



## Health and Safety Policy

### Relevant Guidance

The Health and Safety at Work Act 1974  
(and associated regulations)  
DfE Health and safety: advice for schools

### Responsible person(s)

Leah Sheehan

### Latest update

June 2026

### Review date

June 2027

### Approved by Governors

June 2026

### Signed by Chair of Governors

A handwritten signature in black ink, appearing to read 'D. Mackenzie'.

Diarmid Mackenzie

### Links

Critical Incident Policy  
Educational Visits and Trips Policy  
Fire Safety Policy  
Fire Evacuation Procedure  
First Aid and Medicines Policy  
Safer Recruitment Policy  
Safeguarding and Child Protection Policy

## Key Contacts

### Internal Contacts

|                                                      |                                                                                              |
|------------------------------------------------------|----------------------------------------------------------------------------------------------|
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| <b>Health and Safety Coordinator</b><br>Leah Sheehan | <a href="mailto:leah@sands-school.co.uk">leah@sands-school.co.uk</a>                         |
| <b>Administrator</b><br>Kezia Cantwell-Wright        | <a href="mailto:kezia@sands-school.co.uk">kezia@sands-school.co.uk</a>                       |
| <b>Health and Safety Governor</b><br>Huw Morgan      | <a href="mailto:huw@sands-school.co.uk">huw@sands-school.co.uk</a>                           |
| <b>Chair of Governors</b><br>Diarmid Mackenzie       | <a href="mailto:chairofgovernors@sands-school.co.uk">chairofgovernors@sands-school.co.uk</a> |

### External Contacts

|                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health and Safety Executive</b><br>Advice on and reporting of health and safety issues<br><a href="https://www.hse.gov.uk/contact">https://www.hse.gov.uk/contact</a> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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## 1. Statement of Intent

Sands School is committed to promoting the safety and welfare of all our staff, students and visitors and to achieving a high standard of health and safety throughout the organisation. This commitment will be afforded to all employees and those not in employment who may be affected by the work activities of the school such as students, visitors, volunteers, contractors, and the public. A health and safety culture provides a healthy and secure working and learning environment for staff and students and is beneficial to all. The school is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives. Good health and safety management within a school should enable not hinder students from undertaking exciting activities which enrich their educational experience and broaden their horizons.

Through this policy Sands School aims to:

- Provide and maintain a safe and healthy environment.
- Ensure that health and safety is an integral part of the school's culture, values and operation.
- Establish and maintain safe working procedures amongst staff, students, all visitors to the school site and members of the public affected by the work activities of the school.
- Ensure that staff and students receive effective training and education to enable them to maintain high health and safety standards.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.
- Monitor and review the effectiveness of health and safety management.
- Comply with relevant legislation.

The school recognises and accepts its responsibility as an employer under the Health and Safety at Work etc. Act 1974, its related statutory provisions as well as other common law duties. This includes the duty to put into effect arrangements for health and safety together with the resources necessary to carry them out. Arrangements to implement these commitments are contained within [Section 3](#) of this policy. This policy applies to all staff, volunteers, students and visitors at all times during school hours, when on the school site or taking part in school organised activities and events and should be read in conjunction with its linked policies, specifically the [First Aid and Medicines Policy](#) and [Fire Safety Policy](#).

This policy will be brought to the attention of all members of staff through the induction process for new staff and during an annual briefing at the start of each academic year. Safety is everyone's responsibility. An electronic copy is available on the school website and a printed copy is available in the school Reception and on request. This policy will be reviewed annually, and approved by the board of governors.

## 1.1 Legislation

This policy is based on advice from the [Department for Education on health and safety in schools](#), the Health and Safety Executive and the following legislation:

- [The Health and Safety at Work Act 1974](#) which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- [The Regulator Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Heights Regulations 2005](#), which requires employers to protect their staff from falls from height.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#), which require employers to ensure that work equipment is safe, suitable for its intended use and appropriately maintained.

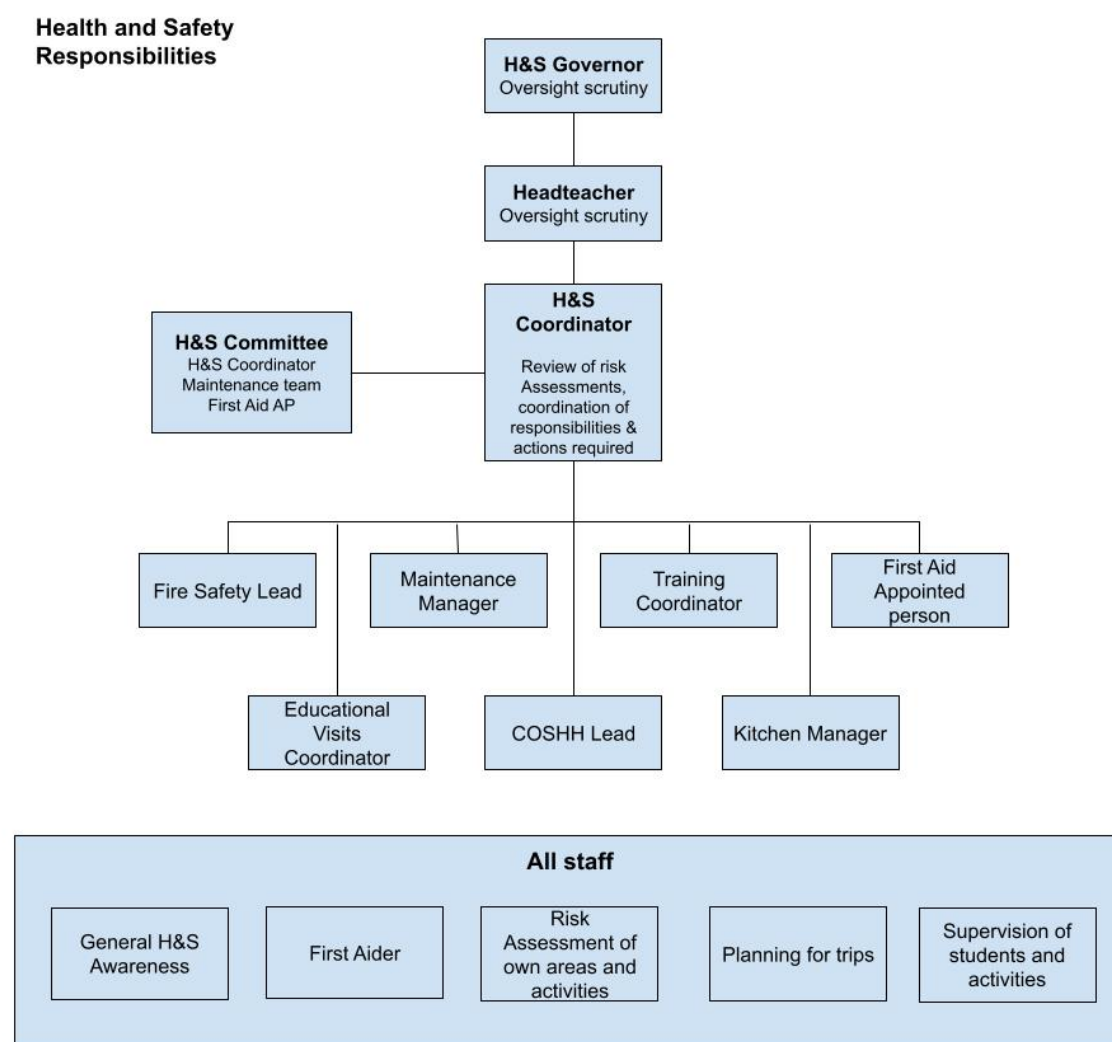
## 2. Organisation

This section of the Sands School Health and Safety Policy establishes and allocates a range of duties and responsibilities to staff at all levels.

