



## **BIRCHENSALE MIDDLE SCHOOL**

# **HEALTH AND SAFETY POLICY**

**Date adopted by Governors:                      September 2020**

**Date of next review:                                September 2021**

.....  
**Mrs W Rigby – Chair of Governors**

## Contents:

### Part 1 – The Policy

- 1.1 Introduction
- 1.2 The school policy statement
- 1.3 Location

### Part 2 – Responsibilities / Organisation

- 2.1 Who is responsible?
- 2.2 Elected members
- 2.3 Responsibilities of the governing body
- 2.4 Responsibilities of all employees
- 2.5 Responsibilities of the Headteacher
- 2.6 Responsibilities of Health and Safety post holders
- 2.7 Responsibilities of class teachers
- 2.8 Responsibilities of visitors/ volunteers/hirers
- 2.9 School rules concerning pupils
- 2.10 Health and Safety representatives

### Appendices

- Appendix 1 Defect reporting form
- Appendix 2 Information circulation form

### Part 3 – Arrangements

- 3.1 Defect reporting procedures
- 3.2 Monitoring arrangements
- 3.3 Information dissemination procedure
- 3.4 Accident reporting
- 3.5 First aid
- 3.6 Medication
- 3.7 Smoking
- 3.8 Welfare
- 3.9 Stress
- 3.10 Fire precautions
- 3.11 Electricity at work
- 3.12 Control of substances hazardous to health (COSHH)
- 3.13 Access equipment
- 3.14 Risk assessments
- 3.15 Manual handling
- 3.16 Educational/off-site activities
- 3.17 Minibuses
- 3.18 Work experience pupils
- 3.19 PE equipment
- 3.20 Outdoor play equipment
- 3.21 Sports pitches / playing fields
- 3.22 Contractors and visitors
- 3.23 Managing contractors
- 3.24 Display screen equipment (DSE)
- 3.25 Asbestos
- 3.26 Pets in School
- 3.27 Gardening

## **PART 1 – THE POLICY**

### **1.1 Introduction**

This document has been prepared in accordance with the Health and Safety at Work Act 1974 and supports the Education Department Health and Safety Policy Statement. It is based on the Model Health and Safety Policy issued by the LA.

### **1.2 School Policy Statement**

Our policy is to try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- (a) Establish and maintain a safe and healthy environment throughout the school.
- (b) Establish and maintain safe working procedures among staff and pupils.
- (c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- (d) Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate Health and Safety training.
- (e) Maintain a safe and healthy place of work, with safe access to and from the site.
- (f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- (g) Lay down procedures to be used if there is an accident.
- (h) Provide and maintain adequate welfare facilities.
- (i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- (j) Teach safety where appropriate in the curriculum.
- (k) Promote partnership and co-operation between management and trade unions in matters of Health and Safety.

### **1.3 Location of the policy**

The school's policy, with other Health and Safety information, shall be kept **in the Deputy Headteacher's office, the Asbestos Folder. (A copy of the Health and Safety policy is on the Health & Safety noticeboard in the staffroom and in the staff shared folder.)**

The school will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which the Headteacher will hold.

## **PART 2 – RESPONSIBILITIES / ORGANISATION**

### **2.1 Who is responsible?**

The Health and Safety at Work Act 1974 requires elected members, governors, and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for Health and Safety. Specific responsibilities cannot be evaded by delegation to others.

The day-to-day responsibility for Health and Safety matters in schools shall be the Deputy Headteacher's. More detailed responsibilities are set out below.

### **2.2 Responsibilities of the Multi Academy Trust**

As the employer of staff, Bordesley Multi Academy Trust has overall responsibility for the health, safety and welfare of staff and students in the academies. Bordesley Multi Academy Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

Bordesley Multi Academy Trust will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a committee will be established at trust-wide level which will cover all the academies within the Bordesley Multi Academy Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. This committee will meet termly and will have a balanced union/management membership, with at least as many union representatives as management representatives. This committee is in addition to academy-based committees dealing with health and safety, for example academy safety committees or governing body premises committees, which will report to this central committee operating across the trust.

Although overall accountability for health and safety lies with Bordesley Multi Academy Trust, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the principal, who in turn will delegate particular functions to other staff, in particular the premises manager.

The local governing bodies of academies within Bordesley Multi Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the principal and senior management team of the academy and relevant staff of the trust to support good health and safety management.

