



# **HEALTH & SAFETY POLICY**

## **MIDDLEWICH HIGH SCHOOL**

Document Control Information	
Document ID	MHSFACILITIES001
Document title	MHS HEALTH & SAFETY POLICY
Version	1.1
Status	APPROVED
Author	Laura Platt
Publication date	04/03/2020
Next review date	March 2022

Version History			
Version	Date	Detail	Author
1.0	27/03/2018	Initial	Debbie Carter (DCA)
1.1	05/06/2020	Updated	Laura Platt (LPL)
1.2	02/03/2021	Updated	Debbie Carter (DCA)

Approvals	
Approver	Date
Governing Body	March 2018
Health & Safety Committee	June 2020
Chair of Governors (Chairs Action)	March 2021

## **HEALTH AND SAFETY POLICY STATEMENT**

1.1.1 Middlewich High School recognises its duty of care for the health, safety and well-being of its students and employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of students, visitors and others who might be affected by its operations.

1.1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.

1.2 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the Local Authority to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

1.2.1 The Governing Body is committed to securing the health, safety and well-being of employees, students and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

1.2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

1.2.3 Staff should not leave students unattended in lessons or during form period.

## **2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated a member of the Leadership Group to be the Health and Safety Co-ordinator and a named governor to be Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health

and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

### **Risk Assessment**

2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, Heads of Departments and line managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Local Authority risk assessment process.

### **Consultation**

2.3 Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trade unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

### **Contractors and School Partnerships**

2.4 Contractors carrying out work for the school will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

2.5.1 School linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

### **Inspection and Monitoring**

2.6 The Headteacher /Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body – the member of staff responsible for Health and Safety will present a report to Governors.

## **Accident / Incident Reporting**

2.7 Every accident, injury or near miss should be reported via PRIME. Staff should complete a paper copy of the PRIME recording form. This is then processed via PRIME by the Learning, Health and Welfare Officer. Records are kept in the Medical Room. An injury that needs medical attention or involves time off work must be investigated initially by the person in charge of the area or activity and outcomes reported to the Health and Safety coordinator. .

## **Training and Information**

2.9 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the member of the Leadership Group responsible for CPD. Relevant Health and Safety documents and guidance will be made available to employees with relevant notes held on the school network for the employees concerned to refer to them. Further information is also accessible via the CE Intranet

## **3. POLICY REVIEW**

3.1 This Policy will be reviewed at least every 3 years. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

## **4. LINKED POLICIES**

- 4.1 Educational Trips and Visits Policy
- 4.2 Child Protection and Safeguarding Policy
- 4.3 Medical Care Policy
- 4.4 Behaviour Policy
- 4.5 Inclusion Policy and Practice

Signed: \_\_\_\_\_ Headteacher Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Chair of Governors Date: \_\_\_\_\_

### **COVID-19 Addendum (Updated 2/3/2021)**

If a staff member becomes unwell with symptoms of COVID-19 there are two options available to staff member to request a test. To protect others, staff members should not come to work if they have symptoms. They should stay at home (self-isolate) and get a test.

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

### **Employee Self-Referral – online portal**

Staff can self-refer by visiting [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) and clicking on one of the options under “Testing for coronavirus (COVID-19).” You may find this is the quickest route for testing especially if you become symptomatic over a weekend, the Local Authority would strongly recommend that staff self-refer.

### **Local Satellite Test Centres**

This process is being administered by Cheshire East on behalf of schools. If you or a family member become symptomatic, please contact the Personnel Officer on 07904 337614. A referral will then be processed through Cheshire East to get an appointment for the staff member and/or family members at a test centre.

### **PPE – Personal Protective Equipment**

1. The School ensures that PPE is only used in line with the following Government Guidance.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#working-safely-in-specific-situations-including-where-ppe-may-be-required>

Reference to PPE in the following situations means:

- fluid-resistant surgical face masks (also known as Type IIR)
- disposable gloves
- disposable plastic aprons

- eye protection (for example, a face visor or goggles)

The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is:

- a face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then gloves, an apron and a face mask should be worn
- eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting

If a child tests positive for coronavirus (COVID-19) and needs to remain in a residential setting, the same type and level of PPE as above should be used.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

### **How to wear a face covering**

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric (the World Health Organization recommends 3, depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on

- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

### **Maintaining and disposing of face coverings**

Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.

Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin.

Make sure you clean any surfaces the face covering has touched using normal household cleaning products. If eating in a cafe, for example, it is important that you do not place the face covering on the table.

Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.

Full Government guidance on the use of face coverings in education can be found via the following link:

<https://www.gov.uk/government/publications/face-coverings-in-education>

Each classroom/office has a "PPE Box", which includes gloves, aprons, visors, face masks, tissues, hand sanitiser, anti-bacterial wipes and disinfectant detergent spray and disposable cloth. Staff report any missing PPE to the Site Team who will restock the boxes.

The Site Team monitor stocks of PPE/Sanitiser/handwash to ensure site is safe to open. Sanitiser and cleaning chemicals/PPE are stored securely. Replenishment is managed by the Site Team.

Protocol for removing face masks/PPE and hygiene is shared with staff on INSET / Induction. Students received a full induction on return to school.

### **Ventilation**

In order to increase ventilation while maintaining a comfortable temperature, the school uses the following measures:

- opening high level windows in preference to low levels to reduce draughts.
- Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused).
- Providing flexibility to allow additional suitable indoor clothing.
- Rearranging furniture where possible to avoid direct draughts.

### **Hygiene management through the day – for staff and students**

- staff and students will sanitise hands at every lesson changeover/at start and end of social time
- frequent clean down of shared desks/keyboards/teacher stations daily – staff/cleaning staff support this
- Tutor time and staff briefings will include regular reinforcement of hygiene expectations
- Toilet access controlled to minimise potential for crowding in small areas
- Reminders to students to wash hands for 20 seconds/use of hand sanitiser after using the toilet/Catch it, Bin it, Kill it plus other safety signage and reminders evident across site
- Stocks of sanitiser/PPE/Hygiene cleaning equipment and chemicals are stored securely.

Full Risk Assessment Documents can be found on the school website

<https://www.middlewichhigh.cheshire.sch.uk/page/?title=COVID%2D19+Information&pid=419>

Risk Assessment for the full opening of schools from September 2020

Covid 19 Risk Assessment

Mass Testing Risk Assessment