

# Jubilee Park Academy



**reaching and believing**

## Health and Safety Policy

**September 2015**

Policy will be reviewed: September 2017.

Signed by Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

## Health and Safety

The Health and Safety of all employees and all other persons who use the school premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

The School's Health and Safety Policy should accompany and compliment that of the LA and Sandwell Council. In considering these various policies, it should be recognised that as an Academy the school is the employer of its staff and retains overall responsibility for Health and Safety.

## Aims

### The School will:

- Provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
- Work towards the prevention of occupational injury and ill health to all involved in or affected by work in and around the school.
- Work with the council to ensure that those using the premises are not subjected to unacceptable risk as a result of activities in and around the school and by other employees on site.
- Actively manage health and safety, and encourage constant awareness amongst all employees with regards to health and safety.
- Work with the council, contractors and agents of the council to ensure that they are aware of and work towards standards set out by the Corporate and school policy.
- Maintain the need for formal review of achievement of objectives and implement improvements where necessary to enable them to be met.
- Cooperate fully in the appointment of Safety Representatives and to provide such facilities and assistance that they may reasonably require to fulfil their functions.
- Develop and maintain a proactive health and safety culture and set standards for continuous improvements in matters of health and safety by:
  - Maintaining systems of communications on health and safety;
  - Ensure that there is sufficient competency within the school in terms of health and safety support and advice;
  - Establish and maintain control by setting clear health and safety objectives and providing strong leadership;
  - Secure cooperation between individuals, safety representatives and working groups.
- Maintain the cleanliness and state of repair of the building.
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils.
- Provide safe plant and equipment.
- Manage and maintain the use of personal protective equipment.
- Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures.
- Provide safe storage for dangerous materials and substances.
- Provide adequate statutory first aid facilities.
- Establish, practice and maintain effective emergency evacuation procedures. The school works closely with the Fire service to comply with all of their requirements (See appendix 1 for Fire Evacuation Procedure, and appendix 2 for location of Fire Fighting Equipment and appendix 3 for Fire Assembly Points)
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- Liaise with the Council, LA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

## Responsibilities

**The Governing Body** is responsible for ensuring that information is disseminated and monitoring and reviewing the School's Health and Safety policy. The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities may be delegated to a committee of the Governing Body. The Governing Body must ensure that a high standard of Health and Safety is maintained in the school - this implies financial commitment. The Governor with special interests in health and safety is: **Cllr D. Rowley**

**The Head Teacher** is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body. The Head teacher still retains an overall responsibility for the implementation of the School's health and safety policy but liaises closely with the School's Health and Safety Co-ordinator to support in this role (**Facilities Manager- Mr A. Cox**)

### The Governors and Head Teacher (Health and Safety Policy Makers / Planners) together will:

- Oversee the implementation of the School Health and Safety Policy;
- Nominate a competent person to fulfil the role of the Premise Manager (Head Teacher)
- Recognise the importance of employee consultation on Health and Safety matters through a Health and Safety Committee;
- Actively support the Head Teacher in their allocated responsibilities;
- Support at all times the objectives of the School Health and Safety Policy;
- Demonstrate commitment by taking a proactive approach in health and safety matters, ensuring that this is a standing item on all appropriate agendas of meetings;
- Ensure that school based employees and other employees are aware of and undertake their duties and responsibilities within health and safety matters;
- Allocate the necessary resources to ensure that this policy is fulfilled;
- Ensure that procedures are in place for all employees to receive the necessary training, including induction and training to new employees;
- Monitor and review the effectiveness of the policy;

- Remain aware of statutory health and safety requirements sufficient to discharge the duties;
- Discuss any actions required with regard to health and safety concerns raised by another manager or school based employee;
- Support at all times the intent of this policy;
- Report to the Governing Body, identifying success in the prevention of work based accidents and illnesses, and action taken to promote safety;
- Bring to the attention, where necessary, any serious health and safety matters of concern which may have implications for the school or the Council.

**The Senior Management Team and Employees (Health and Safety Implementers) will:**

- Be familiar with the contents of this policy;
- Ensure that the policy is implemented properly;
- Demonstrate commitment by taking a proactive approach in health and safety matters;
- Ensure that all school employees are aware of and undertake their health and safety duties and responsibilities;
- Actively support employees in their allocated responsibilities;
- Ensure that all hazards within their areas of responsibility are identified and risk assessments are carried out/ and that workplace precautions are implemented to control risks;
- Ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified;
- Ensure that risk assessments are undertaken and that workplace precautions are implemented to control risks.
- Ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
- Involve relevant employees in the risk assessment process.
- Ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works including employees and non-employees.
- Ensure the effective use of resources available to achieve health and safety objectives. To bring to the attention of the Head Teacher and/or Governing Body any inadequacy in the allocated resources.
- Ensure that all school employees, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their duties without undue risk to their own or others health and safety.
- Ensure that competent persons are nominated to implement and meet the requirements of any relevant health and safety legislation.
- Ensure that adequate monitoring of health and safety standards is undertaken.
- Ensure that all incidents e.g. accidents, near misses, violence and aggression are properly reported, investigated and actions take to avoid recurrence.
- Take appropriate action under established disciplinary procedures for any employee failing not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- Health and Safety will be a standing agenda item on School Senior Management Team meetings.

