

# Health and Safety Policy

## Meir Heath Academy



Approved by: Mrs M Southern / Mr J Spencer Date: 2.10.17

Last reviewed on: Sept 2015

Next review due by: Sept 2018

- 1) This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
- 2) The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and the Senior Leaders of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
- 3) In compliance with the Health and Safety at Work etc. Act, the Governing Body will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and that of others.
  - a healthy working environment is maintained including adequate welfare facilities.#
- 4) In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by school activities.
- 5) Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy.
- 6) This policy statement and the accompanying organisational arrangements supersede any previously issued.

The Policy below has been agreed by governors **October 2017**

## **Health, Safety and Welfare Policy – Organisation and Responsibility**

Overall responsibility for health and safety in schools rests with the employer. Meir Heath Academy's employer is the St Bart's Trust. Governors in this category have an obligation to ensure that the County Council Health and Safety policy is implemented.

Regardless of the County Council, Meir Heath Primary School Governing body has health and safety responsibility as the occupier of the premises.

The Principal must make arrangements for ensuring the implementation of the health and safety policies of the County Council and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

## **Organisation and Responsibilities for Health, Safety and Welfare**

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

**Policy-makers** Devise and produce policy on health, safety and welfare at a strategic level.

Preserve, develop, promote and maintain the School's and the Council's health and safety management system.

Ensure that health and safety matters are taken into account when organisational decisions are made.

**Planners** - Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

**Implementers** - Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

**Assisters** - Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

**Employees** - Irrespective of their position within the County Council structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

## **Who are the Policy-makers, Planners, Implementers, Assisters and Employees in Meir Heath Academy?**

Policy-makers, Planners, Implementers, Assisters, Employees

School

Governors

Principal

School Leadership Team (including Middle leaders)

Health and Safety Coordinator/premises manager

(Office Manager)

Teachers

Teaching Assistants

Lunchtime supervisors

Admin Staff

Caretaker

Council Health and Safety

Policy Group

Health and Safety Adviser

County Council Officers e.g. C&LL

Directorate Staff

Occupational Health Staff Specialist

Technical staff

HR Adviser

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers

School Governors

Principal

CC H&S Policy Group

H&S Advisers

Devise and produce policy on health, safety and welfare at a strategic level.

Preserve, develop, promote and maintain the School's and the Council's health and safety management system.

Ensure that health and safety matters are taken into account when organisational decisions are made.

## The Policy makers;

- Will be familiar with the overall responsibilities laid down for Policy Makers in the Academy Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing.
- This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

## As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.

The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Principals' behalf (see Assisters below)

- Seek advice from and receive reports from the County Council H&S Advisers and their
- School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners

Principal

Members of the School Leadership Team

Including Middle leaders

Health and Safety manager (office manager)

Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for Planners in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate to other members of staff any or all of the duties associated with the management of health and safety. (It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.)
- As part of their management of health and safety;
  - appoint a Premises Manager (Office Manager at MHPS) (see Implementers below)
  - identify a member of staff who can act as a Health and Safety Coordinator (Office manager at MHA) (see Assisters below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.

- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual Premises H&S Evaluation (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an Annual Self Audit of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and

Annual Self Audit and monitor these regularly.

- Take part in and cooperate with any Internal Health and Safety Audit which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

Meir Heath Primary school has chosen to establish a Premises Health and Safety Committee

which meets at least termly to consider health and safety planning and organisation, the implementation of policies and to review and monitor

performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and

Safety Coordinator may be responsible for collating this information (see Assisters) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

#### Implementers

Principal (also Policy maker, Planner)

School Leadership Team (also planners)

Teaching Staff [Including supply teachers]

Premises Manager (Office Manager at MHPS)

Teaching Assistants

Lunchtime supervisors

Admin Staff

Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.

- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that appropriate, specific individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms and off site e.g. school trips.

## Premises Managers

In addition to the responsibilities above Premises Managers (Office manager at MHPS) have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals)

## Regulations;

14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;

15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;

16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;

17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters

Health and Safety Coordinators

Health and Safety Advisors

Occupational Health Professionals

Specialist Technical Staff

Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives).

They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.

Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.

Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)

May take on certain functions such as communication, collation of statistics, coordination of

H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.

May collate and produce an annual report on Health and Safety performance including essential KPIs (see Part 4) for Governing Bodies to view as part of their monitoring process.

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, all staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law.

Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;

- to make representations to the Principal via the Senior Leadership Team on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## Part 2

### Arrangements & Procedures for Health, Safety and Welfare at Meir Heath Academy

All Health and Safety arrangements rely upon a common sense approach in addition to the following arrangements and procedures. Staff are encouraged to review day to day procedures to take into account prevailing conditions and events.

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements

#### 1. Accident Reporting, Recording & Investigation

Pupils: all accidents should be reported in the first instance to the child's class teacher or a designated first aider. It is the responsibility of that individual to complete in detail any information relating to the incident in the accident/illness/incident report book kept in the school office. In the event of a serious, accident/illness/incident the Principal or other senior member of staff must be informed. Further investigation will then take place and any other appropriate bodies informed if necessary.

#### 2. Asbestos

The school Asbestos Record is located in the main office. It is the responsibility of the office manager or the caretaker to ensure that visiting contractors have access to the register prior to any work commencing on the premises.

All staff are made aware before carrying out any are of the register and know they should seek advice/check the register before carrying out any intrusive display – e.g pinning work to walls. tiles etc

Any damage to the asbestos materials in the building must be reported immediately to the Principal and any work being carried out must cease. Any damage must be reported to the County H&S team immediately and staff and

pupils kept well away from the affected area. Contractors must not carry out work within school unless the asbestos register has been signed.

### 3. Contractors

The school/governors will select contractors from the County Approved lists, through considerations of price, quality, convenience etc and following County Financial regulations. The school will liaise with Duncan Bagnall to oversee works and ensure that works are carried out safely and to the required standard.

Any concerns during contractual work should initially be reported to the Principal.

### 4. Curriculum Safety [including out of school learning activity/study support]

Staff should carry out a “visual risk assessment” at all times and use common sense to ensure pupil/staff safety in all aspects of school life. Not all aspects of a busy school life can be part of a written risk assessment; however professional judgement (by all staff) is a key part of risk assessment. During the planning of activities staff should be aware of any written risk assessments for the activity concerned. Copies of all relevant risk assessments can be accessed from the Office Manager and are available on the staff shared area of the server in the H&S folder.. There are risk assessments for general classroom activities plus other more specialised activities. Where a member of staff has concerns then additional support should be sought from the County Council (link officer Sarah-Jane Walmsely) All off school site activities require a written risk assessment, authorised by the Educational Visits Co-ordinator (Fred Langston) and the Principal, and submitted to the LA through EVOLVE prior to the activity taking place. Particular attention should be made to adult/children ratios and parent insurance declarations in the case of transporting children to sporting fixtures.

When arranging an educational visit a preliminary visit by the team leader is recommended. Most organisations now supply their own risk assessment information; this should be used to support the school risk assessment and should not be used in lieu of it.

(NB Inhalers, epi-pens, medicines and a first aid kit must be taken on any school off site activities)

Any queries regarding off school activities should be direct to the EVC (Educational Visit Co-ordinator)

Staff should also be familiar with Health and Safety publications adopted by the school

(Safety in PE and science)

### 5. Drugs & Medications

Children requiring regular medication or with specific medical needs require a care plan completed by parents/carers on annual basis. Care plans, located

in staff class files, are checked on a termly basis to ensure that they are up to date and relevant to the child's needs.

It is the school policy that all medicines, except for inhalers and epi-pens, are kept in the locked designated fridge in the staff room. It is school policy that medicines cannot be administered unless a "parent request for medicines to be administered" has been completed and signed. A copy of the request is stored in the school office and administered by the person with delegated responsibility (normally the office manager and clerical assistant). When a medicine has been administered the time and dosage, complete with the administrator's signature, is recorded on the documentation.

Individual inhalers should be clearly labelled with the name of the child and kept in the first aid box provided in each class room. The box should be clearly labelled and accessible to all members of staff including supply staff. Inhaler dates are checked termly and parents informed where a replacement is required. Children should not "share" inhalers. Any concerns should be referred to the school nurse.

Epi-pens are stored in named yellow draw string bags within the classroom so that they are easily identifiable in case of an emergency. Pictures of children requiring an epi-pen are displayed in the teachers planning room so that staff are familiar with these key pupils. Staff training is carried out annually for all staff who may realistically come into contact with the child.

#### 6. Electrical Equipment [fixed & portable]

Staff should carry out a quick visual inspection of any electrical equipment before use.

Faulty equipment should be disconnected from the mains supply and not used until repaired or replaced. Any faulty equipment should be reported to the site supervisor through a record in the Site Supervisor Repairs Book (in main office) Portable Appliance testing is carried out every two years by a competent person designated by the school. Staff should not bring electrical items for use in school unless the item has a current PAT certificate.

