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## Europa School UK Health and Safety Policy

Version and Date		Action/Notes
V2	01/06/2018	Incorporating sections on the Organisation and Arrangements
Review Date 01/06/2019		Reviewed Annually

Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4.

<http://www.legislation.gov.uk/ukpga/1974/37/section/3>

Risk Assessments: The Management of Health and Safety at Work Regulations 1999:

SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

signed by the Chair of the Governing body, Prof. Andrew Parker and the Principal, Mrs Lynn Wood

*A.J. Parker*

*Lynn C Wood*

Date: 25 September 2018

### Rationale

*Europa School UK will take all practical steps to provide a safe and healthy working environment for staff and children and visitors to the School. Europa School UK places the health and safety of children, staff and parents and visitors to the School as its highest priority.*

*Europa School UK has written this policy to ensure that best practice and procedures are carried out at the School. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.*

### Aims

*To provide a safe, clean and attractive environment for children, parents, staff and visitors to the School.*

*To operate rigorous health and safety procedures which identify potential hazards and risks and take immediate action to remedy issues or potential hazards.*

## Organisation of Staff

### **Principal**

*Administrative staff: PA to principal  
Health and Safety Advisor  
Radiation Protection Advisor*

### **Head of Primary**

*SENCO  
Primary teachers and coordinators  
TA coordinator and TA's  
Administrative staff: PA to head of primary*

### **Head of Secondary**

*Directors of Teaching and learning  
SENCO – Teaching assistants  
Secondary teachers and subject coordinators  
Administrative staff: PA to head of secondary  
Laboratory Technicians  
Counselling staff*

### **Business Manager**

*Finance Manager  
Site team (CBRE)  
Canteen (ACCENT)*

### **HR Manager**

*Administrative Staff: Reception team  
Admissions and Data Officer*

## Implementation of Policy

Europa School UK will:

- Provide a safe and healthy environment for children, parents and staff to work, learn and play.
- Adopt excellent health and safety practices and procedures.
- Ensure highly qualified and experienced members of staff will be used to identify risk and hazards and implement stringent health and safety practices.
- Ensure members of staff are adequately trained to make them e-aware and alert to possible health and safety issues.
- Provide an environment that is safe and free from hazards and dangers.
- Use equipment and resources according to manufacturer's instructions and store all equipment and resources securely and safely.

## Responsibilities of Governors

- At Europa School UK, individual members of the Governing Body cannot be held to be personally liable for accidents and injuries at the School, when they have acted on collective decisions taken in good faith.
- The Governors will ensure that all practical steps have been taken to meet the aims and objectives of the Health and Safety policy and to reduce the possibility of accident or injury to staff children or visitors.
- The Governors have overall responsibility for ensuring the health and safety of children, parents, staff and visitors at the School.

### **Responsibilities of Governors and Principal**

- Ensure that the Health and Safety at Work Act and the Workplace (Health, Safety and Welfare) Regulations and their associated Approved Code of Practice will be complied with at all times.
- Ensure Risk Assessments are undertaken for all activities, services, resources and equipment in the School. They will also ensure that any actions identified to reduce possible risks are undertaken.
- If appropriate, set health and safety targets for staff as part of the annual Performance Management cycle.
- Identify and implement the necessary actions to meet the health and safety objectives and standards required.
- Ensure adequate financial resources for health and safety training, equipment and resources.
- Undertake a health and safety check every month and take immediate action to rectify any identified issues which could pose a danger to School users.