### **2.3 Responsibilities of the Governing Body**

Meeting the increased Health and Safety responsibilities given to governors as a result of the Education Reform Act (ERA) 1988 and Local Management of Schools (LMS) requires substantial care and attention.

The governing body accepts responsibility for the establishment, monitoring and review of all school level Health and Safety policies.

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, pupils and visitors to the school. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, whether employed by the LA, governing body or others, will appreciate that their own safety and that of all in the school, depends on their individual conduct as well as this policy.

The governing body will:

- (a) Ensure that all resourcing decisions take into account Health and Safety matters.
- (b) Delegate to the Deputy Headteacher a contingency budget to cover Health and Safety matters as appropriate to the school's scheme of internal delegation.
- (c) Ensure that job descriptions of new staff include general and specific responsibilities relating to Health and Safety.
- (d) Together with the Headteacher and Deputy Headteacher, ensure that pupils and their staff have suitable Health and Safety provision.
- (e) Ensure that safety standards for purchased goods and equipment are met.
- (f) Ensure that procedures exist for checking that items offered for sale by the school are safe.
- (g) Together with the Headteacher and Deputy Headteacher ensure that approved school journeys are arranged and supervised in accordance with the MAT's guidance.
- (h) Ensure that the school has appropriate monitoring systems.
- (i) Arrange for a school site Health and Safety committee to be established, on request from safety representatives and/or staff.

## **2.4 Responsibilities of all employees**

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work; and
- as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to pupils and other visitors to the school, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.

- (f) Co-operate with other employees in promoting improved Health and Safety measures.
- (g) Co-operate with the appointed safety representative and the enforcement officer of the MAT, the Health and Safety Executive or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with school procedure.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and/or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with school procedure.
- (n) Attend training courses to further the needs of Health and Safety as required.
- (o) Report all accidents, assaults and 'near misses' in accordance with school procedures whether injury is sustained or not.

## **2.5 Responsibilities of the Headteacher**

The Headteacher is the person initially and ultimately responsible to the MAT's Chief Executive Officer for achieving the objectives of the Department's Health and Safety policy in his or her school.

The Headteacher and Deputy Headteacher shall:

- (a) Ensure that the school meets as far as is reasonably practicable, the requirements of the Health and Safety legislation.
- (b) Ensure that all staff know, accept and are trained to discharge their responsibilities regarding Health and Safety.
- (c) Ensure staff and pupils comply with agreed procedures.
- (d) Advise the CEO and the governing body on the resources and action required to meet statutory requirements, School/Departmental procedures, etc.
- (e) Liaise regularly with the governing body on Health and Safety matters at Full Governing Body meetings.
- (f) Encourage and promote a positive Health and Safety culture in the school.
- (g) Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- (h) Co-ordinate the implementation of the approved safety procedures in the school.
- (i) Have established and maintained a suitable Health and Safety programme to eliminate accident potential so far as practicable.
- (j) Receive Health and Safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff. Review these procedures annually.

- (k) Ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the governing body, LA, appropriate specialist support staff and employees' safety representatives.
- (l) Ensure that safety representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- (m) Ensure that accidents and hazards are:
- recorded;
  - reported as appropriate to the LA and/or Health and Safety Executive;
  - reported to the specialist school staff; and
  - followed by appropriate remedial action.
- (n) Ensure that the advice of appropriate specialist school staff is sought to assist or clarify any Health and Safety matter.
- (o) Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- (p) Ensure that:
- recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the school's management structure and to the relevant safety representatives; and
  - such reports are followed up so that the required action or policy decisions are taken.
- (q) Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, pupils, visitors, etc.
- (r) Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no-one is put at risk.
- (s) Ensure that:
- all firefighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
  - conduct regular evacuation drills at least once per term, test fire alarms weekly and make all employees and persons using the school aware of the emergency procedure; and
  - keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.
- (t) Ensure adequate first aid cover is provided in accordance with 'First Aid in Education Guidelines'.
- (u) Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- (v) Review from time to time termly at Full Governing Body meetings and make recommendations for improving the procedures on:
- providing first aid in the school;
  - the emergency procedures; and
  - all safety procedures.
- (w) Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc he/she considers to be unsafe until he/she is satisfied they are safe.