Health and Safety is everybody's responsibility – all staff, at all times, must prioritise their own safety and wellbeing and that of the students and others in their care and affected by their work activities.

## 2.1 Overview of roles and responsibilities

The following diagram illustrates the division of roles and responsibilities for Health and Safety within the school, including oversight from the Headteacher and Board of Governors.



The following table sets out the members of staff and governors currently holding the above positions of responsibility.

| <b>Role</b>                          | <b>Responsible Person</b>                                                                                                                    |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Chair of Governors                   | Diarmid Mackenzie                                                                                                                            |
| Health and Safety Governor           | Huw Morgan                                                                                                                                   |
| Headteacher                          | Sean Bellamy                                                                                                                                 |
| Health and Safety Coordinator        | Leah Sheehan                                                                                                                                 |
| Deputy Health and Safety Coordinator | Kezia Cantwell-Wright                                                                                                                        |
| Health and Safety Committee          | Supports the Health and Safety Coordinator and includes key staff with lead roles in H&S                                                     |
| Maintenance Manager                  | Irwin Smith (Daffy)                                                                                                                          |
| Training Coordinator                 | Leah Sheehan                                                                                                                                 |
| Fire Safety Lead                     | Myles de Gruyther                                                                                                                            |
| Evacuation Controller                | Pamela Gallamoy                                                                                                                              |
| Fire Marshalls                       | Leah Sheehan<br>Pamela Gallamoy<br>Kezia Cantwell-Wright<br>Kate Shillaker<br>Jasper Solomou<br>Mark Gregory<br>Bridget Dare<br>Heidi Ruskin |
| Educational Trips Coordinator        | Jane Gibbs                                                                                                                                   |
| COSHH Lead                           | Jasper Solomou                                                                                                                               |
| First Aid Appointed Person           | Kate Shillaker                                                                                                                               |
| Kitchen Manager                      | Helene Panitskas                                                                                                                             |

## 2.2 Governors

The Governors will make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other Health and Safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations (1999).

The Board of Governors will appoint a nominated Health and Safety Governor to have leadership, management and oversight. The Chair of Governors and the appointed Health and Safety Governor will undertake training to understand the relevant legislation and their role in providing strategic oversight.

## ***Responsibilities of nominated Governor:***

- Ensure that there is an effective health and safety policy in place and implemented in the school.
- Provide strong leadership in delivering effective health and safety risk control and be committed to continuous improvement in health and safety performance.
- Ensure those staff within the school with specific health and safety responsibilities have received effective training to undertake their role including refresher training at the designated intervals.
- Ensure there is a management system and positive health and safety culture which supports risk control at all levels within the school.
- Ensure that management systems provide for effective monitoring and reporting of the school's health and safety performance.
- Actively promote and support community involvement and consultation, encouraging staff and students to become actively involved in all aspects of the school's health and safety management systems.
- Encourage full and effective two-way consultation on health and safety matters by utilising governors' meetings, the management structure of the school, and the school's relevant committees.
- Monitor the effectiveness of the implementation of this policy, including regularly reviewing health and safety performance and scrutinising and reviewing the details of this policy, so that the school learns from experience and keeps in line with changes in current legislation, and ensure that any necessary changes are made.
- Ensure that there are effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventive and protective measures.

## **2.3 The Headteacher**

The Headteacher ensures that the school fulfils its health and safety responsibilities by reviewing and supporting the work of the Health and Safety Coordinator and those staff with delegated health and safety management roles and ensuring that health and safety is embedded in the culture of the school, including:

- Undertaking training for managers of premises to understand the roles and responsibilities of the head in health and safety matters.
- Reviewing and understanding the health and safety policy.
- Ensuring that the health and safety policy has been fully implemented by reviewing associated records and procedures.
- Ensuring all staff have received and undertaken appropriate training.
- Supporting the health and safety team by raising awareness of key issues within the school at staff and school meetings.

## 2.4 The Health and Safety Coordinator

The Health and Safety Coordinator is responsible for health and safety day to day and coordinating with other staff with health and safety responsibilities, including:

- Implementing the health and safety policy.
- Ensuring there are enough staff to safely supervise student activity.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for staff and volunteers is provided and undertaken.
- Reporting to the headteacher and governors on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensure that appropriate risk assessments are completed, implemented and reviewed for all school activities.
- Ensuring effective cleaning and maintenance of the school building and grounds, ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

## 2.5 All Staff

All staff, including volunteers, have a duty to take care of their own, their colleagues and students' health and safety while at work. All staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff are required to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Undertake appropriate health and safety training when required.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation or defects in materials, tools or processes representing a serious and/or immediate risk so that appropriate protective measures can be taken.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

## **2.6 Students and Parents**

Students and parents are responsible for following the school's health and safety advice, on-site and off-site when taking part in school activities, and for reporting any health and safety incidents or risks to a member of staff.

## **2.7 Contractors**

Contractors will agree health and safety practices with the school before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors will be required to provide a hot work permit where applicable. Contractors are also required to provide suitable employment checks as detailed in our [Safer Recruitment Policy](#).

## **2.8 Health and Safety Committee**

The Health and Safety Committee is formed of staff members from Maintenance and Administration teams. They will meet termly to discuss health and safety issues, including:

- Fire Safety including fire drill feedback
- Educational Visits
- COSHH
- First Aid
- Review of recent accidents and near misses
- Kitchen
- Risk Assessments
- Training
- Maintenance log review
- Upcoming safety certification requirements

## **2.9 Areas of Oversight**

The school has designated the responsibility of certain areas of the school between staff as listed below. All regular checks are recorded in the file provided by the Health and Safety Coordinator. Any problems which are identified should be reported to the Maintenance Manager or the Health and Safety Coordinator as applicable.

