

# Health and Safety Policy

## Welsh House Farm Community School and Resource Base



**“Inspired to grow and flourish”**

**Approved by  
Governors/SLT on**

**Date:** July 2015

**Last reviewed on:** December 2020

**Next review due by:** December 2021

# Health and Safety Policy

At WHFCS we follow:

- The policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's Prevent strategy.

**This policy should be read in conjunction with the school's safeguarding policy, first aid policy, and educational visits**

## STATEMENT OF GENERAL POLICY

The Governing Body of WHFCS recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of Birmingham City Council (BCC/LA) and the Directorate of Children's Services). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

On behalf of the Governing Body, we accept the duties and obligations imposed upon us under the Health and Safety at Work Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at WHFCS whilst they are at work;
- b. Persons other than WHFCS employees who may be exposed to risks arising out of, or in connection with, the activities of employees of WHFCS whilst they are at work.

To effectively achieve this, WHFCS 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.

The Governing Body for WHFCS will comply with safety policies, guidance, advice and instructions issued by BCC/LA, the Directorate for Children's Services and

advice from Safety Services. WHFCS 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.

While this policy is written to comply with the Health and 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.

It is an offence under the Health and 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 and 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.

## **ORGANISATION AND RESPONSIBILITIES**

### **Governing Body**

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

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

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

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

Members of the committee shall include the following:

Mrs Sarah Freeman	Chair of Governors
Mrs Bridget Jay	Head Teacher
Mr Ben Walters	Health and Safety Governor/DHT
Julie Edwards	BSM/DSL

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each committee member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body in September. The committee will meet every term (and more often at the request of one committee member, the Head Teacher or the Governing body).

### **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 work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Chad Vale 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.

### **Head Teacher**

The Governors charge Head Teacher Mrs Bridget Jay and Mr Ben Walters with the day-to-day responsibility of managing and enforcing WHFCS Health and Safety 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 policy.

### **Health and Safety Governor**

**Mr Ben Walters**, DHT, is responsible for implementation of the School Safety Plan. As H&S Governor his role is to promote safety awareness so that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. He will also provide/arrange assistance and support for

staff to ensure that risk assessments are carried out. He will endeavour to keep up-to-date with safety regulations and through the Premises Committee initiate steps that ensure arrangements for health and safety at WHFCS School conform to both current regulations and best known practice.

### **Senior Leadership Team (SLT)**

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. SLT will be responsible for initiating, undertaking and assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher and/or H&S lead. Where significant hazards are identified a formal risk assessment process will be initiated 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 significant findings that will also be recorded and filed in the HT 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 and safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or H&S lead.

### **Teaching Staff**

Are responsible for initiating, undertaking and assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff.

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager and/or H&S lead. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their instruction 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 and safety is not compromised. This may require immediate intervention actions - such as restricting access 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 and safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

### **Site Manager**

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/SBM. The Site Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff. 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 the Health and Safety Policy and arrangements.

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

The Site Manager will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Health and Safety Lead (Ben Walters). 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 and safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or H&S lead. 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 body/Head Teacher.

### **Non-Supervisory Staff**

The final level of responsibility for implementing the WHFCS safety plan is that of the individual members of staff who have a statutory duty to co-operate with the schools leaders 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 and safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

## **ARRANGEMENTS**

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

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

**Staff will be made aware of, and encouraged to consult, the Staff Handbook and/or Children's Services Safety website for guidance on specific safety topics.**

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

## **Children's Services Policies for Safety**

### **First Aid Policy**

Useful information, guidance and policies are contained in the schools Staff Handbook. Further guidance can be obtained from BCC Safety Services (see property logbook for contact details)

### **Staff Induction**

All new staff are given an induction into school policies and procedures. NQT's follow the induction process issued by the DfE as well as the Staff Induction process (to include Health and Safety) within school. They are also issued with a Staff Handbook giving full details of school policies and procedures, including aspect of Health and Safety. All policies are available to everyone from the school website.

### **Fire Safety**

The Head Teacher will ensure a Fire Risk Assessment is carried out to comply with The Reform Regulatory (Fire Safety) Order 2005. This assessment also considers detailed arrangements on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation will be retained in the Property Log Book. Fire Marshalls are allocated and trained to the expected standard.

### **Security**

The security of the school is monitored continually by the staff and pupils, who report any issues directly to the Site Manager. The alarm system is linked by phone to Securitus Security and if the alarm is set off they attend the premises, check and reset the alarm system.

### **Safety Training**

Training is recorded on staff records by the office manager. This information is available on request.