- (x) Maintain contact with and seek advice from appropriate agencies.
- (y) Ensure all statutory registers are maintained.
- (z) Ensure the maintenance of safe access to and from the site.
  - Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
  - Where appropriate arrange a school site Health and Safety committee in accordance with the guidelines in the Health and Safety folder.
- (aa) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

## **2.6 Responsibilities of specific Health and Safety post-holders (e.g. Business Manager, Deputy Headteacher, Health and Safety Co-ordinators)**

Under the direction of their management, post holders are responsible for the detailed adoption of the school's policy and they shall:

- (a) Be directly responsible to the Headteacher for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the Governors and the Headteacher, including the relevant parts of this statement.
- (b) Ensure that all persons reporting to them know, accept and discharge their responsibilities under the school's Health and Safety Policy.
- (c) Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Headteacher/Deputy Headteacher.
- (d) Ensure that they draw the attention of the line manager to any breach of statutory regulations or departmental procedures which cannot be dealt with.
- (e) Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with MAT procedures.
- (f) Ensure that they make available in a safe condition all necessary plant, tools and equipment.
- (g) Ensure they maintain safe access to and egress from their places of work.
- (h) Ensure the necessary protective clothing or equipment is issued and used in their areas.
- (i) Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- (j) Where necessary seek the appropriate Health and Safety advice of the relevant advisor or officer of the MAT.
- (k) Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- (l) Resolve, promptly, any Health and Safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Headteacher/Deputy Headteacher.



- (m) Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health.
- (n) Recommend to the Site Manager, safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (o) Ensure that all donated equipment is safe for use, if necessary seeking specialist advice from the Site Manager.
- (p) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

**NB** The head of department and/or professional tutor will make student and supply teachers aware of their responsibilities as these rules apply also to them.

## **2.7 Responsibilities of class teachers**

The class teacher is responsible for the safety of pupils in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Headteacher/Deputy Headteacher/head of department before allowing work to take place.

Class teachers are expected to:

- (a) Set a good example by adopting good Health and Safety practices and procedures.
- (b) Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.
- (c) Give clear instructions and warning as often as necessary (notices, handouts etc are not enough).
- (d) Ensure that pupils' bags, coats etc are safely stored and good housekeeping is maintained.
- (e) Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- (f) Request/obtain protective clothing, guards, special safe working procedures, etc where necessary and ensure their use.
- (g) Make parents/volunteers aware of safety procedures in the classroom/work area.
- (h) Recommend to the Headteacher/Deputy Headteacher/head of department, improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.
- (i) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

## **2.8 Responsibilities of visitors / volunteers / hirers**

Regular visitors and other users of the premises will be required to observe the safety rules of the school. The Headteacher/Deputy Headteacher will ensure that visitors are informed of Health and Safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the Health and Safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through the lettings and use of premises policy sent to all hirers.

## **2.10 School rules concerning pupils**

Parents and guardians are requested to encourage their children who are pupils at this school to:

- (a) Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- (b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- (c) Observe all the safety rules of the school and in particular the instructions staff members give in an emergency.
- (d) Not wilfully misuse, neglect or interfere with equipment provided for their safety.

The prospectus/ and pupil planner will make all pupils and parents aware of the contents of this section.

## **2.11 Health and Safety representatives**

Safety representatives are nominated/appointed by the trade unions.

- (a) The functions of safety representatives are to:
  - (i) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace;
  - (ii) investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work;
  - (iii) make representations to the employer on matters arising out of (i) and (ii) above;
  - (iv) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
  - (v) carry out inspections;
  - (vi) represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority;
  - (vii) receive information from inspectors in accordance with Section 28 (8) of the Health and Safety at Work Act 1974; and
  - (vii) attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.
- (b) Legal responsibilities:
  - (i) Safety representatives have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

### PART 3 – ARRANGEMENTS

Whilst there are general guidelines that apply to most situations (and some are MAT requirements), every school has its own particular hazards and problems as well as its own procedures for dealing with them.

Here is a brief summary of the procedures that Birchensale uses in each area, as applied to our school. This includes the names of the people responsible in each area.