**Grounds**

| <b>What</b>                     | <b>Who</b>                  | <b>Inspected How often</b>                                         |
|---------------------------------|-----------------------------|--------------------------------------------------------------------|
| Walls                           | Irwin Smith (Daffy)         | Inspected monthly                                                  |
| Garden & Trees                  | Georgia Munday              | Monthly, or as issues are identified                               |
| Rope Swing                      | Nathan Gribble              | Monthly, or as issues are identified                               |
| Skate Ramp                      | Paul Petrie-Ritchie (Peach) | Monthly, or as issues are identified                               |
| Zip Wire                        | Peach                       | Monthly, or as issues are identified                               |
| Climbing Walls                  | Nathan                      | Monthly, or as issues are identified                               |
| Sports court / equipment        | Sean                        | Monthly, or as issues are identified                               |
| Vegetable Garden                | Sean                        | Monthly, or as issues are identified                               |
| Fire pit and Forest school area | Pamela Gallamoy             | Monthly                                                            |
| Rubbish areas                   | Daffy                       | Part of his maintenance log                                        |
| Buses                           | External                    | Ten weekly/six weekly as appropriate , or as issues are identified |
| Trees                           | External                    | Inspected Yearly                                                   |

**Teaching spaces with extra risks.**

| <b>What</b>    | <b>Who</b>                    | <b>Inspected How often</b> |
|----------------|-------------------------------|----------------------------|
| Science Lab    | Jasper Solomou                | Monthly                    |
| Chemical store | Jasper                        | Monthly                    |
| Kitchen        | Jemma                         | Monthly                    |
| Art room       | Mark Gregory & Alice Thornton | Monthly                    |
| Woodwork       | Peach                         | Monthly                    |

**Other**

| <b>What</b>     | <b>Who</b>     | <b>Inspected How often</b>                                                                                            |
|-----------------|----------------|-----------------------------------------------------------------------------------------------------------------------|
| First Aid       | Kate Shillaker | First Aid boxes inspected monthly<br>Defibrillator inspected monthly<br>First Aid needs assessment, reviewed annually |
| Legionella      | Daffy          | Monthly<br>Annually<br>Termly<br>See Risk Assessment                                                                  |
| Carbon Monoxide | Myles          | Monthly                                                                                                               |
| Fire Safety     | Myles          | Weekly/Monthly                                                                                                        |

### **3. Arrangements**

#### **3.1 Training**

It is important for staff to undertake appropriate health and safety training in order to fulfil their health and safety responsibilities and for this training to be updated on a regular basis.

All staff are provided with health and safety training as part of their induction process covering health and safety responsibilities, fire safety and evacuation procedures, first aid responsibilities and risk assessment procedures. This training is revisited annually as spread out over the non pupil days throughout the year.

The Health and Safety Coordinator will undertake additional Health and Safety Management and Risk Assessment training along with additional specialised training when required.

The Health and Safety Governor and Headteacher will undertake training in their role of supervision of health and safety matters within the school.

All Fire Wardens and First Aiders are required to renew their training every 3 years.

All staff who work in high risk environments, such as in science labs or woodwork are given additional training as appropriate to their respective areas.

Additional health and safety training needs are assessed based on the staff member's role using the Training Needs Matrix, see Training Log for details, with training booked and refreshed as required.

Each member of staff is also responsible for drawing the HR Administrator's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. This would ordinarily be achieved through the appraisal process. All employees shall undertake work tasks as instructed and trained.

A record of all staff training is maintained by the HR Administrator.

The Health and Safety Coordinator will provide regular feedback to the staff meeting about any identified health and safety issues.

#### **3.2 Monitoring and Assessment**

The Health and Safety Coordinator and Health and Safety Governor will put in place procedures to monitor compliance with the arrangements described in this policy. The

principal component of this process is the annual health and safety review visit that will be undertaken by the Health and Safety Governor, along with termly check-in visits. This will be augmented by the independent health & safety audit undertaken by the Devon County Council Health & Safety Service on a 3-yearly basis. Feedback from both processes will be referred to the Board of Governors.

Other processes employed to monitor compliance with this policy, and health and safety performance in general, include:

- The Health and Safety Policy and associated policies will be reviewed annually and following any major incidents or near misses.
- The Health and Safety Coordinator conducts monthly checks and ensures checks delegated to other members of staff have been completed.

### **3.3 Risk Assessment**

Risks are inherent in everyday life, staff at Sands School have a duty to identify and develop systems to minimise them where they occur at work. Additionally, students need to learn how to identify and manage risk as part of their preparation for adult life.

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing.

Risk Assessments are made for all areas of the school site, all main activities including special events and any offsite educational activities and trips.

Risk Assessments should be completed using the standard school templates. There are different templates for locations, activities and trips, the templates include risk descriptors which underpin the risk assessment process. Wherever possible, affected staff and students will be included in the risk assessment process. Relevant staff and students will be briefed in the risk assessment findings.

Staff may seek support and advice from external agencies such as CLEAPPS when completing risk assessments. Staff are also recommended to review previous and similar risk assessments in the school to help identify possible risks as control measures. Where generic risk assessments are used to guide the risk assessment process, these documents **MUST** be adapted to reflect the significant hazards and control measures present. This must be undertaken by the relevant responsible person.

All risk assessments are recorded on the Risk Assessment Record along with the actions required to complete control measures and the next review date. The Health and Safety Coordinator is responsible for ensuring that all pending control measures are completed.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This review must be undertaken by the relevant member of staff.

### ***Dynamic Risk Assessment***

Sands School values adventurous play and risk taking for young people as does the Health and Safety Executive, see '[Children's Play and Leisure – Promoting a Balanced Approach](#)' for HSE statement on play and risk.

As part of the natural flow and evolution of play new activities arise at school all the time. In order to manage the risk from new and emerging activities the school operates a dynamic risk assessment policy. Staff must complete a risk assessment and consult with the Health and Safety Coordinator before beginning any new activities. Students must consult with staff if a new activity is proposed that is unsupervised or unusual.

For full details relating to risk assessment arrangements please see the school's [Risk Assessment Policy](#).

## **3.4 Accident Reporting, Recording and Investigation**

All accidents and near misses that occur on the school site and/or during school hours or at a school organised event or activity must be reported to a member of staff. Accidents to students must be recorded on Engage using the 'medical incident form'. Accidents to staff or other persons must be recorded in the Accident book.

### ***Accident record***

- Accidents will be recorded as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Parents will be notified of major injuries immediately, and the accident report for any minor injuries are available to parents via the Engage parent portal.
- Records held in the accident record will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### ***Near Misses***

Any incident which could have resulted in a serious injury must be reported as a near miss directly to the Health and Safety Coordinator . . The Health and Safety Coordinator will review all near misses and carry out an investigation where appropriate.

### ***Reporting to the Health and Safety Executive***

Some accidents and injuries must be reported to the Health and Safety Executive – RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences). There are different reporting

guidelines for employees and students. Accidents involving contractors should be reported by their own employer. This does not mean that an internal investigation should not take place. Accidents involving self-employed contractors should be reported by the school.