Inspections for installations such as the fire alarm, emergency lighting, burglar alarm, kitchen equipment etc is carried out regularly through contractors appointed by the County Council. Fixed electrical equipment is tested every five years through contractors appointed by the County Council.

#### 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

A fire notice is displayed in each classroom/office, cloakrooms and main areas outlining staff responsibilities in case of a fire or emergency evacuation. Fire notices are reviewed annually.

A fire drill is arranged termly by the Principal/office manager. Any concerns are discussed with staff /pupils. Assembly points are the infant and junior yards.

If the school evacuated then the assembly point would initially be the “Windmill” pub carpark. If staff and pupils were not allowed back to the school site then emergency evacuation procedures would be followed and the Business Continuity Plan put into place (copies held by all senior staff, chair of governors, caretaker, in the office safe and Russ Sheldon (County Improvement Manager)..

## Fire Risk Assessment

Fire Risk assessments are carried out annually and the findings reported to the Premises H&S team committee and the County Council.

## 8. First Aid

Notices of qualified First Aiders and Paediatric First Aiders are located around the school. First Aid boxes are located in all classrooms and in the medical room. First Aid box contents are checked termly; the contents meet the approved expectations on the Dfe website. The office manager is responsible for ensuring adequate stocks of first aid resources.

Two serial numbered accidents books are kept in the school office – one for infants and one for juniors for convenience of use at lunchtimes. All accidents are recorded and a copy sent to parents.

Where an accident involves a member of staff, a copy of the incident report is forwarded to the health and Safety team at the County Council.

Accidents involving pupils are reported to the H&S team if a pupil had sustained a broken bone or requires hospitalisation (not including precautionary visits to A&E). If a child requires emergency hospitalisation and a parent is not immediately available then a First Aider will accompany the child to hospital.

In the case of an emergency then the member of staff who has identified the emergency should summon an ambulance (or direct another member of staff to do so) to avoid delay in locating a specific person.

Accident records are analysed annually to establish any trends or key issues.

## 9. Glass & Glazing

All new glass in doors and panels should adhere to the most recent safety British Standards. An external review of glazing in 2013 resulted in safety film being applied to some windows and panels to meet British Safety standards in existence at that point.

## 10. Hazardous Substances (COSHH)

No hazardous substances other than cleaning materials are maintained in the school.

Safety data sheets relating to cleaning materials are maintained in the Cleaning Services Cupboard which is locked during school hours. The key to

the cleaning cupboard is kept in the key cabinet in the main office. Pupils are not allowed access to the cleaning cupboard at any time.

Any other materials such as paint or turpentine for use by the caretaker are kept in the boiler house in a locked area away from the boiler itself.

#### 11. Health and Safety Advice

The school has chosen to subscribe to an annual, paid, Service Level Agreement with Entrust for competent Health and Safety advice ( H&S team , StaffordsHire County Council tel 01785 278855). Additional advice can also be obtained for the Occupational Health Unit etc.

#### 12. Housekeeping, Cleaning & Waste Disposal

The school has chosen to purchase cleaning services through a Service Level

Agreement with Entrust. The contract covers all classrooms, office, toilets, storage areas, cloakrooms, corridors etc. The cleaners and kitchen staff use yellow warning

signs to minimise risks of slips on wet floors.

Classroom and office waste bins are emptied daily by the janitor.

All staff and pupils are encouraged to consider good housekeeping to minimise the risk of fire/accident risks.

External waste bins are located away from the main building and are locked in position.

There is a simple ice and snow gritting plan which maintains a clear pathway around the school. In the event of very heavy snow the school Grounds Maintenance contractors are employed to clear the site.

#### 13. Handling & Lifting

A common sense approach should be used with regard towards manual lifting. Heavy items should never be stored at height. The janitor is available to help move heavy items or furniture. There is a parcels trolley stored in the vestibule storage cupboard to help move multiple or heavier items.

Children are taught how to move PE equipment safely working in pairs.

Staff should always seek support rather than attempt to move or lift items unaided, beyond everyday equipment and resources.

#### 14. Jewellery

Pupils are permitted to wear a simple watch and a single pair of stud earrings as outlined in the school uniform list. Children should remove earrings before taking part in PE. If children have recently had their ears pierced then parents should provide plasters to cover the earrings for the duration of the PE sessions.

#### 15. Lettings/shared use of premises

Any lettings are subject to a lettings contract which outlines the specific arrangements for that organisation. For the Before and After School club the staffing requirements etc are subject to Dfe/Ofsted requirements. For other lettings – these are likely to take place during janitor hours – such as Brownies or club providers. Brownie leaders are responsible for their own first aid and are aware of the Fire alarm and evacuation procedures.

