

# HEALTH & SAFETY POLICY



*To be read in tandem with the Risk Assessment, First Aid and Educational Visits Policies*

## **I.0 GENERAL STATEMENT OF POLICY**

I.1 Birchfield School recognises its overall responsibility for providing a safe, healthy and secure working environment for the teaching and non-teaching staff, for all the children attending the school including those in the EYFS and for others who visit or are users of the School. The Policy has regard to the Health and Safety at Work Act 1974.

I.2 It will take all reasonably practicable steps to fulfil this responsibility and will in particular endeavour to:

- provide and maintain plant, machinery, equipment and systems of work that are safe and without risk to health.
- ensure safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- provide such information, instruction, training and supervision as is necessary to ensure health and safety.
- provide means of access to and egress from buildings that are safe and without risk to health.
- make adequate provision for the welfare of all employees and children and for securing a working environment that is safe and without risk to health.
- encourage all employees to adopt safe working practices and to report accidents and potential hazards.

I.3 In order to achieve these objectives the School will:

- ensure that financial and other resources are provided as necessary.
- consult with staff with a view to promoting effective cooperation on health and safety matters.
- establish and maintain a Health and Safety focus during Governance Advisory Committee meetings for the discussion of health and safety issues.
- nominate a member of the Governance Advisory Committee to report on matters related to Health and Safety Committee.
- require senior teaching and non-teaching staff to accept that the achievement of the objectives of this policy and accident prevention is an integral part of their responsibilities.
- seek external competent professional advice on health, safety and welfare matters when necessary.
- identify a member of staff to serve as a Health and Safety Advisor.
- ensure that all employees are provided with such training as is necessary to comply with statutory requirements.
- ensure that general Risk, COSHH, Manual Handling and other assessments necessary to comply with statutory requirements are carried out.
- arrange for the collection and analysis of accident data.

## 2.0 **ORGANISATION**

### 2.1 **The Headmistress**

2.1.1 The Headmistress is responsible for the implementation of the Health and Safety Policy and for ensuring that the School fulfils its statutory obligations with respect to the health, safety and welfare of staff, pupils and others.

2.1.2 In order to fulfil these responsibilities the Headmistress will:

- liaise with the Governance Advisory Committee to ensure the achievement of the Schools health and safety objectives.
- chair the School Health and Safety committee and ensure that reports from that Committee are made available at meetings of the Governance Advisory Committee.
- ensure that adequate resources are allocated to the provision and maintenance of health, safety and welfare.
- ensure that suitable arrangements are in place for dealing with fire and other emergencies; that appropriate fire fighting equipment is made available and; that sufficient competent persons have been nominated and trained to deal with fire emergencies and the safe evacuation of the premises.
- ensure that any information and training necessary to ensure health and safety is provided including induction training as appropriate and any specific training required by statute.
- ensure that the contents of this policy and associated documentation is brought to the attention of all members of staff and consult with them, and others where necessary, in respect to their implementation and review.
- ensure that all staff keep themselves and members of their team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- ensure that regular health and safety inspections and audits of health and safety systems are carried out.
- seek external competent health and safety advice in respect of any issue which may require specialist advice.
- ensure that all accidents, injuries, diseases and dangerous occurrences are recorded and reported as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and where appropriate ensure that all accidents, injuries and near misses are investigated.
- authorise risk assessments prepared by staff.
- ensure that general Risk, COSHH, Manual Handling and other assessments necessary to comply with statutory requirements are carried out.
- consult, either individually or collectively, with staff on issues related to health and safety.

### 2.2 **Heads of Department/Senior Teachers/Curriculum Coordinators**

2.2.1 Heads of Department/Senior Teachers/Curriculum Coordinators are responsible for the implementation of the Health and Safety policy and for ensuring that the School fulfils its statutory obligations with respect to the health safety and welfare of staff, pupils and others in respect of all activities under their control.