**Employees (Health and Safety Implementers) will:**

- Be familiar with the contents of the Corporate Health and Safety Policy and School Health and Safety Policy plus any other policies affecting their area of work.
- Co-operate to ensure the implementation of the H&S Policy and all relevant policies, procedures and safe systems of work.
- Assist as required with the carrying out of risk assessments.
- Report to the School Management Team any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- Attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- Report to their manager or any reason instructions on health and safety cannot be implemented.
- Cease work where there is imminent danger of harm, and to report immediately to the School Management Team.
- Use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- Report to the School Management Team, equipment defects and near misses in accordance with established systems. To report anything where maintenance or repair is necessary **(using the Learning Gateway H&S Log/ Near Miss Log)**
- Report to the School Management Team, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- Co-operate with health surveillance where a formal system has been identified as necessary.
- Report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the school procedure.
- Ensure that all employees follow the policies and procedures set out in this document.
- Not to interfere with or misuse anything provided for health, safety or welfare.
- Seek and offer advice as appropriate to improve health and safety performance.
- Behave in a manner at all times so as not to put themselves or others at risk.

**Health and Safety Officer (Health and Safety Assistance)**

The Health and Safety Officer (Mr. A Cox – Facilities Manager) will co-ordinate and monitor this policy and inform the HSE and Governors of the school of any failure in its implementation. **The officer will:**

- Advise on planning for health and safety including the setting of realistic short and long-term objectives. Deciding priorities and establishing adequate systems and performance standards.
- Advise and assist the Premise Manager on health and safety matters.
- Maintain the Gateway H&S/ Near Miss Log and act upon items as per listed.
- Inspect sites, premises, places of work, and systems of work and report their findings.
- Investigate as necessary or assist in the investigation of accidents, incidents or work related illness.
- Assist in the identification of health and safety training needs and the delivery of training.

- Provide an information service on health, safety and welfare matters for the school.
- Conduct internal audit exercises with the SMT to monitor policy implementation.
- Work with the SMT to examine by audit, the health and safety management systems within the school
- Service areas in order to measure compliance with the Health and Safety Policies. To report the findings of audits to the Premise Manager.
- Receive and report incidents to the Health and Safety Executive in accordance with "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995".
- Report immediately to the HSE any of the following: accidents, diseases or dangerous occurrences reportable under "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995", cases of industrial disease, fires, instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority, any serious incident, including 'near misses', which could have resulted in serious injury.
- Take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instructions to cease activities. Where such action is taken the Health and Safety Officer must immediately inform the following: relevant senior person(s) on site and the Governing Body of the School. In addition, form SHW002 must be completed and a copy given to the senior person on site.
- Assist in any revision of the Health and Safety Policy.
- Advise on formulating and developing the health and safety policy, not just for existing activities but also with respect to new acquisitions or processes.
- Advise the school on promoting a positive health and safety culture and securing the effective implementation of the health and safety policy.
- Attend relevant Health and Safety Committees as required.
- Review performance and audit the whole health and safety management system with the SMT.

#### **The Premise Manager (Health and Safety Implementer) Head Teacher**

The Premise Manager has overall responsibility for the health and safety of all persons and will be expected to work in conjunction with the rest of the School's Senior Management to ensure the health, safety and welfare of all persons within the workplace. In addition to their established duties and responsibilities, the school Premise Manager will ensure that the contents of the corporate document "A Guide for Premise Managers on Health and Safety in Council Premises" are implemented.

#### **School Safety Committee**

The Executive Director of the LA supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture. All reasonable facilities and assistance will be provided for persons appointed.

We aim to ensure that adequate provision for safety representatives is given and that any health and safety matters are dealt with via a Safety Committee system that ensures that problems are dealt with as near as possible to the point at which they occur. Accordingly, school based health and safety matters will be dealt with by one of the following methods:-

- (a) the full Governing Body (with Area Representatives and School Safety Representatives in attendance for safety issues);
- (b) the H&S Committee of the Governing Body (with Area Representatives and School Safety Representatives in attendance for safety issues);

The purpose of the Committee will be as follows:-

- (i) The Committee shall consider any reports by safety representatives that have been submitted to the Head Teacher and which are referred to the Committee by any Committee representative.
- (ii) The Committee shall keep under review the measures taken to ensure the health, safety and welfare at work of employees within the school.
- (iii) The Committee shall consider accidents, notifiable diseases and incidents of violence to employees whilst at work, statistics for the school and trends so that reports can be made to the Governing Body together with recommendations where appropriate.
- (iv) The Committee will consider reports by the Health and Safety Executive on inspection of the school and recommend appropriate action.
- (v) The Committee may assist in the formulation of school safety rules and procedures and may also consider safety training.
- (vi) The Committee will also make joint inspections of the school where it is felt that such an inspection is appropriate.
- (vii) The Committee will promote and develop measures to ensure the Health, Safety and Welfare of employees.

The Governors of the school have determined that there shall be a H&S Committee which shall consist of the duly appointed safety representatives, Area Representative, the Head Teacher and representatives of the School Governing Body. The School Safety Committee will meet at least termly.