The First Aid Officer will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Coordinator will report these to the Health and Safety Executive. Accidents that result in a fatality or specified injury must be reported without delay. Accidents that prevent an employee from continuing with their normal work for 7 days or more must be reported within 15 days of the incident.

### **Reportable injuries, diseases or dangerous occurrences include:**

- Death (including where the death occurs up to a year after the incident)
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Accidents to someone other than a worker, such as a student or member of the public:
  - Where they involve a work activity
  - Where they result in an injury
  - Where an accident leads to someone being taken directly to hospital for treatment of the injury
  - Near-miss events are also sometimes reportable, advice will be taken from Devon Health and Safety Services following near miss events on whether to report the incident.
- Work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see '[Reportable diseases](#)')

The above list is a summary only. The full HSE guidance on what to report should be consulted following an incident: <https://www.hse.gov.uk/pubns/edis1.pdf>

Information on how to make a RIDDOR report can be found here:  
<https://www.hse.gov.uk/riddor/report.htm>

## ***Investigations***

Most accidents that occur in school will be due to normal play and do not require an investigation. Staff should think carefully following an accident or near miss and respond proportionately to the event. Where an investigation is deemed appropriate it should be carried out as soon as possible after the event before memories fade.

Investigations should be carried out for any accidents or near misses which:

- Incur a serious injury
- Are reportable to RIDDOR
- Could have been caused by a failing in health and safety precautions, maintenance of equipment or lack of supervision/diligence by staff
- Could have incurred a serious injury or damage to property
- Where it is unclear how the accident occurred
- Where a pattern of similar injuries is identified

The Health and Safety Coordinator should consider carefully who will be best placed to assist in carrying out an investigation.

Investigations should:

- Include accounts of the event from witnesses.
- Include an assessment of risk.

Attempt to identify root causes which may include weaknesses in risk mitigations, failures in equipment or management processes.

The Health and Safety Coordinator is responsible for ensuring that the investigation is carried out and for reporting any outcomes and learnings to the Governors and School Meeting.

## **3.5 Asbestos**

The Health and Safety Coordinator will arrange for a full Asbestos survey of the site and commission a new survey in the event of a change to regulations. The arrangements for the management of asbestos are detailed in the Asbestos Management Plan and will be informed by the Asbestos survey.

The Asbestos Register, which is maintained by the Health and Safety Coordinator, will be made available to all staff and contractors prior to any work commencing which has the

potential to disturb the fabric of the building. Contractors will sign to confirm receipt of this information. No work which will disturb the fabric of the building can commence until permission to work has been given.

The Health and safety Coordinator shall ensure:

- The Asbestos Management Plan is reviewed annually.
- That the Asbestos register is consulted at the earliest possible opportunity in the planning process and that all work which disturbs the fabric of the building or fixed equipment is approved prior to starting.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded according to the frequencies identified in the Asbestos Management Plan.
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded on the Register.
- All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the relevant premises lead at the earliest opportunity.

### **3.6 Control of Substances Hazardous to Health (COSHH)**

#### ***COSHH and Staff/Student Safety***

Exposure of staff/students to hazardous substances must be eliminated or where that is not possible, risks adequately assessed and controlled.

COSHH applies where there is a risk of exposure to hazardous substances during their:

- Actual use
- Preparation, mixing etc.
- Storage
- Transportation
- Administration e.g. as a drug (ibuprofen, paracetamol, salbutamol inhalers etc.)
- Disposal after use
- Following spillage, clean-up procedures etc.

#### ***COSHH and Visitor Safety***

The duty of care is extended to visitors and contractors who may be exposed to hazardous substances. This includes accidental exposure to hazardous materials when used or created by Sands School, failure to prevent access to hazardous materials etc.

#### ***Hazardous Substances***

Every attempt will be made to choose the least harmful substance possible, where it does not impact on the effectiveness/performance of the task being carried out.

Within curriculum areas, Subject Teachers are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Subject Teachers must ensure that an up-to-date inventory of hazardous substances (anything with a CLP hazard label) and CLEAPSS model risk assessments (MRAT) are in place within their department. It is important to ensure that the findings of model risk assessments are incorporated into the practice of Subject Teachers and any point-of-use documents used when carrying out a particular task.

In all other areas, the responsible adult shall ensure that:

1. An inventory of all hazardous substances used or created within their area of responsibility is compiled and kept up to date.
2. Safety Data Sheets (SDS) are obtained from the relevant supplier for all such materials or downloaded from the manufacturer's website.
3. Risk assessments are conducted and that these assessments are recorded, and control measures are understood by those staff that are exposed to the substance. This will include the identification and provision of appropriate Personal Protective Equipment (PPE).
4. All chemicals are appropriately and securely stored out of the reach of students/children (i.e. in lockable storage).
5. All chemicals are kept in their original packaging where possible, and any substances that are decanted must be labelled appropriately (name of substance and any associated hazards).
6. Any substances created (i.e. sawdust, clay dust) should be handled according to the risk assessment.

## ***Substances to Which the COSHH Regulations Apply***

### **Forms of Hazardous Substances**

Hazardous substance may occur in a wide variety of forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Nanotechnology
- Gases and asphyxiating gases (e.g. carbon dioxide, carbon monoxide)
- Biological agents (germs)
- [Germs that cause diseases](#) such as leptospirosis or legionnaires disease and germs used in laboratories.

A substance should be regarded as hazardous to health if it is:

- Hazardous in the form in which it occurs during the work/educational activity (e.g. wood dust produced by sanding).
- Forms part of a mixture of compounds, microorganisms, allergens etc. with individual substances that have health risks.
- Is a waste material or materials with properties that have a health risk (e.g. chemical waste from scientific practical lessons)

**If the packaging or documentation supplied with the substance has any CLP hazard symbols, then it is classed as a hazardous substance and falls under COSHH regulations. See below for Hazard Symbol explanations.**

All substances hazardous to health shall be collated on the COSHH Register along with details of the material safety data sheets and a COSHH Risk Assessment. These shall be reviewed annually or when any significant changes have taken place.

