policy, and reporting to the chair of Governors. The head teacher ensures the school has in place the appropriate organisation and methods for the implementation of the WBC Health, Safety and Welfare Policy and for making all persons aware of their responsibilities. She is responsible for the implementation of the Council's policies, standard operating procedures and documents, H&S regulations, approved codes of practice and take responsibility for the day-to-day health & safety management of school activities internally/those taking place outside school premises.

Assistant Head Teacher

The Assistant Head Teacher assists the Head Teacher and Senior Leadership Team in meeting the objectives of the WBC Health, Safety and Welfare Policy, and in particular:

- Risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to staff adhering to the WBC Standard Operating Procedure SOP04 (Risk Management Process).
- Ensures that the arrangements for fire, first aid, accidents and emergencies are implemented.
- Ensures that relevant policies, procedures, and safe working practices are provided.
- Implements the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
- Ensures that accident and incidents have been reported (on the Council's online reporting systems when required), recorded, notified, and investigated as appropriate, and records are maintained to improve H&S performance and to monitor H&S standards at the local level by retaining statistics to identify patterns and trends
- Monitors health and safety standards across the school site at regular intervals and ensure remedial action is implemented.

The Governors and Senior Leadership Team are provided with regular reports on health and safety performance, including recommendations for improvements as detailed in regularly H&S Action Plans.

Senior Leadership Team

The Senior Leadership Team report to and deputise for the Head Teacher when he/she is absent. The areas that they cover are as indicated in the management structure detailed above.

All managers have a duty to ensure that the WBC Health, Safety & Welfare Policy is brought to the attention of all employees and that employees are aware of their duties and responsibilities.

Site Manager

Site Manager ensures School premises, including their services, are maintained in accordance with current legislation, Approved Codes of Practice and Guidance to provide, so far as is reasonably practicable, a safe and healthy place for employees, pupils, and visitors.

External Visits Co-Ordinator

The External Visits Co-ordinator is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the WBC Health, Safety and Welfare Policy, and in particular:

- Overseeing all residential and day trip visits ensuring they comply with WBC guidance in relation to such things as ratios, risk assessments etc.
- Ensuring all necessary staff and volunteers are fully informed of the External Visit arrangements and kept up to date with LA guidelines and statutory requirements.
- Ensuring that sufficient information relating to transport arrangements have been obtained prior to the EV risk assessment being carried out.
- Ensuring that safety information from the visit location has been obtained prior to the EV risk assessment being carried out.
- Ensuring that relevant first aid supplies for the visit, and medical details for staff and pupils have been assessed prior to the EV risk assessment being carried out.
- Ensuring that emergency arrangements have been assessed for each visit.

The WBC EVOLVE system is used to submit and check planning of visits. This is quality assured by the head teacher who has the final authorisation of any educational visit.

The External Visits co-ordinator is: **Louise Messham**

Teaching and Support Staff

No safety policy is likely to be successful unless it actively involves each member of staff. Staff have a statutory duty to take reasonable care of their own health and safety, of others around them and to co-operate with the institution to enable it to carry out its own responsibilities successfully.

Pupils

We aim for many of our pupils to gain an understanding of the importance of health and safety through their learning experiences. In developing skills to participate we place reasonable expectations on the learners.

School Health & Safety Committee

The School Health and Safety Committee meets termly and the meetings are chaired by the Assistant Head.

The purpose of the Committee is to stimulate the interest of all members of the school in the prevention of accidents and to make recommendations to the Governors.

This is the forum for Staff, including Managers, Trade Union Representatives and the co-ordinator for Health and Safety to raise and communicate health and safety and resolve any concerns. All minutes of meetings are recorded, and copies distributed.

Competent Assistance

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

WBC Risk and Resilience team has been contracted to ensure that Fox Wood School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

WBC Risk and Resilience team will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no less than twelve monthly intervals.

3 SCHOOLS HEALTH, SAFETY & WELFARE MANAGEMENT SYSTEM

Performance monitoring

Throughout the school, delivery planning is required to ensure that the use of resources is effectively managed and monitored to deliver service standards and local performance targets which effectively translate the strategy, policies, and objectives into practical ways of providing a service.

Audit

The school adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

Review

The school systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

4 HEALTH, SAFETY AND WELFARE STATEMENT ARRANGEMENTS

Accidents and first aid

First Aid

The school operates under the First Aid Regulations 1981 (as amended) and schedules of provision providing first aid and emergency help to someone who is injured or taken ill, including defibrillator and epi-pen use where staff have been appropriately trained. Fox Wood School has a specific risk assessment detailing first aid provision requirements in terms of numbers of qualified First Aiders and appropriate supplies located in the first aid boxes.