### **The Principal is the Duty Holder for Health and Safety in the school**

#### **Responsibilities – The Principal**

- Appoint a named Health and safety adviser/Competent Person. In 2018-19 the named Competent person is an external consultant - John Revis, Head of Occupational Safety and Health, Abingdon & Witney College.
- Ensure that children, parents, staff and visitors to the School are aware of the health and safety procedures and responsibilities by the reception team and all staff.
- The Education and Skills Funding agency (ESFA) and the Chair of the Board are kept informed of health and safety performance and issues at the School and respond swiftly to any identified issues.
- Ensure that all practical steps are taken to reduce the potential hazards and dangers at the School to the lowest level possible.
- Ensure that health and safety records are maintained thoroughly by the business manager and school reception and made available to professionals and the Governors Board if appropriate.
- Ensure that the regulatory testing and inspections of premises and equipment are undertaken, and records kept of the assessments and actions taken by the Business manager and site team.
- Ensure that members of staff receive adequate training and communication concerning health and safety policies and procedures at the School. The training schedule and training records are managed by the HR manager.
- Ensure that all accidents and injuries are recorded and investigated to identify the cause of the problem and take any remedial action required to prevent further harm.
- Ensure First Aid provision is excellent with the appointment of high trained and competent members of staff. The Headteacher will ensure that First Aid boxes are well labelled and stocked with contents meeting current guidance.
- Ensure that evacuation procedures are clearly displayed and explained to all School users and that practice evacuations and drills are carried out regularly and recorded to identify the issues and concerns.
- Monitoring and reviewing the Health and Safety Policy and Procedures and recommending any modifications or amendments as appropriate.

- Ensuring financial resources are available to implement the policy and procedures and ensure that the School adequately protects the health and safety of all stakeholders.
- Ensuring that highly trained and competent members of staff carry out regular health and safety checks and inspections and take any action promptly to rectify any potential hazard.
- Conduct an annual review of the Health and Safety policy and gain approval from the Governing body for implementing changes.

### **Responsibilities - School Staff**

Members of Staff at the School have responsibilities in relation to ensuring the health and safety of School users and to assist with the effective implementation of the policy and procedures. School Staff are required to report health and safety issues or concerns to the Headteacher or member of the senior management team immediately.

*The School Staff MUST ensure that:*

They read and understand the health and safety policy and the following related policies and procedures:

- Emergency Evacuation Procedures
- Accident and Injury Procedures.
- Lone Working
- Risk Assessments associated with their specific role
- Off-site Visits.
- Safer recruitment
- Security of the Premises
- Entry and Exit to the School
- Visitors' Policy

*Members of Staff must:*

- Listen to and act upon health and safety practice and updates issued by the Headteacher.
- Take all reasonable and practical steps to ensure their own health and safety at work and for those under their direct care or supervision.
- Record accidents, injuries or health and safety related incidents according to the School procedures.
- Participate in professional development opportunities and relevant training when required to do so by the Principal and adhere to current health and safety legislation and guidance.

*All Pupils must:*

- Comply with all the school policies and regulation.
- Cooperate with all school staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a teacher.

*All visitors/contractors must:*

- On arrival must report to the school reception and sign a record of the date and time of their arrival (including any car registration details and the name of person they are visiting) and before leaving further record their time of departure.
- Comply with the visitors code of conduct which is handed to all visitors on the site.

- Cooperate with all school staff on health and safety and safeguarding matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to their accompanying member of staff if appropriate or to the principal.

### **Insurance**

Europa School will ensure that it has adequate insurance cover to ensure the health and safety of all school users, children and staff.

The Children Act and the Health and Safety at Work Act require public premises and places of work to have adequate insurance cover. The School will display its Public Liability Insurance Certificate in the main entrance of the School and copies are available upon request to the Principal.

### **Liability**

Under provisions contained in the Occupiers Liability Act the School has a duty to ensure that both children and any visitors are kept reasonably safe and will take every practical step to ensure this happens.

The School's full responsibilities and procedures in respect of Health and Safety are contained in this policy and in related policies and procedures (links provided).

### **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

### **Competences for Tasks and Training**

- Induction training on health and safety will be provided for all new employees. This includes safeguarding and prevent training.
- Job specific training will be provided by designated trainers or external courses (First aid, laboratory safety).
- Training Records are kept by the HR Manager and posted to staff personnel files.