#### **Health and Safety Plan**

A health and safety plan will be prepared by the SMT and Facilities Manager (School Improvement Plan) and kept under review. In order to establish planning priorities, planning meetings with all relevant parties will take place on an annual basis – the plan will also take into consideration corporate themes. Outcomes from the planning process will influence health and safety strategy, objectives and targets. Safety Committees will also be important stakeholders in the health and safety planning process. Health and Safety Officers will offer suitable advice as to the planning process.

#### **Training**

Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of health and safety legislation. Appropriate training will be given to enable them to fulfil this role.

The Head Teacher will ensure that adequate Health and Safety training opportunities are available for all members of staff. The Governing Body will ensure that adequate resources are allocated for Health and Safety training. Health and safety training needs may be identified corporately or by the Continuing Professional Development Coordinator, the Head Teacher or Governing Body.

Other persons who are competent to assist are:

Any other employee who has received appropriate training in a specific or relevant area.

## Management Training

The required standard for Head Teachers is the Institution of Occupational Safety and Health Course 'Managing Safely'. All members of SMT staff will also be nominated and other persons if the nature of their job requires a higher level of health and safety competence e.g. Facilities Manager.

## Employee Training

Employees are required to attend health and safety training where it is identified as necessary. **Employees must co-operate with their employer by attending training as directed.** The identification of training needs will be as a result of:

- (i) Risk assessment;
- (ii) Monitoring activities;
- (iii) The occurrence of accidents and incidents of violence and aggression;
- (iv) New legislation;
- (v) Updated information and technology;
- (vi) New procedures or changes to existing procedures;
- (vii) Education and Lifelong Learning/ school health and safety plans;
- (viii) Health and safety audits.

## Consultation

We believe that by consulting employees about health and safety can result in:

- healthier and safer workplaces – because employee input is valuable to identify hazards, assess risks and develop ways to control or remove risks;
- better decisions about health and safety – because they are based on the input and experience of a range of people in the organisation, including employees who have extensive knowledge of their own job and the business;
- stronger commitment to implementing decisions or actions – because employees have been actively involved in reaching these decisions;
- greater co-operation and trust – because employers and employees talk to each other, listen to each other and gain a better understanding of each other's views;
- joint problem-solving.

As a school we consult all employees on:

- the introduction of any measure which may substantially affect their health and safety at work;
- arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law);
- the information they must give their employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.

## Methods of Consultation

1. Annual H&S Training for all employees
2. Risk Assessment de-briefing for all teams
3. Weekly Agenda item of H&S Issues for all teams/ staff
4. The use of an appointed H&S Officer in school/ Trade Union Representative
5. Consultation between staff via teams in relation to improving H&S

## Risk Assessment

Assessments will be carried out by nominated competent persons and will include:

- (i) The risks to the health and safety of employees to which they are exposed whilst they are at work, and
- (ii) The risks to the health and safety of other persons arising out of or in connection with work activities.
- (iii) The significant findings of the assessment will identify:
  - (iv) Hazards,
  - (v) Risks,
  - (vi) Group(s) of people especially at risk,
  - (vii) The existing control measures already in place,
  - (viii) The effectiveness of those measures,
  - (ix) A measure of the remaining risk,
  - (x) The control measures needed to comply with the requirements or prohibitions of health and safety legislation. Appropriate forms are available and should be used to record risk assessments.

**For new operations, activities, substances, plant and equipment, it is particularly important that assessments are completed before commencement/ introduction. Safety must be considered at the planning stage.**

**Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.**

Generic risk assessments may be produced to assist with commonly occurring hazards and risks. Where generic risk assessments are available, these may be used as a template for a more detailed assessment.

Certain activities are deemed to have a special risk. This is when there is a need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. There are a number of areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and subject managers are required to complete/ review a risk assessment annually to share with staff:

- Technology (incl. D&T/ICT).
- Science.
- Art (includes Ceramics), P.E. and Drama
- Working at Height
- Facilities Manager Role
- Slips, Trips and Falls
- Expectant Mothers etc.

The school currently uses the following system to complete all risk assessments: [www.eeclive.co.uk](http://www.eeclive.co.uk) (Flame Fast) and should be used to record **all** risk assessments. Safe Working Practices from all risk assessments are completed and shared with staff. Staff must sign to indicate that they have read, understood and agreed these annually.

In addition, in the case of Educational Visits where possible we ensure that establishments and settings visited have suitable and sufficient risk assessments – **we do not sign for these or adopt them (refer to EVC)**

The Head Teacher will report termly to the Governing Body, confirming whether risk assessments are completed and reviewed in accordance with this policy.

### **Safety Inspections**

The following are the monitoring arrangements for the school:

The Premise Manager will report termly to the Governing Body confirming whether risk assessments are completed and reviewed in accordance with this policy. In addition, this report will confirm whether inspection issues are completed and acted upon. The Head Teacher will also report to the Governing Body each term in order to monitor the effectiveness of risk control systems to ensure they continue to protect persons at risk.

(i) The purpose of safety inspections is to ensure the continued effective operation of safe workplaces and safe systems of work etc (See Appendix)

(ii) The Head Teachers, Governors and Health and Safety Committee(s) may carry out safety inspections at any time. Governors and where necessary Union Representatives inspect the school site and feedback on monitoring on a termly basis.