2.2.2 In order to fulfil these responsibilities they will:

- ensure that risk assessments and associated procedures and documents necessary to comply with statutory requirements are in place and are followed.
- draw up any departmental procedures necessary to ensure the effective implementation

- of the safety policy.
- ensure that the Headmistress is advised of any specialist requirements necessary to ensure the health and safety of staff and pupils.
- ensure that they keep themselves and members of their team up to date with any changes to this policy and associated documentation.
- ensure that they keep themselves and members of their team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- consult, either individually or collectively, with the staff for whom they are responsible on issues related to health and safety.

## 2.3 **Teachers**

### 2.3.1 Teachers will

- work at all times in accordance with the health and safety policy and associated documentation including risk assessments and departmental procedures.
- comply at all times with any safety instructions from their Head of Department/Curriculum Coordinator.
- check before use that classrooms/work areas and equipment are safe and ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any potentially harmful articles or substances are used and stored in a manner not likely to result in harm.
- ensure that they and children under supervision wear personal protective clothing and equipment where appropriate to activities carried out.
- prepare risk assessments in advance of educational visits and guest speaker assemblies.
- ensure that at all times pupils are supervised in a manner appropriate to the nature of the activities in which they are engaged and the area in which they are taking place.
- ensure that they keep themselves up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.

## 2.4 **Assistant Site Manager and Office Manager – On Site at Birchfield School**

2.4.1 The Assistant Site Manager and Office Manager will liaise closely with the Estates Team at St Philips Education at all times and keep them updated of any areas which require ongoing and urgent attention. As a group, they will ensure that all School premises provide a healthy and safe environment for employees, pupils and others. They are responsible for the implementation of the Health and Safety policy and for ensuring that the School fulfils its statutory obligations with respect to the health safety and welfare of staff, pupils and others in respect of all estates, grounds maintenance and related activities including the activities of contractors working on the site.

In order to fulfil these responsibilities the Assistant Site Manager and Office Manager, in tandem with the Estates Team at St Philips Education, will:

- ensure that risk assessments, associated procedures and safe systems of work are in place and followed in respect of any work carried out under his control, whether that work is carried out by employees or by contractors on behalf of the School.
- oversee the annual review of risk assessments for the school site.
- ensure that a system is put in place for the selection of competent contractors and ensure the effective control and co-ordination of the work of contractors on the School site and that work is carried out in accordance with any methods statements agreed with them.
- ensure the effective implementation of the safety policy and that risk assessments and

associated procedures and documents are drawn up and implemented and keep themselves and members of their team up to date with any changes to this policy and associated documentation.

- ensure that they keep themselves and members of their team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- ensure that all staff for whom he/she is responsible have received any information and training necessary to ensure they can carry out their work without risk to themselves or others.
- consult, either individually or collectively, with the staff for whom he/she is responsible on issues related to health and safety.

## 2.5 **Other non-teaching staff with supervisory responsibilities**

2.5.1 All such staff who have departmental responsibility in tandem with the Senior Management Team, will, in respect of all activities that they control:

- ensure that all School premises provide a healthy and safe environment for employees, pupils and visitors.
- ensure that safe systems of work are adopted in respect of any work carried out, whether that work is carried out by employees or by contractors on behalf of the School.
- ensure that risk assessments and associated procedures and documents are in place and are followed.
- ensure that all staff for whom they are responsible have received any information and training necessary to ensure they can carry out their work without risk to themselves or others.
- draw up any procedures necessary to ensure the effective implementation of the safety policy.
- ensure that they keep themselves and members of their team up to date with any changes to this policy and associated documentation.
- ensure that they keep themselves and members of their team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- consult, either individually or collectively, with the staff for whom they are responsible on issues related to health and safety.

## 2.6 **All staff**

2.6.1 Staff will cooperate with all arrangements made by the School to ensure the health, safety and welfare of employees, pupils and others. In particular they will:

- accept their personal responsibility to comply with arrangements made in respect of health and safety.
- ensure that in all their actions they promote and contribute to the maintenance of health and safety.
- take reasonable care to ensure their own health and safety and that of others that may be affected by their actions.
- not interfere with any equipment provided to ensure health and safety.
- use all safety systems, equipment and protective clothing as required.
- report to appropriate management any defective plant, machinery, tools, other equipment and any systems of work or conduct that constitutes a hazard.
- ensure that all accidents, however minor, are entered into the accident book and that all accidents and dangerous occurrences are reported to management.