Examples of specific jobs requiring training are:

- Trip coordinator
- Science Technicians
- IT Technicians
- Designated first aiders
- Site Manager and team
- Ground's people
- HR manager
- Business manager
- Safety officer

## **Arrangements**

### **Accidents and Incident Reporting**

- The Europa policy on accident and Incident reporting is accessible on the Europa school website.

### **Administration of Medicines**

- The Europa policy on medication guidance is accessible on the Europa School website.

### **Asbestos**

- All staff have been made aware of the location of any asbestos in school.
- The duty holder is the Department of education.
- **Asbestos register is kept in site manager's office (Mike Eve, CBRE) (hard copy)**
- All contractors must sign to say they have seen the Asbestos register before starting work on site.
- The person responsible for Asbestos communication (the Principal) has attended asbestos awareness (including duty to manage) training to ensure that they understand their duties.
- The Risk assessment for Asbestos has been updated and reviewed.

### **Behaviour**

The school's general behaviour policy is accessible on school website.

The secondary behaviour policy is also accessible on school's website.

### **Child protection and safeguarding**

The child protection policy is accessible via this link on Europa School UK website.

### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum.
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site .
- The use of substances is in line with the appropriate assessment (COSHH/CLEAPSS).
- Gas cylinders will be stored in a locked cage.

### **Display Screen Equipment**

- For members of staff with 'desk-based jobs' the HSE's procedure for carrying out workstation self-assessments on an annual basis will be followed.
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current HSE guidance on their use.

### **Educational Visits**

- There is a school procedure in place for the organisation of trips.
- All off-site trips will be subject to a risk assessment.

### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and tested annually. Only qualified and authorized persons may conduct electrical work.

### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage.

- A fire drill is practised and documented once a term by the Fire Officer and Site Manager.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked monthly supervised by the site team and a record is kept.
- A separate fire safety policy and risk assessment has been produced.

#### **First Aid Provision**

- First aid kits are kept in each primary classroom in a medical cabinet.
- First aid kits are kept in each science laboratory and sports facility. Eye wash is currently stored in each art room and science laboratory.
- There are sufficient spare kits kept in reception for educational visits and outside activities
- The designated person for maintaining first aid supplies is Ms Susi Dalton.
- First aid is provided on school days by reception staff. Any incidents are recorded on an incident form (students and staff have different forms) and significant injuries are recorded in the accident log books with a copy filed. The accident log books are reviewed monthly by the Principal.
- A list of first aiders is posted in staff rooms and reception areas.
- All PE staff and Laboratory technicians are first aid trained.
- Portable first aid kits are taken on educational visits.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.
- The defibrillator is located outside reception. The batteries and pads are checked on a termly basis.
- Food allergens - The school operates a “No Nuts” policy on campus and epipens are kept in all primary staff areas and reception for use by trained reception staff in the event of allergic reactions.

#### **Gas/ Heating Systems**

- Annual servicing of the gas and heating system are conducted every six months
- Pressure testing is performed every six months.
- The Autoclave equipment used in the Science department for cleaning glassware will be tested and serviced on an annual basis.

#### **Hygiene**

- The school management will check the cleaning of the school on a regular basis to ensure good standards of hygiene across the site.
- The school has re-cycle bins and non-recycle bins across the site identified by colour. There are also food bins on site and in particular, in the canteen. These bins will be emptied regularly to ensure good hygiene.
- Students doing litter sweeps will be provided with suitable gloves and litter pickers from the main reception.

#### **Legionella**

- **Cushman and Wakefield** provides advice and has assisted with the preparation of the school’s Legionella risk assessments and also sample water as per the risk assessment.
- The person responsible (Principal) has attended Legionella awareness (including duty to manage) training to ensure that they understand their duties.
- The Principal has delegated the monitoring and maintenance of the water system to CBRE. This includes monthly flushing outlets, temperature recording, maintenance of showers. CBRE must report any problems immediately to the Principal and also conduct a site walk with the principal on a monthly basis in order to check maintenance and reporting procedures.