(iii) In addition to the safety inspections carried out in (ii) above, a standard checklist is in operation in the LA (SLA) and must be completed/submitted on a termly basis (Health and Safety Audit) The Local Authority then collate all results and the school is required to submit a response to any immediate identified actions to the LA H&S Officer.

(iv) Necessary remedial actions must be implemented following safety inspections. It is the responsibility of the person carrying out the safety inspection to bring the findings to the attention of the Head Teacher for action.

The Head Teacher will monitor the effectiveness of reporting procedures for accident/incidents. Absence as a result of ill health or injury is monitored in accordance with the Personnel Policy Guidelines issued by the HR Personnel Service. In addition, incidents of work-related ill health and industrial injury will be brought to the attention of the school Governors. The school believes that the Performance Management interview and staff briefings are important management tools. The Head Teacher will use these as a platform for both formal and informal monitoring of health and safety issues. Employees will be encouraged to discuss such issues during these meetings. In addition, weekly staff meetings, team meetings and SMT meetings also provide a vehicle to discuss health and safety issues, which are a standing item on the agenda.

### **Safety Audits**

The school will commission Health and Safety Officers to undertake a regime of safety audits at school.

Audits will consist of:

- opening meeting with Senior Management prior to the audit
- full Health and Safety audit at school
- closing meeting with Governing Body.

The Governors will commission additional safety audits to be undertaken if required.

All employees are required to co-operate with the safety audit process. The results of completed safety audits will be communicated to the school governing body and the School Central Safety Committee.

### **Safety Representatives (School Based and Area)**

The school recognises the importance of Safety Representatives properly appointed by recognised trades unions. Safety Representatives have specific functions, which are detailed in the Safety Representatives and Safety Committees Regulations. Employees must co-operate with Safety Representatives fulfilling this function.

Safety Representatives have the right to carry out safety inspections and investigations of any safety related matter. The school will co-operate with Safety Representatives fulfilling this function. To assist them in fulfilling their role, Safety Representatives have a right to consultation with employers on the risk assessment process. The Head Teacher will give Safety Representatives access to the risk assessments they have carried out, together with any associated documentation. Safety Representatives have a right to be consulted on health and safety matters that may affect the health, safety and welfare of represented employees. To this end, the Head Teacher will ensure full consultation as appropriate, and in particular before any changes to working practices with a health and safety implication.

### **Occupational Health Service**

Details of the services provided by the occupational health contractor are available in the Personnel Policy Guidelines handbook, which is available for perusal in the HR Personnel Unit.

The HR division of the Council administers the corporate contract for occupational health services. The Head Teacher will liaise with the HR Personnel Service when requiring this service. Referrals are made in accordance with the Management of Absence of School Based Employees Policy.

The Head Teacher requiring occupational health advice and/or services for their staff must in the first instance contact the HR Personnel Service. Employees in Personnel Service are the authorised officers permitted to make contact with the occupational health contractor at the initial stage of any new case or issue.

For school-based staff, the Personnel Service as part of the core function undertakes arrangements for pre-employment medical checks.

### **Accidents**

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fire and near misses.

### **Reporting:**

(i) **All employees are required to report all accidents.**

(ii) The Head Teacher will maintain a supply of incident report forms for the staff within their work area. A copy is attached in the Appendix.

(iii) In the event of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public.

(iv) In all cases the accident will be investigated and the Head Teacher will sign off the completed form.

(v) An incident report form must also be completed.

(a) Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on School premises,

(b) Any person being taken from the scene of an accident to a hospital for treatment,

(c) Any of the dangerous occurrences listed in the LA incident procedure,

(d) Any fire.

### **The Health and Safety Officer is responsible for notifying:**

(a) The Health and Safety Executive,

(b) Risk Management Services, if applicable.

### **Investigation:**

(i) For every accident, the Head Teacher will ensure an investigation is undertaken and complete the appropriate section of the accident report form to indicate the remedial action taken.

(ii) Advice and/or assistance is available from the Health and Safety Team when completing investigations.

### **Violence and Aggression**

The school is aware that acts of violence against its employees present an occupational hazard and is committed to taking positive action to reduce or eliminate the risks to which employees are exposed. The school aims to ensure, so far as is reasonably practicable, that employees are protected from potentially violent incidents whilst undertaking their work duties. All acts of violence either of physical or verbal nature should be recorded. The Governing Body complies with the guidance the LA has issued on Zero Tolerance in Schools.

### **Zero Tolerance**

Any incident involving violence against staff, aggression towards staff or verbal abuse is assessed by the Head Teacher and reported to the Police if necessary. The school uses the LA H&S Incident Form to log the incident and this is filed in school and the completed form will be forwarded to the Head Teacher as soon as possible following the incident.

For serious incidents advice may be sought from Legal Services with a view to withdrawing the right of the parent to enter the school premises (See Appendix- Zero Tolerance Flow Chart)

The school displays Zero Tolerance Posters in prominent locations around school and parents are reminded of the policy on an annual basis through newsletters.

### **Fire or Bomb Threat**

The Premise Manager (Head Teacher) will undertake level 1 Fire Risk Assessments on an annual basis, of which all staff, Governors and visitors receive a copy, plus complete a fire logbook for all premises under their control. The Head Teacher works with the Facilities Manager to ensure that this is completed and kept up to date.