Automatic External Defibrillators

To preserve life the school has extended the first aid equipment provision to include the use of Automatic External Defibrillator (AED). This requires the application by an authorised user to a patient to deliver a shock. All authorised users have successfully completed a defibrillator training program and are identified on the first aid list in each room.

The AED is in the medical room. Northwest Ambulance is aware of the location.

First Aid and Medical Provision for individual pupils

Schools have statutory guidance to follow to support pupils at school with medical conditions. Any member of school staff may be asked to provide pupils with medical support and the school must ensure that the staff taking on this role receive sufficient and suitable training and achieve the necessary level of competency before they take on this responsibility.

There is a paediatric nurse on the premises during the school day and staff competencies will be assessed in conjunction with the paediatric nurse. The SLT review pupil medication needs three times per year, and this includes, but is not limited to, use of epipen, response to epileptic fits or asthma attacks and gastrostomy feeding (refer to medication policy).

Accident / incident recording and reporting

Accident and incident recording

All accidents and incidents must be reported to the appropriate person on the day of the occurrence (or as soon as is practicable) by completing and submitting a log on behaviour watch. If this is required to be submitted to the Authority, then an online submission form is completed.

If First Aid is required this shall be administered by a qualified School First Aider having completed the appropriate First Aid course, or by contacting the Emergency Services as circumstances dictate. The list of qualified First Aiders is available in every room.

Accident and investigation reporting

The School adheres to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 reporting appropriately as defined within the schedules.

The person responsible for investigation of accidents or near misses is:

Louise Messham

The people responsible for investigating incidents is:

Louise Messham/ Jade Ashton

Communicable diseases

Control of Infection

To control the risks associated with communicable diseases such as viruses from blood, faeces, and urine, detailed information is provided in the Staff Handbook.

Dealing with spillages of blood and body fluids

- Ensure arrangements are in place for the removal of blood and body fluid spillages.
- Ensure the clearing up of spillages is carried out by competent employees/contractors.
- Ensure COSHH assessment is in place relating to cleaning and implement the control measures (see **COSHH** management procedure).
- Cordon off the area until it has been disinfected, e.g. provision of barriers and prohibition signage.
- Treat the infected area with suitable disinfectants as directed by the manufacturer. Provide relevant employees with protective equipment and instruct them to use it.
- Dispose of the waste material properly.

Dealing with syringes

- Provide a disposal kit; this will include purpose made gloves to avoid direct contact and a sharps box.
- Plan with a local authority or contractor to remove used sharp boxes.
- Keep the disposal box in a safe place, away from access by pupils.

Exposure to communicable disease

Send employees who may have been exposed to infected material to seek medical advice immediately.

Drugs and Medicines

If a pupil suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded and he/she may require daily medication. If so, the parent should bring or send the medicine to school in a clearly labelled container which is given to a member of staff and recorded. The medicine will be administered by a trained member of staff.

A register of pupils requiring such medication is retained in the medical room. All medication will be accepted/stored/dispensed in accordance with the Medication Policy.

The person responsible for the administration of Medicine is:

School nurse or nominated members of staff

Control of hazardous substances

Fox Wood School will work in compliance with the Control of Substances Hazardous to Health Regulations 2002 (*as amended*) and reduce “so far as is reasonably practicable” substances hazardous to health in the workplace.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained in the relevant departments i.e. *Maintenance, Hydro pool, Catering, Cleaning and Art*. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

COSHH records are kept in appropriate areas, which are available to staff as required.

The persons responsible for ensuring that the CoSHH assessments are carried out are:

Louise Messham and Gary Hall

Control of Contractors

All contractors must report to reception on arrival and departure from the school. This is to ensure that the Head Teacher / Deputy Head Teacher or Site Manager can make necessary arrangements to ensure the safety of staff and pupils and to ensure that contractors have been provided with the necessary health and safety site induction.

Prior to contractors (excluding those supplied by EQUANS) carrying out work at our school premises or elsewhere on our behalf, the contractor should produce or complete the following where possible:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.
- DBS Certificate (NB only required if working unaccompanied on the premises during school hours)

Exclusions to the above may apply to the discretion of the Site Manager with agreement from the Head Teacher. The person responsible for the control of contractors is the Site Manager.

Display screen equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

Fox Wood School accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

Electricity

All new fixed wiring installations work and all maintenance work on existing installations will comply with the requirement of the Electricity at Work Regulations 1989 and the 18th Edition of the Institution of Electrical Engineers (I.E.E.) Regulations 2008. All equipment will be properly installed, maintained, repaired, or replaced in accordance with the above guidelines.

