

Fox Hollies School Health & Safety Policy



**Autumn 2018
To be reviewed autumn 2019**

We are committed to maintaining safe practices and a safe environment for our whole school community and it is vital that the information that comes out of these key processes is used to review and improve our practice.

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1. STATEMENT OF GENERAL POLICY

The Governing Board for Fox Hollies School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere.

This duty also extends 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 Board, 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 Fox Hollies School whilst they are at work;
- b. Persons other than Fox Hollies School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Somewhere School whilst they are at work.

1.2 To effectively achieve this, Fox Hollies 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 Board for Fox Hollies will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Fox Hollies 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 Board

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 an **Safety Improvement Group**. The role of the Group will be to act as a communication link between the Governing Board, Head Teacher, members of staff and pupils generally. Its terms of reference are to:

- Identify and develop staff/pupil responsibility for health & safety
- Develop strategies/arrangements to actively monitor h & s, cleanliness, storage and general tidiness of the building and grounds
- 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 matters of health & safety
- Draft a brief status report to the full Governing Board 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 attention of the Governors
- Agree matters such as colour schemes for the building
- Agree use of rooms/reception and other such spaces

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:

Flavia Highfield	School Business Manager
Phil Hunt	Site Manager
Ruth Henderson	Teaching Assistant - FE

Ian Cook
Judith Douglas
Cheryl Hackley

Governor & Lower
Teaching Assistant – Upper
Admin

Fox Hollies School has a strong ethos about empowering its pupils including an opportunity to make a contribution for a safer school. The School Council therefore is actively consulted and is able to make representation to the Safety Improvement Group.

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing Board at its AGM. The Group will meet at least each term and more often at the request of one Group member, the Head Teacher or the Governing Board.

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 Fox Hollies 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 the Head Teacher with the day-to-day responsibility of managing and enforcing Fox Hollies 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

The School Business Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator the 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. S/he will also be responsible for convening meetings of the Safety Improvement Group, ensuring that minutes are taken and stored in a place accessible to all

interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. S/he will endeavour to keep up-to-date with safety regulations and through the Safety Improvement Group initiate steps that ensure arrangements for health and safety at Fox Hollies School conform to both current regulations and best-known practice.

2.6 Phase Leaders (Leaders)

The nature of the schools 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. 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 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 Board/Head Teacher.

2.7 Classroom Teachers

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 or a member of the Safety Improvement Group. 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 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 Board/Head Teacher.

2.8 Building Services Supervisor/Site Manager (BSS/SM)

The Site Manager 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 Site Manager may also be responsible for the supervision of cleaning staff, materials and any equipment they use (where these duties are undertaken by a member of the Site Team). He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his 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 Site Manager will identify quickly areas that threaten the safety of him, pupils or other members of staff.

The Site Manager will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/School Business Manager. Where necessary 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 Site Manager 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 Board/Head Teacher.

2.9 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Fox Hollies School safety plan is that all individual members of staff have a statutory duty to co-operate with the schools 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 Board will ensure that those appointed and charged with responsibility for implementing Fox Hollies 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 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 Safety Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Fox Hollies 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

Useful information, guidance and policies can be viewed on the Schools internal network for staff. Additional information may be found the Schools HR Sap System. Safety Services provide support and advice on 0121 303 2420, 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. A record of the induction process will be kept (see Appendix SI). Safety policies are available through the internal school network drive.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. 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. In addition it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log/Property Log in the main office.

3.4 Safeguarding/Security

The Designated Safeguard Lead is Teresa Fadden, the Deputy Head Teacher. We are committed to ensuring the safety of our pupils so that they can achieve their personal best. 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 Board will ensure that a policy is drafted that complies fully with the Statutory Guidance that was 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.

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

In order to ensure compliance with the requirement to undertake risk assessment the School Business Manager and the Site Manager 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 the School Business Manager and Site Manager sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist every term (see Appendix SW and SSZ).

Completed, checklists will be handed onto the Head Teacher to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

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. Completed checklists alongside 'job list' documentation of any remedial action taken will be retained for future audit inspection. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Board.

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 Site Manager 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 to the School Business Manager. Evidence will be recorded and filed the same as 3.7 above.

3.10 Working at Height

Head Teachers/Leaders/Managers 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 the appropriate person/organisation and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use.

3.11 External Educational Visits

The Deputy Head 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 engages the services of Staff Care who provide a counselling support to school staff and the Deputy Head Teacher is responsible for in house staff welfare. 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 manager 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

There is a list available of named staff that have been appointed and trained as first-aiders. The Deputy Head Teacher is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First 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 by the School Business Manager. Serious accidents involving pupils will also be recorded on the Accident Form then sent to Education Safety Services.

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

All accidents will be investigated by a member of the Safety Improvement Group in order to establish facts. 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 Fox Hollies School is the Head Teacher and the Assistant Head Teacher is appointed as the Support Duty holder. The School Business Manager will act as the Health & Safety Co-ordinator.

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 a 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 obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by the School Business Manager to ensure tests results are entered into the Property Log Book.

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.

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).

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 School Business Manager.

3.20 Tools and equipment

The school 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 either the Site Manager or the School Business Manager 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 Hirers

4. This section refers to use of the School premises/facilities for activities not under the direction of the Head teacher, e.g. for activities outside of normal school hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee. The Governing Board will carry out its responsibility for the control of premises/facilities by taking all reasonable steps to ensure

that such persons are competent and determined to comply with statutory and advisory safety requirements and this Policy.

5. 1. All hirers must have sufficient Third Party Liability insurance to satisfy LA requirements.
6. 2. All hirers, contractors and others using the premises/facilities must:
7. be familiar and comply with this Policy and all Governing Board safety directives. N.B. A statement pertaining to relevant Health & Safety issues accompanies any application for a letting;
8. take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the School's staff or pupils;
9. obtain the Governing Board's written permission to bring any equipment onto the school premises;
10. respect any capacity figures detailed on the lettings documentation;
11. be competent to perform the tasks being undertaken and ensure that the School or LEA has supplied them with the information they require about the work and the environment they will be working in.
12. respect the total ban on corporal punishment on the School premises – to this end hirers, contractors and others using the premises/facilities should report any pupil bad behaviour to teaching staff so as the matter can be dealt with in accordance with the School's discipline policy.
13. 3. All hirers, contractors and others using the premises/facilities must not:
14. alter fixed installations.
15. interfere with or remove fire/safety notices or equipment.
16. 4. The Head teacher or their representative must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

16.1 Vehicle/Pedestrian Traffic

The rear car park where the minibuses drop and pick up pupils has been clearly marked out to show parking bays and a pedestrian route. A designated member of staff is on duty at the beginning and end of the school day to ensure that minibuses, staff and pupils adhere to the safety measures agreed.

16.2 Holiday Shut Down

A deep clean and/or refurbishment may be undertaken during holidays. It is expected that contractors, cleaning companies etc. working unsupervised will have and adhere to their own Health & Safety Policy in conjunction with this policy whilst undertaking work with the school or its grounds. It is the responsibility of the Site Manager to carry out a risk assessment of any work that may impact on a member of the Site Team such as the lifting of heavy furniture.

16.3 Safety Audit Arrangements

The Safety Group needs to determine when specific arrangements are audited. 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.

16.4 Policy Review Date

This 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.

Autumn 2018
To be reviewed autumn 2019

Policy adopted by the Governing Board:

Signed (Chair)

Date