### ***Principles of Control of Substances Hazardous to Health (COSHH)***

The general principles are to:

1. Control exposure of staff (and others) to hazardous substances.
2. Where possible eliminate the use of a hazardous substance
3. Where elimination is not possible **assess the risk** to identify the necessary control measure(s)
4. Change the risk by implementing control measures. Control measures adopted should be proportionate to the level of risk. These can include:

| Control Type             | Example of Controls                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Substitution             | Use a safer alternative                                                                                                                                                                                                                                                                                                                                                                                                             |
| Change the Task          | Changing how it is used e.g. using a safer form such as pre-mixed paint instead of powder paints, brushing on rather than spraying etc.                                                                                                                                                                                                                                                                                             |
| Management Controls      | Standard Operating Procedures (e.g. loading and using the dishwasher)                                                                                                                                                                                                                                                                                                                                                               |
| Training and Information | <ul style="list-style-type: none"> <li>• Training</li> <li>• Instruction for use, manufacturer's instructions</li> </ul>                                                                                                                                                                                                                                                                                                            |
| Competent Staff          | <ul style="list-style-type: none"> <li>• Providing appropriate training</li> <li>• Providing appropriate information</li> </ul>                                                                                                                                                                                                                                                                                                     |
| Control Exposure         | <ul style="list-style-type: none"> <li>• Consider the whole cycle of use and potential exposure to the substance. Is it hazardous during preparation, use, disposal etc.?</li> <li>• Minimising the quantity of hazardous substance used.</li> <li>• Enclose the substance so that it cannot escape e.g. use of engineering controls such as a fume cabinet.</li> <li>• Providing good general ventilation to work area.</li> </ul> |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <ul style="list-style-type: none"> <li>Limiting the number of staff/students that may be exposed.</li> <li>Providing hygiene facilities e.g. washing facilities.</li> <li>Provide appropriate Personal Protective Equipment (PPE).</li> <li>Provide facilities to safely dispose of or treat contaminated clothing and equipment.</li> <li>Preventing access to hazardous substances by students and visitors e.g. lockable cabinets/cupboards</li> </ul> |
| Maintenance | Maintaining equipment etc. required to control exposure                                                                                                                                                                                                                                                                                                                                                                                                   |
| Emergencies | Developing spillage and other emergency procedures                                                                                                                                                                                                                                                                                                                                                                                                        |
| Monitoring  | <ul style="list-style-type: none"> <li>Supervision</li> <li>Providing health surveillance</li> <li>Monitoring of levels of hazardous substances</li> </ul>                                                                                                                                                                                                                                                                                                |

### ***Adopting Appropriate Levels of Control***

#### **Risk Levels**

Three levels of risk have been identified. It should be noted that some hazardous substances may have high risk associated with them but the particular way that they are used, their quantities and/or concentrations may actually make them medium or low risk.

Risk levels are:

|                |                                                                                        |
|----------------|----------------------------------------------------------------------------------------|
| <b>Level 1</b> | Substance with <b><u>HIGH</u></b> potential to cause harm                              |
| <b>Level 2</b> | Substance and/or how they are used with a <b><u>MEDIUM</u></b> potential to cause harm |
| <b>Level 3</b> | Substance and/or how they are used with a <b><u>LOW</u></b> potential to cause harm    |

The purpose of this classification is to give guidance to where the risk assessment and associated control measures must be carefully identified and implemented. It is also to help avoid circumstances where arrangements put in place for a low risk substance are not proportionate to the level of risk (e.g. requiring respirators to use hand soap).

[Appendix A](#) shows examples of the risk control measures typically required for each level of risk. Where there may be doubt as to the potential classification of the substance (unless identified by risk assessment as not being required) the highest level of risk control should be implemented.

## **Risk Assessment**

Unless the risk is clearly low (e.g. washing up liquid used to wash dishes) the health risks from hazardous substances must be:

- Assessed
- Risks identified
- Control measure identified for all circumstance where exposure may take place
- Risk assessment recorded
- Risk assessment brought to the attention of staff
- Reviewed if the risk assessment may become invalid, or annually, whichever happens first.

As risk assessments may frequently influence the Standard Operating Procedures (SOP), Quality control systems e.g. required for accreditation, training etc. it is recommended that the key findings of the risk assessment are incorporated into relevant documents, training, procedures etc. Key findings will include when to use Personal Protective Equipment, management of spills etc. Risk assessments and examples are shown in [Appendix A](#).

## **Risk Assessment Review**

The risk assessment may become invalid due to:

- Change of use of the substance e.g. method of application
- Change in where it is used
- Change in formulation e.g. by supplier
- Information is received that the risk has changed
- Emerging health concerns with staff etc. e.g. respiratory problems during use.

Risk assessment should be reviewed as necessary, or annually if none of the above points occur between reviews.

## **Help and Support**

Assistance and advice relating to COSHH at Sands School is available from:

- Jasper Solomou
- Leah Sheehan
- Pamela Gallamoy
- <https://www.hse.gov.uk/coshh/>

## **COSHH Risk and Control Measures**

| Used in Tables Below |         |         |
|----------------------|---------|---------|
| Code                 | Meaning | Example |

|      |                                  |                                                       |
|------|----------------------------------|-------------------------------------------------------|
| SDS  | Safety Data Sheet                | Information on risks provided by supplier             |
| SOP  | Standard Operating Procedure     | Instruction for use (includes suppliers instructions) |
| PPE  | Personal Protective Equipment    | Gloves, goggles, lab coats etc.                       |
| RPE  | Respiratory Protective Equipment | Respirator, dust mask etc.                            |
| LEV  | Local Exhaust Ventilation        | Fume Cupboard etc.                                    |
| WEL  | Work Exposure Limit              | Average exposure over 8 hours                         |
| STEL | Short Term Exposure Limit        | Short term exposure over 15 minutes                   |

**Substance Risk Levels and Potential Control Measures Examples (non-exhaustive list):**

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                        |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level 1</b>                     | <ul style="list-style-type: none"> <li>Substance with <b>HIGH</b> potential to cause harm</li> </ul>                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                        |
| Risk Factors                       | <ul style="list-style-type: none"> <li>Substances where high standards of control must be in place and maintained</li> <li>Risk of short- or long-term injury</li> <li>Risk of significant health effects (e.g. carcinogenic)</li> <li>Possible or known risk to unborn child (mutagenic)</li> <li>Staff may need high levels of competency</li> <li>Likely requirement for monitoring</li> <li>Likely to require health surveillance</li> </ul> |                                                                                                                                                                                                        |
| (Possible) Additional risk factors | <ul style="list-style-type: none"> <li>Requires the routine use of control measures such as enclosure, engineering (LEV), PPE etc.</li> <li>Spillage procedures required and likely to include RPE and specific waste disposal procedure etc.</li> <li>Substances may have a WEL and/or STEL</li> </ul>                                                                                                                                          |                                                                                                                                                                                                        |
| <b>Examples</b>                    | <b>Substance Example</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Typical Risks</b>                                                                                                                                                                                   |
| School Laboratory                  | Concentrated Nitric Acid, 98%                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>May intensify fire; oxidizer</li> <li>May be corrosive to metals</li> <li>Causes severe skin burns and eye damage</li> <li>Causes serious eye damage</li> </ul> |