Portable Appliances

The Site Manager is trained for Portable Appliances Testing, which is likely to be carried out during school holidays. Staff should ensure that any portable appliances that may be locked in cupboards during these times are made available when the Portable Appliances Testing is due.

Staff should not bring electrical items from home to use in the classrooms unless they have been suitably checked beforehand. Staff are not permitted to use electrical charging equipment on the school premises unless it has a PAT label attached and is on the school PAT register.

All electrical defects must be reported to the Site Manager, using the logbook in the staff room, as soon as possible.

Critical Incident Management Planning

Critical Incident Management plan

This is in place to identify all hazards which may result in emergencies, e.g. bomb, explosion, gas leak, flood, asphyxiation due to fumes etc. It is reviewed annually.

Fire Safety

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their school's undertaking.

A specific fire risk assessment has been undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

FIRE DRILLS

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

There are a minimum of 3 fire drills per year with no warning in advance. The drills are at various times of the day. The alarm system is tested weekly with records maintained by the Site Manager.

The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is the Head Teacher.

A list of nominated fire marshals is displayed in the reception area.

FIRE ACTION

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is always clear and without taking personal risks.

Contact with Emergency Services:

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure.

Upon hearing the alarm:

The person in charge of the pupils will instruct them to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire assembly point(s) in an orderly manner supported by staff.

Fire wardens are responsible for checking all areas to ensure that no pupils are left behind.

Any visitors or contractors on site will have been instructed on action to follow in the event of a fire drill on arrival.

The assembly points are situated at: The Front of the School (2 x assembly points).

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by the Admin Manager.

General Emergency Evacuation Plan (GEEP)

A GEEP has been developed to safely evacuate staff, pupils, and visitors from our school. The GEEP is written to ensure there are adequate procedures, staffing and equipment in place to facilitate everyone's prompt and safe egress in an emergency. The plan is robust and practical to accommodate individuals with disability or mobility impairment and regular drills are carried out to ensure both staff and pupils are suitably trained to carry out safe evacuation. The GEEP will be reviewed at least annually.

Food Hygiene

Food preparation safety falls under the requirements of this Health, Safety and Welfare Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

Food is prepared and/or served in a range of contexts within school, including.

- teaching areas, e.g. food technology room.
- hall
- areas where packed lunches are consumed by pupils or staff.
- staffroom.
- food prepared outside school but eaten on school premises; and
- school visits and field trips.

Because the preparation of packed lunches often takes place sometime before they are consumed, food brought on to the premises should be stored in a cool place whenever practicable. Food should not be left in school bags in warm classrooms, next to radiators, hot water pipes or a sunny windowsill, as these are the ideal environments for the proliferation of food poisoning germs.

Pupils should be able to consume packed lunches in an environment which does not pose health risks. For example,

- pupils should be adequately supervised.
- tables on which food is eaten should be clean.
- pupils should be reminded about the importance of washing hands before eating.

The Catering Staff will clean the main school eating area before and after lunchtime. Cleaning records, temperature records and kitchen equipment maintenance logs will be retained by the Catering Manager. All staff working in the school canteen will have as a minimum, Food Hygiene Level II training certificate.

School staff who handle food at Fox Wood School will be provided with training in food safety. All staff have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for consumption in the school and a duty to ensure a high degree of housekeeping is maintained.

Food Allergens

Food allergies can be life-threatening. It is the parents' responsibility to inform the school of their child's known allergies. Fox Wood School will ensure there are designated staff that are trained to deal with an emergency in a manner agreed with each pupil's parent or guardian.

Advice will be provided to all pupils by encouraging them:

- Not to swap or 'trade' food with other pupils

- To avoid eating foods with unknown ingredients or known to contain relevant allergens
- To notify an adult immediately if they think they may have eaten something they should not

The Catering Manager will retain information about diets using a Child's Special Dietary Requirement AL1 Form. All menus will be provided to the Head Teacher on request.

Gas Safety

Under The **Gas Safety** (Installation and Use) Regulations 1998 we have a duty to ensure that any installations within the premises are installed and maintained by a competent person.

Lone Working

Fox Wood School has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc. Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of staff working in a group or under close supervision.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out is the Site Manager or Assistant Head.

Manual Handling/Moving People

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

The persons responsible for ensuring that manual handling/moving people assessments are carried out are: **Lindsey Howell and Anne-Marie Connolly and Jenny Widdas**

If in doubt get help

New and expectant mothers

It is important to Fox Wood School that the health, safety, and welfare of all our staff is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and realise that if any of our staff become pregnant, they must inform their manager/supervisor.

