

Health & Safety Policy



Redhill Primary School

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Redhill School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the duty of Birmingham City Council (BCC).

We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1** On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
- a. All persons employed at Redhill School whilst they are at work;
 - b. Persons other than Redhill School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Redhill School whilst they are at work.
- 1.2** To effectively achieve this, Redhill School will provide, so far as is reasonably practicable:
- a) Safe premises, plant and systems of work;
 - b) Safe methods of using, handling, storing and transporting of articles and substances;
 - c) Information, instruction, training and supervision;
 - d) A safe working environment;
 - e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.
- 1.3** The Governing Body for Redhill School will follow best practice policies, guidance and advice provided by Education Safety Services under a Service Level Agreement (SLA). The Governing Body for Redhill School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.
- 1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.
- 1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety

Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Improvement Group. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

_____	Governor Representative
Jo Jones	Head Teacher/Safety Co-ordinator
Hannah Fox	Teacher
Mike Hall	Site Manager

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents

and in light of improved knowledge or technical change. This is the principal cornerstone of Redhill School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher Mrs Jo Jones with the day-to-day responsibility of managing and enforcing Redhill School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Mike Hall is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator his role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. He will endeavour to keep up-to-date with safety regulations and initiate steps that ensure arrangements for health and safety at Redhill School conform to both current regulations and best practice.

2.6 Phase/SEN Leaders (Leaders)

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.7 Classroom Teachers/Office Manager

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under

their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated SLT member/Head Teacher. Classroom Teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.8 Site Manager

The SM Mike Hall has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The SM is also responsible for the supervision of cleaning materials and any equipment they use. They will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff within the sphere of their work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the SM will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The SM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Line Manager. A formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The SM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Redhill School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require

immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Redhill School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Education Safety Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Redhill School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Education Safety Services Policies for Safety

Carl Bust is the Local Authority Safety Advisor who can be contacted directly for support and advice on 07766924283, or call Safety Services on 675 0364, or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process.

3.3 Fire Safety

The Headteacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in Health and Safety Officers room.

3.4 Safeguarding/Security

The school will undertake a review of security annually. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher (see Appendix SA).

3.5 Supporting Pupils at School with Medical Needs

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs. The SIG should discuss this topic and amend it as necessary.

3.6 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.7 Dynamic Risk Assessment

Following consultation with school staff and Governors, Mike Hall will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually .

In order to ensure compliance with the requirement to undertake risk assessment a team of school staff have been trained in the risk assessment process and they will approve any plan for carrying out any of the listed tasks before work begins.

3.8 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff (Mike Hall, Jo Jones, Nicola Sullivan) sweeping a designated safety zone within the school and findings recorded . Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them. These arrangements will be closely monitored and checklists inspected annually. Any failure to comply with these arrangements must be brought to immediate attention of the Principal and Governing Body.

3.9 Play Area and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately. Evidence will be recorded and filed the same as 3.7 above.

3.10 Working at Height

Head Teacher/Senior Leaders and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by Mike Hall and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored annually.

3.11 External Educational Visits

Hannah Fox has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

3.12 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line who will if necessary seek external advice from Schools Employee Relations, Occupational Health and other external provider.

The School will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. The School adopts the Mental Health & Well-Being Policy Guidance as recommended by Education Safety Services. Support for staff is provided through the 'Help' Employee Assistance and Staff Care.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line who will if necessary seek external advice from Schools Employee Relations Service or Health and well-being service on 0121 303 3358 (see Appendix 'Help').

3.13 First Aid

Two members of staff have been appointed and trained as first-aiders, Cath Smith and Sharlene Spike. The school reinforces the 1st Aid plan by providing periodic awareness training for all staff.

3.14 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, foundation stage and kitchen and will include an entry into a 1st Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to Education Safety Services.

Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.15 Key Building Duty Holders

The main building duty holder for Redhill Primary School is the Head Teacher and the following staff are appointed as Support Duty holders:

Fire	Mike Hall
Asbestos	Mike Hall
Legionella	Mike Hall
Statutory Testing	Mike Hall

Duty Holders understand their responsibilities and have been fully trained to discharge their duties.

3.16 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing can be obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767 This arrangement will be closely monitored by the Site Manager to ensure tests results are recorded.

3.17 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed. (see Appendix PTW)

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and in his absence the Deputy Head Teacher.

3.18 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors will ensure all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000). (see Appendix CAS). The CASS appendix may offer a model for a range of cleaning materials used in schools but it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2000 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.19 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Improvement Group.

3.20 Tools and equipment

The school and Phase will have a central record of all tools and equipment; such as paper cutters, used in classrooms. Where required this log will record an inspection regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.21 Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact Mike Hall who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs (see Appendices CSR or CRA).

3.22 Cooperation Liaison with other site/tenants users

Schools can have other agencies/partners working within the school. More recently Extended Schools programmes have introduced such circumstances that include After School Clubs that may be facilitated by external partners. Issues that would need cooperation and liaison are likely to include Security, Fire safety and First Aid. It's really about joined up thinking and communication to ensure the questions have been considered.

3.23 Vehicle/Pedestrian Traffic

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. Such a risk assessment would identify the critical periods of the school day where there is a significant risk of accident involving vehicles moving on the site. Control measures may need to include corridors of time when vehicles do not move and in particular at the beginning and end of the school day.

3.24 Holiday Shut Down

Many schools have deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

3.25 Safety Audit Arrangements

For some areas this may be twice a year others may be every 2/3 years or even self-audited by the procedures in place i.e. External Educational Visits.

3.26 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Ratified by Governing Body 28/11/18 _____

Next review date will be Autumn 2019