## 2.7 **Health and Safety Advisor**

The St Philips Education Estates Manager will advise the Assistant Site Manager on safety advice and act as the 'competent person'. In addition, a member of the Governance Advisory Committee will be given responsibility for this area and the School will be supported by an external Health and Safety consultant, Citation.

### 2.7.1 The Safety Advisors will:

- Co-ordinate and provide advice and support in respect of the development, updating and maintenance of this health and safety policy, risk assessments and associated procedures.
- attend meetings of the health and safety committee giving such advice and support as is appropriate.

## 2.8 **Pupils**

2.8.1 Where any pupil's continued participation in any School activity is held to be a threat to the health and safety of themselves or others, the School shall at its discretion exercise the right to exclude that pupil from further participation in such activities. Such exclusion will normally be preceded by consultation with the pupil's parent(s) or guardian(s) but may, where circumstances preclude such consultation, take place without it.

## 2.9 **Arrangements for Consultation and Communication**

2.9.1 The School recognises that the active participation of all members of staff is essential if the highest standards of health and safety are to be attained. The following arrangements shall be made in respect of consultation and communication to encourage such participation:

- a school Health and Safety meeting will take place termly. Relevant points arising from the meeting will then be shared with the Governance Advisory Committee and considered by them.
- all staff with a management/supervisory responsibility will be expected to consult, either individually or collectively, with the staff for whom they are responsible and the opportunity to raise health and safety concerns will be provided at all staff meetings.

## 3.0 **ARRANGEMENTS**

3.1 **Smoking** is forbidden on any part of the site.

3.2 **Safe working practices** will be developed for all activities for which significant hazards and levels of risk have been identified by appropriate risk assessments. Such measures will be conveyed to those members of staff and pupils who may be affected. All measures taken will be reviewed as to their effectiveness and revised as appropriate in the event of new legislation or guidance, changed circumstances or changed working practices.

3.3 **Risk assessments** will be made and regularly reviewed by the appropriate senior staff in respect of all activities that may give rise to risk of injury. These assessments will cover cleaning and maintenance activities as well as normal operation where appropriate. Copies will be kept at each location to which they relate and will be brought to the attention of all relevant employees and, where appropriate, pupils. Please refer to the separate policy.

**Arrangements for the selection and control of contractors** working on School premises, or elsewhere on behalf of the School, will be established. These will seek to ensure

that only contractors that can demonstrate that they have the necessary regard for, and expertise in, health and safety will carry out work for the School. The objective of these arrangements is to ensure that contractors do not expose School employees, pupils or others persons to health and safety risks.

**Personal protective equipment and clothing** will be provided where required by statute or risk/COSHH assessments. Where provided, staff and pupils as appropriate will use it.

**Off-site activities** including day trips; outdoor activities of all kinds; overnight trips and extended trips including trips abroad will be subject to specific control procedures in such detail as is appropriate to the nature and location of the activity and the age and experience of the children taking part in them. All accompanying parents will be DBS checked if they are to have unsupervised access to children. An Educational Visits Coordinator oversees the planning for educational visits in line with the separate Educational Visits Policy.

**Minibuses and other School vehicles.** A separate policy is available covering the use of minibuses and other School vehicles covering their specification, maintenance, rules for use and the selection and training of drivers.

**Vehicle Movement.** In almost all cases, vehicles will not be allowed through the gates. Only those granted specific access will be permitted to progress beyond the car park. All visiting drivers must report to the School Office.