This duty also extends to other persons not within our employment to whom we owe a duty.

Occupational Health

Fox Wood School is committed to ensuring that the potential for ill health or injury arising from school activities and/or premises is kept to an absolute minimum. It recognises that this duty of care for its staff extends to mental as well as physical well-being at work, together with a duty of care to pupils, contractors and visitors to the school.

If the staff member suffers from ill-health, they are encouraged to inform the Head Teacher so that safety measures can be put in place in an emergency. Medication and drugs that need to be taken during the school day must not be left in the classroom and should be administered away from pupils if possible. Only bring enough medication that is required for a single school day on to the premises and if this goes missing inform the Head Teacher immediately.

Should a staff member need to take a course of medication treatment, the school may require evidence from the employee's GP to show that they are fit for work.

Stress

Fox Wood School recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, the school cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all staff. Therefore, staff must ensure that they report any undue stress that they may feel from different work activities. This can be reported in confidence to the Head Teacher or Deputy Head Teacher.

Personal Protective Equipment

Personal protective equipment (PPE) must be provided for staff and pupils where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically, areas that will require assessment will be in the DT/Art room, Food Technology, Kitchen area and for the Site Manager.

Where PPE is supplied then staff must use the equipment provided; this is a requirement under the Health and Safety at Work etc. Act 1974 section 7. For PPE supplied to pupils, the equipment is cleaned and stored in a suitable location to prevent damage and so that pupils can access it when required.

Risk Assessment

Fox Wood School complies with The Management of Health and Safety at Work Regulations 1999 to impose a duty on employers to carry out suitable and sufficient assessments of all the risks to employees arising out of or in connection with any work activity.

The risk assessments will be carried out by staff appropriately trained, considering the safety and welfare of the learner. Under the Apprenticeships, Skills, Children and Learning Act 2009 the school recognises its responsibilities to ensure, "so far as is reasonably practicable" that all learning takes place in a safe, healthy and supportive environment

Security management procedure

General principles

Fox Wood School is committed to having appropriate security measures in place to create a safe environment for staff and pupils, and to protect school property. Security breaches associated with vandalism, arson and theft in schools severely disrupts the normal daily routine of schools, and results in the loss of valuable and irreplaceable personal resources, teaching materials and pupils' work. Fox Wood School has dedicated resources to protect staff and pupils from intruders with the provision of controlled access doors and fenced off external areas.

Reception staff ensure visitors sign in and are escorted to their destination if they do not hold a current DBS certificate.

The Site Manager ensures that buildings are secure and that the appropriate security equipment is installed to minimise the risk of staff suffering abuse/physical assaults.

Restricted access

Identify all hazardous areas in the school including:

- Roof areas.
- Canopies and other high level glazed areas.
- Plant rooms and boiler rooms.
- Storage areas where hazardous materials are present.
- Areas where hazardous equipment is stored (Site Manager Office, Spa plant room)

Visitors

Visitors must:

- Sign in using the screen in reception.
- Be issued with a Visitors Pass and wear it.
- Be informed of relevant school safety procedures and any additional risks to their health and safety as appropriate for the visit.
- Return to reception on completion of their business, sign out on screen and return their pass.

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

Sensory Swimming Procedure

Normal Operating Procedure (NOP) and Emergency Operating Procedures (EAP) should be read and understood by staff supervising sensory swimming.

Staff have a duty of care in relation to swimming activities including:

- Appropriate supervision of children when changing
- Control of pupils always
- Head counts taken prior to and after every session.
- Normal operating procedures (NOP) and Emergency Action Procedures (EAP) are enforced.
- Overall observation of the teaching of their pupils and the conduct of the class.

Traffic Management

General principles

Fox Wood School will ensure the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

- Car parking facilities laid out to avoid pedestrians and vehicles from coming into contact as much as possible.
- Providing clear separation between pedestrians and vehicles, e.g. clearly defined walkways and crossing points.
- Providing designated parking bays for disabled drivers, near to the main entrance.

Artificial lighting is provided during darkness in car parks and loading areas.

Speed limit signs are displayed in prominent positions at the entrance to the school site.

Management of car parks

On site staff enforce the following:

- 'No parking' areas remain clear.
- Fire exit routes remain clear.

- Grit or salt boxes are available and filled for treating traffic and pedestrian routes in icy conditions.
- Regular checks made of the road surface, gullies, drainage channels, pavements, and lighting to minimise slipping and tripping hazards, potholes etc.

Training

Senior Leadership Team will conduct a review of health and safety training needs on an annual basis using the school professional development system. Core training specific for health and safety and for role competency is detailed on a training needs analysis plan supported by a planning schedule.