| Level 1                                                                                                                                                                                                                                                                                                                                                                                             | Examples of Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Developing the risk assessment                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Consider the basic requirements of COSHH (elimination, substituting safer alternative etc.)</li> <li>Knowledge of Safety Data Sheet</li> <li>Formal risk assessment to identify and record control measures</li> <li>Manufacturer's instructions</li> </ul>                                                                                                                                                                                                                                                            |
| Likely main control measures                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Standard Operating Procedure/Instructions for use</li> <li>Training/information for staff</li> <li>PPE (routine use and/or spillage)</li> <li>Spillage procedure, training, equipment etc.</li> <li>Supervision</li> <li>Security of chemicals (All <b>Level 1</b> substances are kept in well maintained, lockable storage, designed to house specific substances (e.g. corrosive substances stored in specifically designed and labelled storage cabinets))</li> <li>Incident reporting and investigation</li> </ul> |
| Other possible control measures                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Enclosure of substance</li> <li>LEV maintained and tested</li> <li>RPE routine use and/or spillage</li> <li>Monitoring for WEL/STEL</li> <li>Specific first aid procedure</li> <li>Health surveillance</li> </ul>                                                                                                                                                                                                                                                                                                      |
| <p>It is general practice at Sands School to avoid the purchase and use of <b>Level 1</b> substances as much as possible, however rare exceptions may occasionally arise hence the need for this exemplar material. In such cases, the substances are used <b>only by trained laboratory or maintenance staff. Students and visitors are never allowed access to <b>Level 1</b> substances.</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Level 2                            | Substance and/or how they are used with a <b>MEDIUM</b> potential to cause harm                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk Factors                       | <ul style="list-style-type: none"> <li>Generally immediate or short-term risk to health</li> <li>Higher risk chemicals used in small quantities</li> </ul>                                                                                                                                                                                                                                                                |
| (Possible) Additional risk factors | <ul style="list-style-type: none"> <li>May require the routine use of PPE, LEV</li> <li>Unlikely to require RPE in normal use</li> <li>Possible use in poorly ventilated or inappropriate areas</li> <li>Users may take short cuts e.g. higher concentrations of liquids in a belief the task will be quicker etc.</li> <li>Spillage procedures may be required</li> <li>Substances may have a WEL and/or STEL</li> </ul> |

|               | <ul style="list-style-type: none"> <li>• Possibility that students and visitors may be exposed to the substance e.g. accessing substance from insecure storage cupboards</li> </ul> |                                                                                                                    |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Examples      | Substance Example                                                                                                                                                                   | Typical Risks                                                                                                      |
| Maintenance   | <ul style="list-style-type: none"> <li>• Drain cleaner</li> <li>• Cement dust</li> </ul>                                                                                            | <ul style="list-style-type: none"> <li>• Respiratory injury /chemical burns</li> <li>• Chemical burns</li> </ul>   |
| General Areas | <ul style="list-style-type: none"> <li>• Latex</li> <li>• Alcohol gels</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>• Dermatitis</li> <li>• Dermatitis, consumption by students etc.</li> </ul> |

| Level 2                         | Examples of Control Measures                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Developing the risk assessment  | <ul style="list-style-type: none"> <li>• Consider the basic requirements of COSHH (elimination, substituting safer alternative, risk assessment etc.</li> <li>• Knowledge of Safety Data Sheet</li> <li>• Formal risk assessment to identify and record control measures</li> <li>• Manufacturer's instructions</li> </ul>                                                                                  |
| Likely main control measures    | <ul style="list-style-type: none"> <li>• Standard Operating Procedure/Instructions for use</li> <li>• Training/information for staff</li> <li>• PPE (routine use and/or spillage)</li> <li>• Spillage procedure, training, equipment, waste procedure etc.</li> <li>• Supervision (especially of students)</li> <li>• Security of chemicals etc.</li> <li>• Incident reporting and investigation</li> </ul> |
| Other possible control measures | <ul style="list-style-type: none"> <li>• Enclosure of substance</li> <li>• LEV maintained and tested</li> <li>• RPE (routine use and/or spillage)</li> <li>• Monitoring for WEL/STEL</li> <li>• Specific first aid procedure</li> <li>• Health surveillance</li> </ul>                                                                                                                                      |

| Level 3                            | Substance and/or how they are used with a <b>LOW</b> potential to cause harm                                                                                                 |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk Factors                       | Low risk to health                                                                                                                                                           |
| (Possible) Additional risk factors | <ul style="list-style-type: none"> <li>• May require the routine use of PPE</li> <li>• No requirement for engineering (LEV) controls,</li> <li>• RPE not required</li> </ul> |

|                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Information on safe use etc. primarily available from the label of the container</li> <li>Spillage procedures unlikely to be required</li> <li>Possibility that students and visitors may be exposed to the substance e.g. security of cupboard, use in open access kitchens etc.</li> </ul> |                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Examples                                                                                                                                                                                                                                                                               | Substance Example                                                                                                                                                                                                                                                                                                                   | Typical Risks                                                                                                                        |
| Detergents                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Washing up Liquid</li> <li>Hand Soap</li> </ul>                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Mild irritant to sensitive individuals</li> <li>Drinking by visiting children etc.</li> </ul> |
| <p>The large majority of substances purchased and used by Sands School fall under this level of risk, with the remainder falling under <b>Level 2</b> and a very small percentage under <b>Level 1</b> (primarily used by specially trained laboratory staff or maintenance staff)</p> |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                      |

| Level 3                         | Examples of Control Measures                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Developing the risk assessment  | <ul style="list-style-type: none"> <li>None Required</li> </ul>                                                                                                                                                                                                                                                                                           |
| Likely main control measures    | <ul style="list-style-type: none"> <li>Control measures generally simple</li> <li>Knowledge of instructions for use, SOP etc.</li> <li>Limited requirement for training/information for staff</li> <li>PPE (routine use and/or spillage) may not be required</li> <li>Security of chemicals etc.</li> <li>Incident reporting and investigation</li> </ul> |
| Other possible control measures | <ul style="list-style-type: none"> <li>Low requirement e.g. health surveillance not required</li> </ul>                                                                                                                                                                                                                                                   |

**CLP Hazard Symbols/Pictograms**

| <u>Symbol</u>                                                                       | <u>Meaning</u>                                                        |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
|    | Explosive (Symbol: exploding bomb)                                    |
|    | Flammable (Symbol: flame)                                             |
|    | Oxidising (Symbol: flame over circle)                                 |
|   | Corrosive (Symbol: corrosion)                                         |
|  | Acute toxicity (Symbol: skull and crossbones)                         |
|  | Hazardous to the environment (Symbol: environment)                    |
|  | Health hazard/Hazardous to the ozone layer (Symbol: exclamation mark) |
|  | Serious/Long Term health hazard (Symbol: health hazard)               |

|                                                                                   |                                           |
|-----------------------------------------------------------------------------------|-------------------------------------------|
|  | Gas under pressure (Symbol: gas cylinder) |
|-----------------------------------------------------------------------------------|-------------------------------------------|

### 3.7 Emergencies

Emergencies can happen in any school or workplace and each emergency is different. This policy aims to provide a flexible framework to support the staff to manage any emergency or critical incident that arises.

An incident becomes critical when it constitutes a serious disruption arising with little or no warning on a scale beyond the coping capacity of the school operating under normal working conditions.