Access and Egress	Darren Chew & Michael Duffill (Site Manager/Asst)*	Ensures entrances are safe and accessible and free from stones, snow, etc and are gritted as necessary
Accident Reporting	Louise Manning/ all First Aid Trained Staff (Admin)	Reports all accidents and near misses in the First Aid book, kept in the office
Building repairs and Contractors	Pauline Begley (Business Manager)	All contractors report to office and sign the asbestos register and are escorted to the parts of the school as required
Cleaning	Darren Chew (Site Manager)	All chemicals are stored and used appropriately and work checked
Communication and E-Safety	Pete Clifton (Deputy Headteacher)	All school computers have an agreement attached re correct usage and any communication is checked with Policy Central system
Design and Technology and The Arts	Shirley Roberts (Subject Leader)	Risk assessments for all practical lessons and regular safety checks on equipment
Display Screen Equipment (VDUs)	Pauline Begley (Business Manager)	Staff regularly reminded via notice board about eye checks available for free if using the VDUs for a long time
Educational Visits	Amie Gatfield (EVC)	All trips and visits are planned in advance with agreement of HT and Governors, risk assessments taken out and County informed
Fire Alarms, appliances and evacuation drills	Pete Clifton Deputy Headteacher Darren Chew	A weekly check of equipment is made by the Site Manager and regular termly fire drills take place and are recorded in the file
First Aid	Louise Manning	Responsible for First Aid and recording of accidents, supported by other qualified staff, teachers and non-teachers
Flammable Substances and Hazardous Chemicals	Darren Chew & Ben Wilkes (Subject Leader)	Cleaning substances and Science chemicals locked away in cupboards
Lettings	Darren Chew (Site Manager)	Bookings through Business Manager and lettings supervised by Site Manager
Medicines	Louise Manning (Admin)	Medicines signed in and handed over by parents and kept safe by Admin, and record of quantities maintained. Only to be administered by a First Aider.
Portable Electrical Appliance Testing	Darren Chew & Michael Duffill (Site Manager/ Asst)	Site Manager and Assistant qualified to perform PAT testing with school equipment
Physical Education	Amie Gatfield (Subject Leader)	All lessons, fixtures and visits are risk assessed and recorded and equipment checked annually by Sports Fix
Playground Safety and Supervision	Pete Clifton (Deputy Headteacher)	Responsible for ensuring breaks and lunch times are supervised by fully trained staff and areas such as playgrounds, activity trail and fields are safe
Public Performances	Mark Brazier (Headteacher)	Shows and performances in school, car parking, refreshments, evacuation processes shared
Reporting	Mark Brazier (Headteacher)	Annual reports to parents and reports to Governors and LA
Risk Assessment and Safety Inspections	Pete Clifton	Walk around twice per year to assess Health and Safety of buildings, furniture and equipment

	(Deputy Headteacher) Darren Chew Site Manager	
Science	Ben Wilkes (Subject Leader)	Risk assessments for lessons, hazardous chemicals locked away and safety talks with pupils
Security	Darren Chew & Michael Duffill (Site Manager/ Asst)	Site Manager/Asst checks on security of site daily., Safeguarding Officer to check from Safeguarding viewpoint.Site
Staging and Lighting	Darren Chew (Site Manager)	Site Manager supervises outside agency who test for Health and Safety
Training H&S Training	Pete Clifton (Deputy Headteacher)	CPD throughout the school organised by Deputy Headteacher through SLT meetings
Vehicles	Darren Chew & Michael Duffill (Site Manager/ Asst)	School minibus supervised by Site Manager and checked weekly for faults and maintenance. Only driven by authorised permit holders.
Violent Incident Reporting	Pete Clifton (Deputy Headteacher)	Following Team Teach programme, all violent incidents to be recorded in report book in Deputy Headteacher's office
Work Experience	Pete Clifton (Deputy Headteacher)	DBS checks, timetabling and supervision of students

- (\*In the absence of Darren Chew, Michael Duffill the Assistant Caretaker, takes his role)

### 3.1 Health and Safety defects reporting procedure

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- 3.1.1 Any member of the school staff who discovers any defect shall complete a report on the Every Maintenance Management System.
- 3.1.2 The Every Maintenance Management System shall be regularly checked by the Business Manager and Site Manager.
- 3.1.3 The report shall then be acted on and signed off by the Site Manager, who is responsible for ensuring that the defect is rectified.
- 3.1.4 The person responsible will take the necessary steps to:
  - a) have the defect rectified, within a reasonable period of time, and record the details in the maintenance book;
  - b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- 3.1.5 If the defect is likely to affect the 'normal' running of the school the Headteacher shall inform the LA and governing body.
- 3.1.6 Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered in the Every Maintenance Management System.
- 3.1.7 In order to monitor the action that has been taken and / or any delays in work being carried out, the Every Maintenance Management System shall be checked by the Business Manager and a report produced at termly

intervals at the governors' meeting / management committee, at which recent defects should be identified and outstanding works discussed.