### **Lone Working**

- The Lone working policy and risk assessment has been reviewed and agreed and is accessible to all staff.

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, including how to lift pupils safely.

### **Health and Safety Meeting**

- A Health and safety meeting will be held at least two times a year: involving management, site, canteen, unions and governors.

### **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time, supervision is again maintained.
- A decision is made, recorded and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day.
- Routine check (annual) is performed.

### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

### **Radioactive sources**

- The employer's *Radiation Protection Advisers* (RPA) are DARRYL CAMPLING and ANGIE MANNING of the UK Atomic Energy Authority (Tel. 01235 465018). The Teacher in Charge/Radiation Protection Supervisor (RPS) is PAUL SPIRING (Tel. 07736 581 536).
- Europa School UK follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources*.
- The Standard Operating Procedures / Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model /drawn up in consultation with the RPA and it is a function of the Teacher in Charge to see that they are adhered to. The L93 policy is located in the Red Radiation Folder in the prep room at the rear of Room 102 for reference.
- The *Radioactive Sources History* (i.e. authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) are also kept in the Red Radiation Folder at the rear of Room 102 for reference together with the *Use Log* (showing the times that any sources are removed from and returned to their store) and the *Monitoring Record* of tests for leakage of radioactive sources and contamination. Leakage testing takes place once each year in September.

It is the function of the PAUL SPIRING / [RPS] to ensure these records are all kept up to date.

### **Risk Assessment**

- A risk assessment register is accessible to all staff on the school central drive for staff to inspect and refer to as necessary.
- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds.



- They will be made available on the school central drive for staff to inspect and refer to as necessary.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

#### **Safer Recruiting**

- The school's safe recruiting policy is included in the Europa School's safeguarding policy.

#### **Science Health and Safety Policy**

- The Science Health and Safety Policy is accessible on our website.
- There is a risk assessment for Science Classes in the Laboratory as well as specific risk assessments for experiments.

#### **Security**

- The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.
- The school site is enclosed by high fencing. CCTV is in place at the main entrances and systems are in place to ensure the gates to the adjacent school field are locked after use by staff.
- Staff will challenge anyone who is found on the grounds without a badge.

#### **Slips Trips and Falls on the Level**

- The potential for slips, trips and falls in school has been risk assessed and appropriate controls have been put in place.
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

#### **Snow and Ice**

- A plan will be produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

#### **Stress at Work**

- Proactive – The management team will as a priority seek to reduce stress on staff caused by workload or bullying by careful change management and good attention to training, mentoring and coaching.
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies.

#### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff.
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.
- Pupils will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

### **Training**

- Health and Safety Training needs are assessed as part of individual's annual review.
- Training needs may also be identified as part of a risk assessment process.

### **Visitors**

- The Visitor policy is available on the Europa School website.

### **Waste Management and Hazardous Waste**

- Waste produced by the school is separated into recycling categories and collected on a frequent basis by a waste removal contractor.
- Hazardous waste is collected in dedicated bins by specialised contractors.
- The school has membership of CLEAPSS, a school science teaching advisory service, which provides advice and guidance on the use and disposal of standard substances and experiments used in the science laboratory.
- Used Sharps are collected by the site team to ensure safe disposal.
- Medicines no longer required are not allowed to accumulate. They are returned to the parent in person for disposal.