Sufficient competent persons will be identified at each school to implement evacuation procedures i.e. fire marshalls and deputies. Fire drills will be held at all buildings at least on a half-termly basis and recorded in the Fire Log Book. Feedback is provided for all personnel involved to ensure that any areas for development are resolved immediately.

All fires must be reported and an investigation carried out as per accident/incident procedures.

All employees will undertake training in the action to be taken in the event of a fire (which will include In the Line of Fire Training, Training of specific Fire Marshalls and general annual H&S Training) plus periodic refreshers on the fire and bomb alert procedures and general fire precautions (following all fire drills) Induction training is provided for all new staff by the Facilities Manager, to include any general health and safety issues as well as fire precautions.

The school produces an Emergency Plan to plan for incidents of a serious or critical nature e.g. bomb threat. Copies of which are reviewed annually with the Crisis Management Team (formulated under the direction of the Head Teacher) Staff receive adequate training to ensure that they are fully aware of their roles and responsibilities in the event of such an incident (**See Emergency Plan File**)

### **Other Serious or Imminent Danger**

All employees have a responsibility to take action in response to events that they reasonably believe to be a serious or imminent danger to themselves and/or others, including the public.

**Employees who believe there is serious or imminent danger have the authority to take action accordingly.**

Actions by employees, without further instructions from more senior employees, could include:

- Evacuation of a building or site,
- Isolation of part of a building or site,
- Closing off an access to a building or site.

The employee taking such action must inform the Head Teacher, immediately or as soon as is practicable. The Head Teacher will investigate the incident immediately, or as soon as is practicable.

**First Aid Arrangements**

The school will appoint designated First Aiders as indicated by risk assessment. The Head Teacher will ensure that notices are displayed for their area of responsibility identifying the current First Aiders and the location of the first aid kits. The First Aiders will ensure that a record of all treatment given is kept with the first aid kit and ensure that an incident form is completed and logged in the year appropriate books (for serious incidents where parents are informed they will be required to sign the books – **a first aid letter is now provided to all parents for all incidents of this nature on site**) The Facilities Manager coordinates the work of all the First Aiders to ensure that training is kept up to date, new medical advice is shared and first aid stocks in and around the school are kept up to date. All First Aiders are expected to attend a termly meeting, led by the Facilities Manager, to review roles and responsibilities.

**First Aid of Sick Pupils**

There are a number of Staff are trained in First Aid. A great deal of their time is taken up dealing with pupil illness, injury and distress and therefore the member(s) of staff who deal with the pupil is unable to carry on with classroom or premises duties. The following procedure has been adopted by all teaching staff in order to minimise the time lost by the First Aid Staff and to maximise the service provided to the pupils.

If a teacher feels that a child is not well enough to continue working in school, the child is sent to a First Aider for First Aid treatment. The child remains in reception (except in extreme cases) and parents will be contacted and asked to take direct responsibility for the pupil (remove the pupil from the premises). **The responsibility for deciding whether the pupil should go home or not, therefore primarily resides with the Head teacher (and in the absence of the Head Teacher, the Deputy Head)**

If pupils become ill at break or lunch times they should report to the teacher(s)/ supervisors on duty.

The School's **First Aid Cover** is provided by: -

First Aider	Certification Held
Mr A. Cox	First Aid At Work (4 Day)
Miss K Keeling.	First Aid At Work (4 Day) and Paediatric First Aid (2 Day)
Mrs J Stowell	Paediatric First Aid (2 Day)
Mrs C Hale	First Aid For Children and Young Persons (1 Day)
Mrs T Pitts	Paediatric First Aid (2 Day)
Miss V Forrest and Mrs C S Mace	Emergency First Aid for Children (1 Day)

**Pupils Taking Medicines (the guidance provided by the LA will be followed)**

Teachers' conditions of employment do not include the administration of medicines or the supervision of pupils who administer their own medication. Staff are not trained or guided to be made aware of possible side effects of medications, **thus school policy is that this MUST be administered by a parent. Only in special circumstances will the Head Teacher, in consultation with the First Aiders, allow medicines to be administered in school e.g. where the dosage is specified as four times a day. The head teacher must agree this arrangement.**

Pupils requiring medication on a regular basis must have a detailed health care plan, detailing the circumstances for administration of medication and the appropriate forms must be completed (MED 7 form) and records kept in line with LA medical guidance (Ref- Managing Pupils with Medical Needs Policy) This still applies if the pupil is deemed to be able to administer this medication by themselves. All relevant paperwork must be kept within the allocated file within the Medical Room for reference. Where medication is long term, a letter must accompany the request from the child's GP or consultant (See appendix for forms)

A MED 6 form for ALL pupils requiring asthma inhalers in school must be completed by parents. Inhalers are kept in a safe, secure location, which is readily available should the need arise – classroom based. All staff have lists of children who require inhalers on their desk in each classroom, in addition, pupils who have asthma or any other additional medical requirements are identified within the staff room. Administration records are kept with the inhalers.