## **3.2 Monitoring arrangements**

3.2.1 The governing body recognise the importance of monitoring Health and Safety matters. Monitoring will be carried out in a number of ways:

- (a) The governors will call for annual reports on:
- accidents/incidents;
  - results of internal or external Health and Safety inspections;
  - maintenance reports;
  - complaints, hazards and defects reports; and
  - reviews of any procedures carried out by the Headteacher / Deputy Headteacher / Site Manager / Business Manager.
- (b) The MAT's officer or his / her representative shall inspect the site on a regular basis and report back any issues.

3.2.2 To help this process, the governors and Headteacher/Deputy Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the MAT, inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety officials.

## **3.3 Health and Safety information dissemination procedure**

Information and instructions on Health and Safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

3.3.1 Employees

- (a) Staff members have been informed about all of the existing information held on the site and have signed a form (Appendix 2) to indicate that they have received and read those documents which relate to themselves and their work.
- (b) All documentation referred to in (a) above is kept in or with the Health and Safety folders, which are located in the office of the Deputy Headteacher (community and communications). These folders are readily available for staff for reference purposes at any time.

The only exception to this is where information is better kept at a site / subject area level. In this case staff involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files.

- (c) New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the Health and Safety folders referred to in (b) above. The circulation form will be kept on file with the document.

3.3.2 Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new Health and Safety information.

3.3.3 Visitors / contractors

The Headteacher / Deputy Headteacher / Site Manager / Business Manager / other named person shall ensure that visitors and contractors are informed of any Health and Safety arrangements which may affect them during their visit (including any Asbestos on site).

#### 3.3.4 Governors

The Headteacher / Deputy Headteacher shall ensure that governors are informed of any existing and new Health and Safety information.

### 3.4 Accident reporting and monitoring procedures

All serious accidents that occur on the site should be recorded on the school's accident reporting form and in the accident book and the details forwarded immediately or as soon as is possible following the instructions on the accident form. All minor accidents should be recorded in the minor injuries and illness book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

### 3.5 First aid

Ideally there should be a qualified first aider in each of the teaching areas and one in the reception area.

The first aid kit should be kept in the room used by the trained first aider.

The reception area first aider will be responsible for checking the first aid kits.

### 3.6 Medication

Please refer to the First Aid and Management of Medication Policy

### 3.7 Smoking

Birchensale Middle School is a non-smoking and non-vaping site.

### 3.8 Welfare

All staff should be aware of the welfare of others.

Those experiencing problems should discuss these with their line manager or another senior member of staff. If they are not comfortable doing this then it should be with someone they trust and are comfortable with. This person could then support them in any further action.

SLT will take any appropriate action that will help to redress the situation.

Expectant mothers should inform the Headteacher as soon as possible so that the necessary risk assessment can be completed. The risk assessment will be reviewed constantly.

The staff room and a work area are available to all staff.

### 3.9 Stress

- Refer to Local Guidance for Schools.

### **3.10 Fire precautions**

The fire alarm is a continuous siren. When the fire alarm sounds all persons are to evacuate the buildings by the nearest exit. The evacuation point is the school Years 7 and 8 playground. Each form group is to line up in their designated place. Form tutors collect the registers from the designated member of the office staff and check that all pupils are present. Form tutors then report to the Fire Marshall, giving the names of any missing pupils. The Fire Marshall will report to the Evacuation Manager, who will liaise with the emergency services. Associate staff will meet on the playground and report to their line manager who will then report to the Evacuation Manager.

An appointed contractor, organised by the Site Manager, will carry out test and servicing of fire extinguishers regularly. The Site Manager will also be responsible for checking the fire alarms weekly and the emergency lighting monthly. The Site Manager will record all checks in the Fire Precautions Manual. The fire alarm tests must be carried out from a different call point each time.

Fire drills will be carried out termly and at different times of the day.

### **3.11 Electricity at work**

All portable electrical appliances must be PAT tested before use in school. A trained member of the site staff will carry out PAT testing annually. Any equipment failing the PAT test must not be used until the fault has been rectified and the equipment has been retested.