**Emergency procedures** will be established where appropriate, including in particular a fire evacuation procedure. Information on the procedure, evacuation routes, assembly areas will be clearly posted and practice evacuations in the daytime and at night will take place at least once each term. The Assistant Site Manager will keep a record of all practice and emergency evacuations. Adequate fire fighting equipment, means of raising an alarm and emergency lighting will be maintained and tested at appropriate intervals. Fire exit routes will be kept free of obstructions, fire exit doors unlocked and fire doors closed at all times.

**First aid provision.** First aid boxes conforming to the requirements of the Approved Code of Practice to the Health and Safety (First Aid) Regulations will be located in the medical room and in areas that present a greater risk or are a distance from the medical room. Please refer to the First Aid policy for a full list of locations. A travelling first aid box will be carried on School vehicles and on School journeys involving hired vehicles. The extent of first aid provision will be reviewed by the Named First Aider who will also check and maintain the contents of all first aid boxes and ensure that the required number of first aid trained staff, are available at all times.

**Accident reporting.** All accidents resulting in injury to staff, pupils, visitors etc, however minor, must be reported to the Named First Aider and Assistant Head as a minimum and recorded in the accident book. The accident book will be kept in the medical room. Where required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), accidents, instances of ill-health and dangerous occurrences will be reported either via the HSE website or by using the designated form within the specified period. Where so required an immediate report will be made by telephone to the Incident Control center (ICC) or via the HSE website.

**Accident investigation.** An appropriate member of staff will investigate all accidents, likely to be the Assistant Head with the Named First Aider initially. The report forms will be kept by the Named First Aider as a basis for the collection of statistical data on accidents and reports to the Health and Safety Committee. Where an accident involves serious injury, or in the event of a reportable dangerous occurrence, the site will remain undisturbed until advice is obtained to facilitate inspection by the Headmistress and/or the enforcing authority.

Disturbance of the site will only take place to the extent required to safeguard against further injury to any party or prevent further significant damage to buildings, equipment etc.

**Information and training.** All employees will be provided with such information and training as is required to ensure safe working. This will generally be specified in risk assessments but will include all information and training requirements specified in Statutes and related Approved Codes of Practice etc. Information and training will also be provided for new employees and, where appropriate, when new equipment and systems of work are introduced which may represent a risk to health or safety. Staff use the Educare online system for training purposes. Key aspects of health and safety will be shared with staff at inset meetings or on ad hoc basis as required.

**Stress.** When allocating responsibilities, tasks and workloads to staff and timetabling teaching staff, governors and the Headmistress as appropriate will ensure that they: are achievable within reasonable contracted working hours; are within the capabilities and experience of those to whom they are allocated and that staff have sufficient resources and managerial support to enable them to carry them out. The school will have recourse to occupational therapy for staff as required.

**Violence against staff** will not be tolerated. All reports of violence against employees of the school during the course of their duties, whether actual or threatened, will be investigated and appropriate action taken. Anyone making threats or verbally abusing staff may be sent a formal warning indicating that legal action may be taken should the behaviour continue. In the case of actual violence against an employee or damage to property then the matter will be referred to the local police.

**Workplace inspections** will be carried out in each work area at least once a year by the Head of Department/Curriculum Coordinator/responsible manager. Periodic inspections of the school site will be arranged to follow up on any outstanding action points. The results of the inspection, including recommendations for remedial action will be recorded.

**An annual audit** of health and safety performance will be carried out by the Office Manager for teaching related activities etc. and by the member of staff nominated as the Health and Safety Advisor. They will report on the outcome of the Audit to the Headmistress and the Health and Safety representative for the Governance Advisory Committee.

## 4.0 **DISABILITIES**

- 4.1. All activities will be planned and carried out in such a way as to facilitate the full participation of children with disabilities. In exceptional circumstances an activity deemed essential to the educational, personal or social needs of the children in general may pose unacceptable health and safety risks for a particular child as a result of their disability. In such circumstances, and where no alternative approach is available, the activity may go ahead and alternative arrangements made for the disabled child. These alternative arrangements must fulfil, so far as is reasonably practicable, the same educational, personal or social needs as the principal activity.

For further information relating to individual aspects of Health and Safety, reference should be made to the Health and Safety Handbook.