**Accidents**

If a pupil has an accident they should be sent to the First Aider along with another pupil/member of staff to explain the problem. Accidents only will be dealt with in the medical room and appropriate action taken. Any cuts and abrasions should be dealt with in accordance with the 'HIV preventative protocol'. All accidents are recorded in the school accident book, and letters are sent to parents to explain the treatment given and the first aider that dealt with the incident. Parents are requested to sign the accident book for every injury.

For the more serious accidents (those for which 'first aid' is not sufficient) the pupil will be sent to hospital accompanied by a member of staff. Medical advice and common sense state that it is better for the patient to be waiting at a hospital, rather than at school, especially if complications develop, e.g. concussion.

Initially attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not reasonably feasible for parents to take the pupil to hospital, the pupil will be driven to casualty by two members of staff (with suitable car insurance) who will remain with the pupil until the parent(s) arrive. Parents should be:

- Given the name of the Hospital to which their son/daughter has been taken;
- Asked to attend the hospital as a matter of urgency;
- Reassured to prevent parental distress and another possible accident as they travel to the hospital.

If no member of staff is available to take the pupil to hospital then an ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this note should be given to the ambulance crew on their arrival at the school. The Hospital should be telephoned and told of the problem and any available 'contact names and telephone numbers' - this is best done by the ambulance crew. The Hospital will then take responsibility for contacting parents and may use the police if deemed necessary.

Pupils must be sent to hospital **immediately** by ambulance in these cases:

- Any head injuries and wounds needing stitches;
- All suspected fractures must go direct to hospital immediately by ambulance;
- If there has been any amount of unconsciousness even for a few seconds.
- Asthma Attack (if necessary)
- Anaphylactic Incidents

*N.B. Legally pupils must be sixteen to be given medical treatment without parental consent, however in 'Life or Death' situations treatment is offered immediately.*

All accident on site are monitored and analysed on a termly basis by the SMT, FM and the Governing Body.

### **Illness**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office and is backed up on the SIMS system on the School Admin Server. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

### **School Visits and 'Off Site' Activities (Ref- Off Site Education Policy)**

The Governing Body will comply with the guidance the LA has issued on:

- Conduct of Outdoor Pursuits.
- The use of Mini-buses and coaches.
- Off-site Education
- Residential and trips abroad.

**\*\* Separate risk assessments and Safe Dos and DONTs are reviewed annually for all transport arrangements including minibuses, cars, coaches etc for all off site visits/ events. Staff receive these in annual H&S training which includes Educational Visits.**

The Head teacher will submit to the Governing Body a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- The transport arrangements
  - The arrangements for supervision of pupils (including the staff/adult: pupil ratio)
  - The arrangement for first aid cover
- The level of qualified instruction and supervision that will be available for activities of special risk.

### **Protective Clothing and Equipment (where applicable)**

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed. Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

The Head Teacher will ensure that protective clothing and equipment is kept clean, properly maintained and properly used. It is the duty of all employees to report loss or defects in protective clothing and equipment. If the Head Teacher issues protective clothing and equipment a clearly identifiable signature of the recipient will be obtained (e.g. signature and name printed in capitals), dated at the time of issue. The Head Teacher will ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

### **Contractors and Service Providers**

*Definition: a person or persons specifically engaged to carry out specified tasks or repairs at any building or site.*

The Premise Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.

The Facilities Manager and Head Teacher will oversee contractors as a part of the professional role for which they are employed. They will ensure that health and safety legislation and guidance is implemented in a variety of areas e.g. Control of Asbestos, Hot Work Procedures, Construction (Design and Management), Electricity at Work, Gas Safety etc. In such cases, it is the responsibility of the Head Teacher to ensure that:

- (i) Procedures are in place that meets the needs of these requirements;
- (ii) Appropriate information/instruction is given to the individual employees concerned and that their training needs are identified.

The Premise Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public. **Contractors must not start work on any site without first consulting the Facilities or Premise Manager, being provided with general site H&S instruction and also signing the receipt of the Control of Asbestos Report in school.** In addition, contractors must not be allowed to start work until they are satisfied that the work can be undertaken, so far as reasonably practicable, without risk to employees, visitors, service users and the public. A Contractors Safety Checklist is attached as an Appendix.

If a contractor starts work without permission or consultation, the Premise / Facilities Manager will take appropriate action:

- (i) Inform the contractor of this policy in relation to contractors and/or,
- (ii) Stop the work until proper consultation has taken place and/or,
- (iii) If necessary, order the contractor off site until the operation can be isolated and/or further advice obtained.

The Premise Manager/ Facilities Manager will obtain the contractor's:

- Risk assessment relating to the operation,
- Method statement for the operation,
- Public Liability Certificate etc.

The Premise Manager/ Facilities Manager will inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

### **Self- Financed Projects**

The school **will always** obtain references for all contractors for larger site projects and access advice regarding insurance and legal implications where required.

### **Portable Electrical Equipment**

The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and electrical equipment, recommends the following maintenance regime i.e. user checks, formal visual inspections (on a termly basis), and combined inspection and tests.