For clubs which take place during the normal day, school staff are present who would take control in any emergency or accident situations.

The school operates outdoor lighting for any after school events to ensure safe access to and from the site.

For PA events such as discos a register of all those present is maintained and school staff are present to take control in any emergency procedures and to lock the school and set the alarm after the event. In the event of accident or injury out of school hours where there is no first aider present then the school will ring 999. No school equipment other than tables and chairs/benches are used during these events.

For PFA events such as Christmas and summer fairs, school staff are present to take control in emergency situations and to lock the school and set the alarm. No school equipment other than tables and chairs/benches are used during these events. In the event of accident or injury where there is no first aider present then the school will ring 999.

## 16. Lone Working

Staff are encouraged not to enter school alone to carry out lone working. The caretaker, who is the first and last member of staff on site, has a mobile phone at all times. Where staff come into school at weekends or during holidays then they inform the Principal as they enter and leave the premises and ensure that outside doors are shut whilst they are in school (the security system will not allow anyone else to enter the premises without a staff security tag). All staff carrying out lone working must carry a mobile phone at all times.

## 17. Maintenance / Inspection of Equipment (including selection of equipment)

All staff should carry out a visual inspection of any equipment they use on a daily basis and report any concerns to the janitor.

All stepladders have a serial number and are stored with a checklist for ladder safety. It is the responsibility of the user to check the stepladder before use.

PE equipment is inspected annually by a contractor designated by the Local Authority.

All PE equipment should be inspected visually prior to use by the teacher.

Fire and smoke alarms, emergency lighting and fire extinguishers are inspected through Local Authority designated contractors. Any advice from the contractor reports is followed up immediately.

The school purchase new equipment through educational suppliers or on the advice of LA personnel depending on its purpose and price. Any equipment requiring installation is installed using an appropriate contractor.

#### 18. Monitoring the Policy and results

The annual H&S checklist/Fire risk assessment is carried out by the Hedateacher, office manager, caretaker and any other suitable identified person, in November. The completion certificate is signed by the Principal and Chair of Governors and forwarded to the H&S team. In January the Principal, or suitable designated person, carries out a whole school self review. A certificate of completion and an action plan is forwarded to the H&S team by 31st January. The action plan forms part of the School Development Plan which is monitored by governors.

H&S is reported to governors termly.

#### 19. Poster on Health and Safety Law

The Principal ensures that the poster for Health and Safety is up to date and displayed appropriately. (in staff room)

#### 20. Personal Protective Equipment (PPE)

The caretaker is provided with PPE (clothing). All staff have access to plastic gloves and aprons for dealing with First Aid or toilet mishaps.

#### 21. Reporting Defects

All hazards should be reported to the Principal or other senior member of staff and to the Janitor. Staff are not expected to carry out repairs but should ensure that interim measures such as moving broken equipment, or use of “do not use or out of action” signage is in place until the issue is resolved.

#### 22. Risk Assessments

The Office manager ensures that all risk assessments are reviewed annually.

Individual risk assessments will be created by the Principal (alongside H&S lead) for staff who are pregnant or have a debilitating condition. All staff are responsible for informing the Principal of any health conditions that may need to be taken into account in the workplace.

#### 23. School Trips/ Off-Site Activities

All teaching staff are responsible for completing an approval for Educational School visit via EVOLVE. This is assessed by the Educational Visits Co-ordinator and approved by the Principal being submitted to the Local Authority. The recommended guidelines for adult to pupil ratios are observed for all out of school activities. Parental permission is normally in place for local walks (register maintained for all classes) and permission is sought

where pupils travel by coach or with other parents etc. A First Aider always accompanies the longer trips involving organised travel and staff always take a mobile phone on out of school activities.

#### 24. School Transport

Where it is necessary to transport pupils to other venues e.g. performance or sporting events, and the pupils are transported by parents as arranged through the school then a declaration of road worthiness and appropriate insurance must be signed by the driver. This declaration is kept on file.

#### 25. Smoking

Smoking is not allowed anywhere on the school site. Signage is place to this effect.

#### 26. Staff Consultation and Communication

All staff are aware of the H&S policy and where to access it as noted in the staff handbook. This is referred to annually on the first day of term when staff are reminded of key aspects of the policy. The policy is updated annually. Key H&S issues are discussed at appropriate times during the school year. Risk assessments are reviewed annually by the most appropriate member of staff. Risk assessments are held within the same H&S file as the policy on the shared ares of the school server and in a paper file in the main office. Staff are all aware that any concerns can be raised with the caretaker or a senior member of staff and that a note should be made in the caretaker's file.