### **Working at Height**

- Working at heights risk assessments have been completed for the school.
- Appropriate record- keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who under take working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

**Schedule of Reviews and Record-Keeping Tasks**

<b>Schedule of Reviews and Record-Keeping Task</b>	<b>Frequency</b>	<b>Responsible Person(s)</b>	<b>Comments</b>
<b>Review</b> of Health and Safety Policy Organisation and Arrangements	Every year and when required	Principal	New Regulations, Codes of Practice, Academy Policies, etc may have to be added in the interim.
<b>Review</b> of COSHH assessments	Every 2 years or whenever changes occur.	Principal	Central record to be kept by site team; all contractors to provide COSHH information, if required.
<b>Record</b> of water quality testing, temperature taking	As required by the Water Risk Assessment	Cushman & Wakefield	Training required for Site Management; log book must be kept.
<b>Electrical Safety</b>			
<b>Certification</b> of fixed installations	As advised on current Certificate	Site team/ GRM	
<b>Record</b> of maintenance inspections of fixed installations	As advised	Site Team/GRM	
<b>Record</b> of Portable Appliance Testing		GRM/	Appliances to be categorised for testing according to vulnerability.
<b>Record</b> of Gas appliance testing	At least once a year	GRM/Site team	Only a Gas Safe registered person can do this.
<b>Fire Safety</b>			
<b>Record</b> of staff training	Keep up to date	COA	
<b>Record</b> of nominated persons - "fire marshals"	Keep up to date	COA	
<b>Record</b> of Fire Fighting appliances check	Monthly	GRM	
<b>Record</b> of Fire Fighting appliances maintenance	Annually	GRM/site team	
<b>Record</b> of Fire Alarm testing	Weekly	GRM/site team	Call points to be tested on a rota basis.
<b>Record</b> of Fire Alarm and Battery backup maintenance	6 monthly	GRM/site team	Contractor carries out.
<b>Record</b> of Emergency Lighting tests	Monthly	GRM/site team	
<b>Record</b> of Fire Drills	Termly	COA	Log time taken, note problems.
<b>Record</b> of False Alarms	As required	GRM/site team	Note reasons.
<b>Review</b> of provision	Annually	Principal	

<b>First Aid</b>			
<b>Record</b> of Accidents/ Injuries	As required	Reception Staff/ Principal	To be tabled at Governing Body' meetings.
<b>Record</b> of number of First Aiders and first aid stock	As required after assessment of needs	Reception Staff/ Principal	
<b>Review</b> of provision	Annually and as required	Reception Staff/ Principal	Need for replacement when a first aider leaves.
<b>Record</b> of training of First Aiders	Keep up to date	COA	Important for arranging re-training.
<b>Record</b> of Manual Handling training	Keep up to date	COA	
<b>Record</b> of Display Screen Equipment assessments	Keep up to date	COA	
<b>Record</b> of Staff H&S Representatives	Keep up to date	COA	
<b>Record</b> of staff H&S Representative training	Keep up to date	COA	
<b>Record</b> of other H&S training	Keep up to date	COA	
<b>Record</b> of Young Persons on Work Experience	S5 Work experience June-July	COF	

<b>Record</b> of Asbestos visual check of condition	Termly or more frequently, if considered necessary	Principal/CBRE	Where vulnerable to damage.
<b>Record</b> of journeys, outings, off-site activities, etc	On all occasions	Heads of Primary and Secondary	Full details to be kept Risk Assessments to be made.
<b>Record</b> of Risk Assessments	Keep up to date	Principal	Central record to be kept by Principal.
<b>Review</b> of Risk Assessments	Annually or as required	Principal	
<b>Review</b> of security arrangements	Annually and as required	Principal	
<b>Record</b> of incidents	Keep up to date	Reception Staff/ Principal	
<b>Record</b> of maintenance of equipment			
<b>Review</b> of Behaviour Policy	Every two years or when required	Principal and Heads of School	
<b>Review</b> of Policy on Special Medical Needs	Every 3 years or as required	Principal/SENCO (primary and secondary)	
<b>Record</b> of students with Special Medical Needs	Annually or as required	SENCO (primary and secondary)	
<b>H&amp;S Inspection Reports</b>	Annually, as scheduled	Principal/GRM	
<b>H&amp;S Audit Reports</b>	Every 2 years	Principal/GRM	
<b>Record</b> of all visitors on Academy Premises	Every occasion	Receptionist	Contractors should check in and out, recording times.