When Contractors are engaged to undertake combined inspections and tests:

- (i) The Head Teacher is responsible for ensuring that all portable electrical equipment is made available for the contractors when they carry out the inspection/test at each location.
- (ii) Any item failing an inspection/test is taken out of service immediately, until such time as it can be repaired and retested, or a decision is made to scrap the item.
- (iii) Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.
- (iv) New electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.
- (v) **Second hand or acquired electrical equipment, or employees own equipment, may not be used in the premises until it has been inspected and tested.**

The Head Teacher (in consultation with the Facilities Manager) will arrange for a formal visual inspection of items of electrical equipment to be undertaken on a three monthly basis. The Head will ensure they have access to a person competent to carry out formal visual inspections. The Head Teachers will encourage their employees to visually inspect the electrical equipment they use for obvious signs of damage before use. This is particularly important for portable equipment, e.g. kettles, desktop fans, portable tools etc, and for equipment where its position increases the risk of damage.

### **Leased, Hired and Loaned Equipment**

Any electrical equipment leased/loaned by the School to outside agencies is to have passed a current electrical inspection/test by a competent person prior to being loaned/hired and on a frequent basis thereafter. Any electrical equipment hired in from outside agencies must meet the conditions laid down by the Electrical Equipment (Safety) Regulations 1994 and contain a test certificate and be inspected by the Facilities Manager on a regular basis.

### **New Equipment**

**When purchasing new electrical equipment there is no requirement to carry out an electrical test until the expiry date of the guarantee period – the school ensure that this is labelled from the date of purchase on receipt.** Manufacturers, suppliers, importers and designers have a duty under Section 6 of the Health and Safety at Work Act 1974 to ensure that equipment is safe for use at work. Testing of electrical appliances must be carried out before being released for sale should enter details of any new equipment purchased will be entered on the inventory (Equipment Register) The Facilities Manager will ensure that it is tested prior to the expiry of the guarantee period.

### **Second-Hand and Personal Equipment**

Any second-hand electrical equipment must not be used before it is established that it has been tested, certificated and passed as safe to be used by a competent person. Similarly any personal electrical equipment brought into School by staff or contractors must be inspected/tested according to the procedures as laid out above. Authorisation from the Facilities Manager should be sought prior to the use of any personal electrical equipment in School.

### **Inventory (Equipment Register)**

The inventory for all items, including electrical, resides in the school's Fire Safe and SIMS server. An electronic copy of the inventory is backed up on the school server, and as well as detailing stock. The Facilities Manager records the maintenance and inspection record of each individual piece of electrical equipment annually. If

electrical equipment, is transferred to another School or deleted the Head Teacher must ensure that it is removed from the Equipment Register through liaising with the Business Manager.

### **Asbestos Policy**

The Council's current policy on asbestos should be read in conjunction with this policy. The school has adopted Sandwell's Asbestos Management Policy and follows the guidelines for the management of asbestos in the educational establishment.

The School's Asbestos Management Plan is submitted to the Governors annually by the FM. The school follow a six monthly inspection cycle for all asbestos on site.

### **Maintaining Schools – Services and Standards Agreement**

The schools buy back the Landlord functions (specialist services) from the Council, which in turn supports the school to source evidence of the following:

- A Level 2 Fire Risk Assessment – the Workplace (Fire Precautions) Regulations 1997 (as amended).
- A Glazing Risk Assessment – the Workplace (Health, Safety and Welfare) Regulations 1992.
- A Risk Assessment of the building structure – the Management of Health and Safety at Work Regulations 1994.
- Asbestos Surveys – Control of Asbestos at Work Regulations 2002.
- Specialist reports detailing the results of the Inspection of Fixed Electrical Installations – 5 Yearly Electricity at Work Regulations – Electricity at Work Regulations 1989.
- Legionella Risk Assessments – Control of Substances Hazardous to Health Regulations 2002.
- Six Monthly Inspections of Lists – Lifting Operating and Lifting Equipment Regulations 1998.
- Annual (LGI), 5 Yearly (LGS) and 10 Yearly (LG10) Examination/Tests for Lifts (Lifting Operation and Lifting Equipment Regulations 1998). - 2 Yearly Inspections of Steel and Brick Chimneys – Management of Health and Safety at Work Regulations 1999.
- Annual Inspection of Local Exhaust Ventilation – Control of Substances Hazardous to Health Regulations 2002.
- Annual Testing and Inspection of Fire Fighting Appliance – The Workplace (Fire Precautions) Regulations 1997 (as amended).
- Quarterly Testing and Maintenance of Fire Detection Systems – The Workplace (Fire Precautions) Regulations 1997 (as amended).
- Monthly Testing and Maintenance of Emergency Lighting – The Workplace (Fire Precautions) Regulations 1997 (as amended).

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

The COSHH Regulations require the protection of people in the workplace against health risks from hazardous substances. Such substances may be used directly in the work, like paints, cleaning materials and chemical reagents, or they may arise from the work, like dust, fumes and waste products. COSHH applies to virtually all substances hazardous to health. The exceptions are asbestos and lead, which have their own regulations, and substances which are hazardous only because they are radioactive, asphyxiants, at high pressure, at extreme temperatures, or have explosive or flammable properties.