### **Dynamic Risk Assessment**

Staff have been trained on Dynamic Risk Assessment and Risk Assessments for common tasks for staff and children should be available on the school website.

### **Working at Height**

Head Teachers/Department Heads/Managers/Supervisors/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 properly 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

Risk assessments will be passed onto a Senior Member of Staff 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.

Access equipment (ladders) are available and checked on an annual basis, however, before use, staff must carry out a safety check to ensure they are fit for purpose. Additional guidance for Working at Height can be found in the 'Procedure for Safe Use of ladders, step-ladders and trestles'. **Staff SHOULD NOT use ladders without another adult to assist.**

### **External Educational Visits**

An Educational Visit Co-ordinator is trained and appointed Mr Ben Walters. Staff should refer all visits through the EVC, who will ensure that relevant checks and risk assessments have been made. Wherever possible staff are to complete pre-visits to ensure their risk assessments are comprehensive.

### **Safety in the Curriculum**

At WHFCS we teach children about health and safety through a variety of curriculum areas, including P.E, Science and PSHE lessons as well as utilising other cross curricular opportunities where appropriate. Children are encouraged to keep their classrooms and work areas neat, tidy and safe and to report any unsafe materials and equipment directly to staff. Risk assessments are completed for any activities that are not completed as part of daily routines and these are checked by another member of staff.

When using equipment (for example cutting equipment) staff must review or create a risk assessment. They must consider the ratio of adults to children and ensure that appropriate equipment is used for the ages and abilities of the children. Children are also taught how to use equipment safely and clear health and safety guidance is given immediately before completing activities that may require this.

### **First Aid**

There are a number of staff trained as first-aiders (First Aid at Work). There is a list of qualified first aiders (with qualification renewal dates) available in the school office and first aid area. Mrs Claire Tipper (HSLW) is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. We have a number of staff that have completed the Paediatric 1<sup>st</sup> Aid Course (for under 5's). A copy of our First Aid Policy is available on the school website. Mrs Claire Tipper is also responsible for ensuring that staff medical training is up to date.

### **Accident Reporting and Investigation**

Minor accidents to children are recorded on our Parent's Advice of Accident/Sickness on an 'Injury Slip' and are sent home. This record is monitored termly by Mrs Claire Tipper to identify any recurring issues or areas that may be causing accident or

injury. Head injuries are indicated by a wristband that the child is given following any accident to the head.

Any accident to a member of staff or accidents to children/visitors/members of the public requiring hospitalisation are recorded on form LCA104 and copies are sent to Safety Services.

### **Statutory Testing**

We subscribe SARRS who arrange suitable contractors to carry out all statutory testing. Further information and records are found in the property logbook.

### **Asbestos Management**

Asbestos is present on site and full details are available in The Type 2 Asbestos Survey. It has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Contractors will be made aware of the Type 2 Asbestos Survey and this policy and requested to ensure any work they undertake has considered the possibility of disturbing asbestos. Where necessary a Type 3 intrusive survey will be undertaken in areas to be disturbed before any work begins. Contractors working on site will be required to complete the Contractor Checklist with Site Manager before undertaking any work on site.

The designated person responsible for enforcing this arrangement is Mrs Julie Edwards.

Please also see our Asbestos Management Plan in the Property Log Book.

### **Substances Hazardous to Health**

We follow the guidance issued in Control of Substances Hazardous to Health (COSHH 1999) and any hazardous materials are stored securely in the locked Buildings Managers cupboard within school and in the locked external store area. (see also Fire Risk Assessment) Teachers store all cleaning materials safely, out of reach of children, and any aerosols in metal filing cabinets.

### **Electrical Equipment**

Is annually P.A.T tested. This record is contained in the Property Log Book.

### **Tools and equipment**

Tools/equipment used by the Buildings Manager are safety checked before use and replaced where necessary. Tools/equipment used by the children (e.g. in science/DT) are checked before use and children are supervised. (see also Risk Assessments)

### **Visitors and Contractors**

All visitors and contractors sign in when entering the site and sign out on leaving. All visitors must wear their badge at all times. They are issued with a Health and Safety Booklet for Visitors and Volunteers and are briefed with regard to Child Protection by the DSL.

**Vehicle/Pedestrian Traffic**

There is a 5mph speed limit on the drive which is signposted near the entrance. Parents/guardians are not allowed to use the drive to drop off/collect their children.

**Holiday Shut Down**

The school is often open during the holidays for staff. When open, appropriate fire exits are also opened in case of fire.

**Safety Audit Arrangements**

The Safety Policy and Risk Assessments are reviewed on the dates indicated. Dynamic Risk assessing by staff may also countermand any existing Risk Assessment if required.

**Policy Review Date**

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