Any equipment brought in by hirers must be PAT tested. This will be made clear in the conditions of hire.

Stage lighting is checked regularly by a competent person.

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

The master COSHH file is kept in the office of the Site Manager. Subject areas that use COSHH substances maintain the file for their department. Any new COSHH information must be added to the master file.

The proper Personal Protective Equipment must be worn when using any of these substances.

All substances must be stored in accordance with the COSHH data. The disposal of such substances must follow the guidelines given on the data sheets.

### **3.13 Access equipment**

All access equipment is inspected regularly by an appropriate person appointed by the MAT.

When working at height the appropriate equipment should be used and a minimum of two people must be present.

Only competent and properly trained persons will be allowed to use scaffolding towers.

A risk assessment must be carried out before the use of such equipment.

The appropriate Personal Protective Equipment must be worn.

### **3.14 Risk assessments**

Each department must have a risk assessment folder, copies of all risk assessments must be given to the school Health and Safety officer, the Deputy Headteacher. (Up to date copies of the Risk Assessments are kept in the Health & Safety folder in the staff TEAMS folder.)

Each department is responsible for carrying out the risk assessments and for keeping them up to date. All risk assessments should be reviewed annually.

Regular risk assessments need to be carried out on expectant mothers.

Every off-site visit must have a risk assessment before the activity is allowed.

### **3.15 Manual handling**

Site staff will undergo manual handling training.

The lifting, pulling and pushing of heavy objects should only be done by those who have had the appropriate training. An appropriate risk assessment must be carried out before any such activity is undertaken.

### **3.16 Educational visits / off-site activities**

The school's EVC is Miss Amie Gatfield, organisers of visits and off site activities must complete the appropriate documentation before the event takes place.

Any person deemed to be competent by the Headteacher/Deputy Headteacher will be able to lead the party. Pre visits should be carried out where possible in order to determine any possible risks.

### **3.17 Minibuses**

Please refer to the school's Mini Bus Guidelines.

### **3.18 Work experience pupils**

The work experience pupil should undertake induction training before starting work.

Any pupils undergoing work experience at school will be monitored by the particular subject team leader. A risk assessment must be carried out for all activities the work experience pupil is asked to do.

### **3.19 PE equipment**

An appointed contractor regularly inspects PE equipment. Any recommendations made by the inspector will be acted upon. The PE staff, prior to its use, will carry out a visual inspection of equipment.

### **3.20 Outdoor play equipment**

The activity trail and climbing wall should be visual inspected prior to its use. The activity trail Inspection Book should be completed and any faults noted. Any element of the activity trail that has a reported defect should not be used until any faults have been corrected.

A formal inspection must be carried out at the start of each term by the Site Manager; this inspection should be recorded.

### **3.21 Sports pitches / playing fields**

The school playing field is maintained by Redditch Borough Council.

PE staff, prior to use, will carry out a visual inspection.



### **3.22 Contractors and visitors**

All contractors and visitors must sign in at the school reception. They will be given a visitors badge, which must be worn at all times. Health and Safety information is on the back of the badge and is pointed out to them on arrival.

The Site Manager will inform the contractors of any other Health and Safety issues including the location of any asbestos.

Contractors must carry out the necessary risk assessments prior to the commencement of the job.

### **3.23 Managing contractors**

Refer to Worcestershire LA managing contractor's policy, which BMS will still follow as an academy.

### **3.24 Display screen equipment (DSE)**

A Display Screen Equipment (DSE) assessment will be carried out by all those deemed to be users.

Appropriate action should be taken as a result of the DSE assessment.

### **3.25 Asbestos**

The asbestos registers are held in the office. Any contractor carrying out any intrusive work must refer to the registers before commencing.

State / consider:

For further guidance refer to Asbestos policy in the Asbestos Folder in the office.

### **3.26 Pets in School**

Animals must be supervised by the owner at all times, and must be on a leash or in an appropriate crate/box. Risk Assessments are completed when animals visit the school.

### **3.27 Gardening**

Pupils must be under the supervision of an adult and follow instructions on the usage of tools and equipment and work within the fenced off area. Session plans and number of pupils should be known to staff. Greenhouse regularly checked for the condition of the glass and any damage to be replaced with Perspex or safety plastic.

See the Gardening Risk Assessment