Health and safety induction

A formal Health and Safety induction for new staff will take place at the earliest suitable time after commencing employment. The induction will be a summary of the school health and safety management system and may need to be supplemented with procedures specific to the employees working area and/or activity which will be supported by the relevant line manager.

Copies of induction records are maintained by Office Administrator in the individual personnel files.

Transport

The road transport safety of our staff is important to Fox Wood School. To ensure that vehicles and users are safe at all times the school will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

Mobile phones

It is an offence under the **Road Traffic Act** to use a handheld mobile phone whilst driving; this includes waiting at traffic lights and in traffic queues.

Fox Wood School does not place pressure on any employee to use the phone whilst driving. Therefore, the school cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone, the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

Violence & Aggression

Violence and aggression in the workplace is unacceptable but is a potential hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

Water Safety

The Site Manager will ensure the adequate and effective control of water systems throughout the school premises to minimise the risk of legionellosis. The school attaches the greatest importance to the health, safety and welfare of staff, pupils, and visitors. It is essential that management is effective to achieve an environment compatible with the provision of the highest quality where health hazards are minimised, so far as is reasonably practical.

School environment management procedure

General principles

Ensure the workplace is designed and maintained to avoid the risk of injury to staff, contractors and/or visitors.

Ensure the environmental factors (temperature, lighting, and ventilation) are considered to enable staff to work safely and in comfort.

Slip, trip hazards and head obstructions.

Clearly highlight trip hazards and obstructions that cannot be removed e.g. hazard warning tape and signage. Provide padding for collision hazards e.g. protrusions into walkways or general circulation areas.

Secure cables and route them to avoid tripping.

Provide anti-slip mats of sufficient size to remove moisture from feet at doorways.

Stock grit/salt boxes and treat external pedestrian routes in icy conditions.

Provide absorbent material, such as to clean up bodily fluids, accessible to staff.

Ensure a procedure is in place to promptly deal with spillages.

School Environment

Ensure all work areas and traffic routes are well lit, where possible by natural light. The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate that during working hours, temperatures in workplaces (including schools) should be *reasonable*. The school must provide a suitable number of thermometers to enable the temperature to be checked throughout the day.

The approved Code of Practice states that the temperature should be maintained in the working environment at 16°C or above, or 13°C if considerable physical effort is required.

Where the temperature in a room used for teaching falls significantly below the above recommended standards, staff are advised to notify their Head Teacher or Site Manager and to request that extra heating be provided.

Falls and falling objects

Fox Wood School is committed to protect staff and pupils from being injured through falling objects or falling from height. Staff are provided with suitable equipment to retrieve items from shelving or access wall displays, if required, and are actively discouraged from using tables or chairs for standing on. Staff members will be provided with suitable storage facilities wherever possible to reduce the need for high level storage in stock cupboards and other equipment storage rooms.

Doors and gates

Ensure self-closing devices are in good repair and operate at a suitable speed.

Ensure powered doors or gates open automatically should the power fail or they can be manually operated. Position control pads on manually operated power-assisted doors so that a person in a wheelchair is able to operate it easily.

Staff welfare facilities

Provide suitable facilities for all staff working on the premises and pupils.

The Workplace (Health, Safety and Welfare) Regulations 1992 structure the legal requirements relating to the provision of welfare facilities for UK employers.

Business Continuity and Disaster Recovery Plan

The school ensures that adequate protections are established where required to assure the continuity and recovery of the school business following loss critical to the operations. This plan defines acceptable methods for business continuity and disaster recovery planning, implementing a risk-based analysis to prepare for and maintain the continuity of the school operations in case of loss of premises, systems, personnel etc.

Disaster Recovery is related to the recovery or continuity of the technical infrastructure vital to an organisation after a natural or human induced disaster focusing on the IT or technology systems that support business functions.

Business Continuity is the planning to keep all aspects of the business functioning. The plan includes moving and/or recovering operations to another location if a disaster occurs to allow relocation of employees and the business to a recovery site. This plan will be activated to manage the response to any incident causing significant disruption to normal service delivery and will include recovering from different levels of disaster which will extend from short time, localised disasters, building wide long-time recovery, to permanent loss of buildings and technology.

References:

- [WBC Health, Safety & Welfare Policy 2023-24 v13](#)
- [Safeguarding Policy](#)
- [Education Visits Policy](#)
- [Normal Operating Procedure](#)
- [Emergency Action Plan](#)
- [Manual Handling Policy](#)
- [Risk Assessments](#)
- [First Aid Guidance](#)
- [Medication Policy](#)