The school completes a COSHH assessment for all such substances. The assessment lays down a sensible step-by-step approach to the necessary precautions to be taken when using substances. The Assessment is carried out by the Facilities Manager in consultation with the employee who is using the chemical. It is an analysis of how the chemical is currently used, determining if there are any deficiencies in the measures being used and to determine whether new measures are required. A summary is then produced which is the condensed information from COSHH form. This information is given and briefed to the employee using the chemical by his/her immediate Manager. Information warns the employee of the hazards associated with the use of the chemical, what precautionary to take to use the chemical safely and instructions safe disposal of the chemical after use. For all such substances that are purchased or ordered by the school, a data sheet is always requested by the Business Manager.

**No such substances should be brought into school, unless liaising with the Facilities Manager or SMT first.**

### **Working at Height (See RA)**

**Working at height should be avoided where practically possible.** The school uses work equipment and other measures to prevent falls where they cannot avoid working at height; and where we cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

#### **The school will:**

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- ensure that no working at height is carried out when lone working;
- ensure that work is properly planned, risk assessed, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- plan for emergencies and rescue;
- take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

Staff are trained annually in the appropriate use of stepladders for display purposes **and any other situations where working at height may occur, should always be brought to the attention of the Head Teacher in the first instance.** For all such instances a risk assessment must be completed with the support of the Facilities Manager. The Facilities Manager is trained to work at heights, however no other member of school staff should partake in any such activity on site.

### **Manual Handling**

**Staff should not undertake in any manual handling, of any nature, without first liaising with the Head Teacher or Facilities Manager- IT MUST BE AVOIDED AT ALL COSTS.**

The school train staff appropriately (where their work requires) in manual handling techniques and simple safe lifting techniques. Training is recorded (see H&S Files) and risk assessments are carried out **prior to the activity taking place to note any precautions or whether the activity is viable and will not result in injury.** These are communicated to all staff on an annual basis and the Health and Safety Awareness Board provides a means of checking information in relation to manual handling. **Staff, whom are NOT trained, should not be involved in any manual handling above the suggested safe loads relayed in training.**

### **Display Screen Equipment / Workstations (DSE)**

The school has a legal duty to provide safe and healthy conditions of work. The workstation that employees use must not cause health or safety problems. (e.g. vision problems, physical problems, problems of stress). The school is required to analyse your display screen workstation and to inform you of the results. The Facilities Manager completes a user audit annually for all significant workstation users.

Any noticeable changes in health or issues that may arise are dealt with by remedial action e.g. eye testing. Employees should always inform either the Facilities Manager or the Head Teacher if they are experiencing any discomfort through the use of their DSE/ workstation.

### **Stress at Work**

The Governing Body has adopted and will comply with the guidance the LA has issued on Stress at Work Policy (See Appendix) The school is proactive in preventing absence from work by auditing stress and implementing preventative and proactive measures to safeguard the health and wellbeing of its employees (See also Work-Life Balance Policy)

At Jubilee Park we train all staff in recognising the symptoms of stress and complete a full audit annually for all job groups. The audit then feeds into an action plan which is reviewed with the H&S Committee and substantive staff.

### **School Security**

The Governing Body will comply with the guidance the LA has issued on School Security but has formulated and adopted its own school policy relating to the security of the site (See School Security Policy)

### **Environmental Protection Act**

The school will comply with the Environmental Act 1990 and the associated Code of Practice.

### **Other Health and Safety Policies and Guidance**

The school adopts all LA Policies and Guidance are available from the Health and Safety Team, Client Services Unit. The following school policies should be read in conjunction with the school's H&S policy:

- Off-Site Visits
- Physical Intervention Guidelines
- Stress Policy
- Fire Safety Log
- Health and Safety Awareness Board (outside office)

### **Reporting, Monitoring and Reviewing Safety**

#### **Active Monitoring**

The Head Teacher, Site Manager and Health and Safety Governor meet termly to assess Health and Safety issues around the school site. These are reported to the Governor's Health and Safety Committee. In addition, the Facilities Manager and the SMT meet every two weeks and log any concerns and sanctions actions related to immediate Health and Safety Issues (See Facilities Manager's Health and Safety Log) a full Health and Safety Audit is completed bi-annually. Health and Safety is a standing item on SMT, team meeting and staff meeting agendas.

The Health and Safety Committee will meet each term. Any person on these premises has a duty to report, in the agreed manner, to the Head teacher or the appointed representative any item of concern relating to Health and Safety. The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA. This policy has immediate effect from the date shown below.

#### **Reactive Monitoring**

The Head Teacher, SMT and Health and Safety Officer will:

- Explain to staff what types of accidents and incidents that they need to report, how to report them and why reporting them is so vital to successful health and safety management in school.
- Check from time to time that the required reports are being made.
- Make adequate records of reported accidents and incidents.
- Analyse accident and incident records regularly for trends and patterns; and
- Conduct investigations of individual accidents and record results where applicable.

### **SERIOUS ACCIDENTS INVOLVING FATAL OR MAJOR INJURIES WILL BE REPORTED WITHOUT DELAY TO THE HSE, FOLLOWED WITHIN TEN DAYS WITH A WRITTEN REPORT (FORM 2508)**

The school will expect all employees to report any near misses and potential hazards (incidents) using the reporting system in order to avoid potential accidents and the need for investigation.

The Health and Safety Officer will report to the Head Teacher if the necessary reports are not being made.

This policy will be reviewed on an annual basis.