The school's Critical Incident Policy sets out the procedures for managing a critical incident including the roles within the School Emergency Management Team (SEMT).

### 3.8 Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

All equipment is stored in the appropriate storage containers and areas.

#### ***Electrical equipment***

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the responsible manager.
- All portable items of electrical equipment will be subject to regular testing (PAT) by a competent person.
- Any potential hazards will be reported to the Maintenance Manager or Health and Safety Coordinator immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- An electrical installation test will be conducted by an approved competent electrical contractor every 5 years. The Maintenance Manager is responsible for organising this cycle of inspection and arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

### ***Display screen equipment***

All staff who use computers or display screen equipment daily for continuous spells of an hour or more, or an aggregate daily time of 3 hours or more, will have a display screen equipment (DSE) assessment carried out. DSE Risk Assessments will be carried out using the [HSE's recommended format](#).

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### ***PE equipment***

PE Equipment is checked monthly by staff with checks recorded in the H&S inspection record.

Any concerns about the condition of the sports court or other apparatus will be reported to the Maintenance Manager.

### ***Playground equipment***

The school has limited bespoke playground equipment on site including a tree swing and zip wire. The Health and Safety Coordinator has risk assessed the use of the equipment taking into account S EN1176 standards relating to playground equipment.

## **3.9 Fire Safety**

The Headteacher is responsible for ensuring that the school's fire risk assessment is undertaken, and controls implemented accordingly. This task will be undertaken by the Fire Safety Lead with support from the Health and Safety Coordinator. The fire risk assessment record will be held in the Fire Log Book to be held in the Admin Office. The fire risk assessment will be reviewed annually by the Fire Safety Lead, a Fire Safety Risk Assessment will be commissioned from an external professional assessor every 3 years or after any major alternations to the building, its use, procedures or activities.

Fire and emergency evacuation procedures are detailed in the Fire Evacuation Plan which is to be kept in the Fire Log Book. A summary Fire Action Notice will be posted at the exit point

of each room as well as at each final exit door. These procedures will be reviewed along with the fire risk assessment and are to be made available to staff as part of each establishment's induction process.

In addition, all staff will be briefed in the contents of the Fire Evacuation Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly, and results recorded in the Fire Log Book. Additional specific fire safety training will be undertaken as identified in the fire risk assessment.

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are provided to the closest neighbours of the school and a copy kept in the Fire Log.

Personal Emergency Evacuation Plans (PEEPs) will be put in place for those individuals who require them to ensure that the correct level of assistance is always available.

The Fire Safety Lead is responsible for ensuring that the Fire Log Book is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of fire-fighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills

Procedures will be reviewed annually.

Our [Fire Safety Policy](#) contains full details of the measures in place to ensure fire safety.

### **3.10 Gas Safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances, flues and portable gas cylinders are inspected annually by a Gas Safe Plumber. All rooms with gas appliances are checked to ensure they have adequate ventilation as part of annual servicing. Gas tightness tests are carried out every 5 years.

### **3.11 Legionella**

A water hygiene risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint. The Health and Safety Coordinator is responsible for ensuring that any identified operational controls are being conducted and recorded.

The risks from legionella are mitigated by the following:

- Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays
- Conducting monthly water temperature checks
- Annual servicing of thermostatic mixing valves
- Annual maintenance of water tanks and calorifiers
- Ensuring the school's water supply systems are regularly inspected and maintained
- Any external contractors working on the water supply, or related systems ensure that they consider measures to minimise the risk from legionella

The school's practice on managing water hygiene and the risk from Legionella follows the [Health and Safety Executive's Approved Code of Practice](#).

### **3.12 Lone Working**

The Health and Safety Executive (HSE) define a lone worker as someone who "works by themselves without close or direct supervision". Sands School aims to minimise the risks that lone workers face and put in place appropriate measures to improve their safety whilst working on their own.

Lone working may include:

- Early or late working
- Weekend working
- Site manager duties
- Site cleaning duties
- Working alone in an isolated part of the site
- Remote working, self-isolation and/or remote learning

#### ***Details about you***

- Staff should ensure that the Office has up to date contact telephone numbers for you, including:
  - Your current personal mobile number and/or home number
  - A number for your next of kin or the people you live with, if applicable.
- Staff should ensure that the HR Manager and their Mentor is aware of any health issues that may affect you whilst lone working.

## ***Using Supervision Effectively***

During Staff Meetings, any issues related to lone working and Safeguarding should be raised, any risk assessments reviewed and issues of concern discussed, including training issues or requests for further support.

## ***Assessing the Risk Prior to Lone Working***

- Staff should inform their Mentor or other identified person when they will be working alone.
- Staff should ensure that their appointments / whereabouts are known and are recorded before leaving the school by keeping schedules/diaries up-to-date or communicating their arrangements by email.
- Staff should make their Mentor or other identified person aware whenever they deviate from the details of their planned work.

## ***Reporting***

- Staff must immediately report an incident to the HR Manager and, where appropriate, to the Police
- Staff are responsible for recording and investigating all incidents of violence, and taking any remedial action that may be required, in consultation with their Mentors
- Mentors are responsible for providing emotional welfare and support mechanisms in the event of an incident for staff.

## ***Managing Risks***

Staff should minimise the risk to themselves by not doing anything that puts them in danger. If they are unsure or have a sense of danger, they should not proceed with the lone working task.

In particular, lone workers should **not**:

- Work at height
- Use equipment they are not trained to use
- Lift heavy materials
- Work with electricity
- Work with hazardous materials

Procedures to minimise risk:

- All staff will undertake appropriate training, including Fire Safety training.
- When working alone, ensure you are familiar with appropriate risk assessments and control measures.
- Ensure that your Mentor, or other appropriate person, is made aware when you are working alone.
- Ensure a family member, friend or colleague is aware you are lone working and when expected to return home.

- Staff should ensure that they have access to a mobile phone at all times and that the mobile phone is charged, and in working order prior to lone working.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
- Mentors, or other appropriate adult, should periodically check on colleagues who are working in an isolated part of the school.
- For safeguarding reasons staff are not permitted to work with a single student, there must always be more than two people on site when students are present.

### **3.13 Manual Handling**

All staff who regularly lift or handle loads undertake training in moving and handling. Staff should not lift or handle anything for which they have not been trained or that has not been properly risk assessed.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

### **3.14 Occupational Stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Sands School employs counselling staff which are available for staff and student use. A mentor system is in place, and staff are encouraged to meet with their mentor at least once a term.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

### **3.15 Radon**

Due to its proximity to Dartmoor National Park, Sands School sits in a high radon area. The Health and Safety Coordinator will measure the risk of Radon on 3-10 yearly basis, depending on most recent readings.

Initial readings in 2024 showed one less frequently used area of the school as having a corrected annual average of over 300Bq/m<sup>3</sup>. This led to further areas of the school being monitored over a longer period of time. The school appointed a Radiation Protection Adviser to assist in a risk assessment and advise on remedial actions to be undertaken to manage the risk.