#### 27. Stress and staff Well-being

The governors have shown their commitment to staff well being through an agreement of up to five paid family days per annum (pro-rata) where staff need to deal with family issues such as illness or one-off events such as graduation which cannot take place during holiday time. Staff are encouraged to support each other and are active in doing so. Staff are encouraged to share their concerns or anxieties and to report feelings of stress to either a senior a member of staff or to another colleague to act on their behalf. Senior staff must make every attempt to resolve work related difficulties, as soon as possible, felt by any member of staff and involve external agencies if necessary/appropriate e.g.

HR, occupational Health. All discussions should be confidential unless the member of staff has agreed otherwise.

#### 28. Supervision

All pupils are supervised at all parts of the school day, with staff also supervising children for ten minutes before and after the school day on the yard alongside parents.

All supervision ratios are adhered to in school and for trips and visits. All individuals, including volunteers responsible for the supervision of pupils must undergo a disclosure and barring procedure, unless they visit school on a

one-off or irregular basis for specific school events. All adults in school who are not employees are never left on their own with children.

### 29. Training and Development

All new staff, students, volunteers etc are made aware of Health and Safety procedures, safeguarding procedures, first aid, evacuation etc through a meeting with the Safeguarding Officer within the first week of being in school. A record of the discussion is kept and signed/dated by both parties. Staff will be made aware of their Health and Safety roles within school.

### 30. Use of computers

Health and Safety training will be sought, where appropriate, for those who use a computer screen as a main element of their work role. Staff are aware of who they should report defects in their workstation to and how to report any health concerns.

Where appropriate advice is sought on the maximum amount of time to be spent using a screen without a break and any arrangements for eye tests.

### 31. Vehicles on Site

Signage is in place to clarify the use of the car park for staff and authorised vehicles only (including blue badge holders). Whilst pupils are actively entering and leaving the site, the car park gates are shut (from 8.45-9am and 3.15-3.45pm) to avoid vehicular traffic crossing the pedestrian route. Deliveries and collection of refuse take place only before or after these times and when pupils are in class. (Separate from areas where pupils may have access) Where pupils are picked up by coach for trips/swimming there are supervising adults in place. The area around the school gates is marked with cones so that parents do not park on yellow lines or hatched areas to improve pupil safety and for access for emergency vehicles.

### 32. Violence to Staff / School Security

All staff and pupils should ensure that external doors are shut throughout the day to prevent unauthorised access. All visitors must sign in and out of school at the office and wear an identity badge on-site. Visitors may be challenged and asked for proof of identity. Visitors should not travel around school unaccompanied or spend any time alone with pupils. On occasions where there are visitors in school, staff are directed to wear their own identity badge.

All staff should consider the corporate policy with regard to violence. Staff should not work alone where there is an identified risk of violence and the building must be secured to prevent unauthorised entry.

Staff must report all incidents of violence (verbal or physical) towards them using the Violence Against Staff Report form available on the internet.

### 33. Working at Height

Classroom staff using step ladders should ensure that they have inspected them before use in accordance with the school ladder policy. A copy of the

ladder checklist is available where the individual ladders are stored and users are expected to sign the checklist each time they are used. The caretaker has received working at height training and the school ladders were replaced in 2013. Contractors are expected to use their own ladders and receive training through their own organisation.

Pupils should not use ladders or step ladders nor stand on chairs.

#### 34. Water Hygiene

The Water Hygiene manual is located in the Principal's office. The LA designated contractor carries out an overview role and ensures that the school meets the relevant standards. The caretaker carries out a monthly role in checking water temperatures across the school; the data collected is recorded in the manual and is available for inspection by the designated contractor - (also HT and govts).

#### 35. Work Experience

The school hosts students on work experience. The safeguarding officer holds a brief induction discussion with the students re H&S and safeguarding. In all other respects the students are treated as pupils during their experience in terms of supervision. The class teacher liaises with the staff from their own school/college re assessment and expectations.

#### **Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

#### **Meir Heath Academy Key Performance Indicators:**

1. A minimum of 3 fire drills per year (1 per term)
2. 100% coverage of caretaker checks complete (water temp checks, emergency lighting, fire alarm,
3. Premises checklist and self-audit completed annually
4. 100% of risk assessments reviewed annually
5. Governors carry out focused visits related to compliance against risk assessments