Subsequent readings showed that Radon levels in this area did not conform to typical patterns and resulted in an annual average (as measured) of 200Bq/ m<sup>3</sup> which is below the threshold of 300Bq/m<sup>3</sup> and no further action is required. The other areas tested within the school were all well below the threshold.

In line with industry best practice, a retest of Radon levels should be undertaken after 5 years or beginning of the calendar year in 2031.

### **3.16 Site Security**

The Maintenance Manager has overall responsibility for the security of the school site in and out of school hours.

The staff team collectively share the responsibility for ensuring the site is secure on a day to day basis. Any concerns should be reported to the Maintenance Manager as soon as possible.

#### ***Security arrangements***

The school site is secured on a daily basis when in use by the member of staff on duty by following the locking up procedure, including:

- Checking all areas of the buildings
- Ensuring all devices which pose a fire risk such as cooker, urn and heaters are switched off
- Ensure all windows are closed and secure
- Ensure all fire doors are shut
- Ensure all exits are secure
- Set the alarm on main building and science lab
- Lock main door and car gate

In the event that the security alarm sound out of hours, the Maintenance Manager should be contacted. Neighbours living close to the school site have been provided contact details.

## **Visitors**

All visitors are required to sign into the premises, and the sign in book is included in our fire evacuation plan in case of emergency. Visitors are not permitted on the school site unaccompanied by a member of staff, unless a Risk Assessment has been carried out and we have been satisfied that sufficient safeguarding checks are in place. Visitors are provided with a leaflet about our Health and Safety policies and directed to read our fire evacuation policy.

Refer to the Visitors section of the [Safeguarding and Child Protection Policy](#) and the [Fire Safety Policy](#) for further details.

## **3.17 Smoking**

Smoking or vaping are not permitted anywhere on the school premises.

## **3.18 Travel**

### ***School bus service***

Sands School operates a minibus service for students that travel to school from Totnes or South Brent. The buses are driven by staff with full licences appropriate for the size and type of vehicle and have completed mini-bus training, updated on a 4 yearly cycle.

The school busses have period safety inspections with a competent garage depending on the age of the vehicle.

Each bus is equipped with a First Aid kit and fire extinguisher.

Each time the bus is used the driver is responsible for ensuring safety while travelling including that all passengers wear seat belts and behave in a safe manner. Drivers must undertake a pre shift daily walkround check and any issues with the buses must be reported to the Health and Safety Coordinator immediately and taken out of use if necessary.

For journeys longer than 3 hours, the school will ensure that two members of staff are present on each bus to share driving and supervision duties.

### ***Staff Cars***

Occasionally Sands Staff will be required to transport students in their own vehicles for trips, or Camp etc. The school holds occasional business use policy which covers ad hoc trips by staff.

The Admin team will ensure the following:

- Staff cars have current MOT and tax.
- Staff licences are checked six monthly. If there are any more than six points, this must be discussed with the insurer and check it is still covered

The staff member must ensure the following:

- The vehicle is maintained in good working condition
- Seatbelts to be worn at all times
- They have current breakdown cover
- Any medical condition or medication that may affect driving is communicated to the admin team so it can be assessed
- Must not be under the influence of drugs or alcohol

### ***Trips***

Travel for school trips must be risk assessed as part of the trip planning process. The Trip Leader should ensure they allow sufficient time for the journey, that the needs of all students and staff/volunteers attending are taken into consideration and that the ratio of staff to students is appropriate.

When using public transport instructions should be given to all students to ensure the whole group makes the journey together.

Where parents are dropping students off or picking students up from trip locations this must be recorded by the Trip Leader so that all students are accounted for.

See the school's Educational Visits and Trips Policy for more details of planning and arrangements for Trips.

## **3.19 Working at Height**

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the staff member to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings and wherever possible included in the risk assessment process. When working at height (including accessing storage or putting up displays) appropriate stepladders or elephantstools are to be used.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height.

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. Volunteers will not be given tasks to do that involve working at height.

In addition:

- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Work at height equipment is regularly inspected. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- All those who work at height are trained and competent to do so.
- Access to high levels, such as roofs, is only permitted by trained persons.
- Access to fragile surfaces is properly controlled.

### **3.20 Vehicles on Site**

Sands School recognises the risks of vehicles moving within the car park area and alerts all staff and students to the dangers. Signage has been placed within the car park area.

### **3.21 Violence at Work**

All Sands Staff have the right to be treated with consideration, dignity and respect. Sands School will not tolerate any instances of work-related violence, including verbal, racist, threatening, intimidating, bullying behaviours, assaulted or abuse.

Staff must immediately report incidents of violence, harassment or intimidation towards them or which they witness including near misses to the Health and Safety Coordinator / Safeguarding Lead and to the Police. This applies to violence from students, visitors or other staff.

The Sands School Safeguarding policy sets out rules regarding the use of reasonable force when dealing with violence.

Sands School operates a strict policy of non-violence, and any student who is violent will be immediately sent home pending investigation. See our [Discipline and Exclusions Policy](#) for more details.

### 3.22 Volunteers

Volunteers such as parents, ex-students and other supporters of the school are periodically used for tasks such as supervising on trips, helping with at events, helping with light maintenance and cleaning tasks at community work days. Volunteers will never be given a task they are not confident to carry out, the task will be appropriately risk assessed and any guidance and PPE required will be provided to them. Volunteers will never be asked to work at height.

## 4. Change Log

| Version | Date        | Summary of changes                                                                                                                                                                                                                                   | Responsible person                        |
|---------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 2.5     | June 2026   | Incorporation of COSHH policy, Radon Update and minor amends.                                                                                                                                                                                        | Leah Sheehan                              |
| 2.4     | June 2025   | Annual Review, minor amends and Radon update.                                                                                                                                                                                                        | Leah Sheehan                              |
| 2.3     | August 2024 | New Health and Safety Coordinator                                                                                                                                                                                                                    | Kezia Cantwell-Wright                     |
| 2.2     | May 2024    | Reorganised into 3 key sections: Statement of Intent, Organisation and Arrangements. Updated roles. Expanded arrangements in following areas: Asbestos, Radon, Security, Lone working, Working at Height. Risk assessment, moved to separate policy. | Kezia Cantwell-Wright and Pamela Gallamoy |
| 2.1     | Feb 2024    | Annual review, minor amends.                                                                                                                                                                                                                         | Pamela Gallamoy                           |
| 2.0     | Feb 2023    | New template. Expansion of measures. New regular recorded checks.                                                                                                                                                                                    | Pamela Gallamoy                           |
| 1.1     | 2019        | Minor amends                                                                                                                                                                                                                                         | Donald Barr                               |
| 1.0     | 2010        | Original policy                                                                                                                                                                                                                                      | Donald Barr                               |