



**BURTON
BOROUGH
SCHOOL**

HEALTH AND SAFETY POLICY

Policy Reviewer	Sarah McElduff	Date of Review	June 2017
Date Presented to Governors	26 June 2017	Frequency of Review	2 years

Staff Guidance

Contents:

1. School Health and Safety Policy Statement

ORGANISATION

2. Key personnel with Health and Safety Responsibilities
3. Responsibilities of Nominated Personnel
4. Governors Health and Safety Committee

ARRANGEMENTS

5. School Health and Safety Policy Arrangements
 - 5.1 Access onto and exit from the school site.
 - 5.2 Accidents and Reporting
 - 5.3 Asbestos
 - 5.4 Bad Weather Contingency Plans
 - 5.5 Chemical and substance safety
 - 5.6 Computers
 - 5.7 Confidential Counselling Service
 - 5.8 Contractors
 - 5.9 Fire Safety
 - 5.10 First Aid (Administration of Medicines)
 - 5.11 Housekeeping
 - 5.12 Lone working
 - 5.13 Manual Handling
 - 5.14 Mini Bus Use
 - 5.15 Outside School Hours Use of premises
 - 5.16 Parental help
 - 5.17 Personal Protective Equipment
 - 5.18 Play equipment
 - 5.19 Portable Electrical Appliance Testing
 - 5.20 Pregnancy
 - 5.21 Risk assessment
 - 5.22 School Security
 - 5.23 Smoking
 - 5.24 Stress
 - 5.25 Supervision of Pupils
 - 5.26 Training
 - 5.27 Violence
 - 5.28 Visits and Journeys
 - 5.29 Working at Height Equipment
 - 5.30 Work Equipment
- 6 Monitoring and Reviewing the Health and Safety Policy and procedures

1: SCHOOL HEALTH AND SAFETY POLICY STATEMENT

The School Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. The governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and safe systems of work.

In order to implement this policy the Governors and Headteacher undertake, so far as is reasonably practicable, to:-

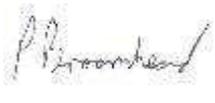
- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and damage to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
- bring to the attention of all employees, pupils, volunteers, visitors, and contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- identify then eliminate or reduce by controls, dangers which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition the Governors and Headteacher will:

- keep abreast of legislation and best practice by ensuring that adequate and appropriate advice is provided by persons competent in health and safety matters;
- allocate sufficient resources to ensure effective safety management;
- monitoring health and safety performance on a regular basis and keep necessary records;
- bring this policy statement and relevant safety arrangements to the attention of all employees and, as appropriate, other persons affected by the school's activities,

- review and amend this policy statement, organisation and arrangements as often as necessary.

This statement of policy was approved by the Governing Body at their meeting on 26 June 2017

Signed: 

(Chairperson)

P Broomhead



(Headteacher)

Christine Carter

2. KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

TITLE	NAME
Chair of Governors	Paul Broomhead
Health & Safety Governors	Claire Edwards
Headteacher	Christine Carter
School Health and Safety Coordinators	Sarah McElduff, Sue Wycherley
Site Manager/ Caretaker	Neil Wright

Health, Safety and Welfare Advice and Training

Health and Safety Adviser for Schools 01952 383629
 Corporate Health and Safety Training 01952 383618

Fire Control/Emergency Evacuation

Fire Safety Officer (Shropshire Fire & Rescue Service) 01743 260260
 Nominated Premise Fire/Emergency Officer Ben Morgan
 Deputy Fire/Emergency Co-ordinators Sarah McElduff,
 Karl Hill
 Neil Wright
 Assistant Site Officer on Duty
 Fire Marshals Heads of Learning Areas (or nominated other)
 Team Leaders

Reporting and Recording of Accidents etc

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences
 Anna Paulsson-Habegger
 Sue Wycherley
 Sarah McElduff

First Aid

Names of those who are Certificated First Aiders are displayed in most rooms around school along with the staff who are emergency First Aiders. This is updated termly when necessary

Educational Visits Co-ordinators (EVC)

Residential Trips

Sarah McElduff

Non Residential Trips

Sue Wycherley

Asbestos and Legionnaires Coordinator

Neil Wright

**Portable Electrical Appliance Testing
Nominated Co-ordinator**

Neil Wright

**Control of Substances Hazardous to
Health Assessment Co-ordinators**

Neil Wright

Sue Wycherley

3. RESPONSIBILITIES OF NOMINATED PERSONNEL

3.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy.
- will ensure the Health and Safety Policy is translated into effective action at all levels within the school
- will ensure that the school complies with Health and Safety Legislation and that Codes of Practice and Guidance are followed to ensure safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor's meeting
- in liaison with the Headteacher, will ensure that professional, competent health and safety advice is available
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator appointed for the school premises
- will make adequate financial provision for enabling the policy to be put into effect
- will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis
- will ensure the health and safety policy is amended whenever necessary
- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Headteacher
- will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Headteacher

3.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all its requirements
- will appoint key personnel to take responsibility for operational health, safety and welfare issues
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance and take such steps as may be necessary to improve performance
- will ensure that all employees have access to a copy of the school's health and safety policy and are aware of their responsibilities.
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for facilitating the necessary health and safety training for staff, in order for them to undertake their work safely
- will ensure that suitable and sufficient assessments of risks to the health and safety of all persons on the school premises or affected by school activities are carried out and that risks are controlled by effective and proportionate means. The assessments are recorded, together with the significant findings

of the assessment and highlight any employees identified as being especially at risk

- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters
- will make recommendations for improvement and present an annual report on Health and Safety to the Governing Body.
- will be responsible for dealing with visits from the Health and Safety Executive and other enforcing agencies.
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually
- will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from Business, Development and Housing and an Asbestos Management Plan is completed and reviewed annually.
- will be responsible for ensuring that there is liaison with Business, Development and Housing on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
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- will be responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of staff, pupils and others are undertaken;
- will be responsible for ensuring that plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues are maintained;
- will be responsible for ensuring that there is liaison with Business, Development and Housing on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;

3.3 The School Health and Safety Co-ordinator

- will encourage a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises and affected by school activities
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether adequate standards of health, safety and welfare are being achieved
- will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc) working with the School Administrator/Business Manager
- will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. a defects book must be set up so that defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment
- will liaise with and seek advice from outside Health and Safety Advisers (e.g. Corporate Health and Safety Adviser), Enforcement Authorities (Health and

Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc) when necessary.

- will ensure that they understand current legislation affecting health, safety and welfare of staff, pupils and others.
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with Business, Development and Housing on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will ensure that vehicles belonging to the school are maintained in a safe condition.

3.4 Heads of Learning Areas and Support Staff Team Leaders

- will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy that apply to the work they do;
- will arrange for staff under his/her immediate control to receive, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely
- will undertake (or nominate within the Learning Area) to carry out the Fire Marshall duty within their associated Learning Area
- will work to achieve and maintain good standards of health and safety performance within the department
- will ensure that staff are conversant with current legislation affecting the health, safety and welfare of staff, pupils and others
- will advise the Headteacher of all matters requiring attention with regard to health and safety
- will liaise on, health and safety matters, with Local Authority School Improvement Advisers and Health and Safety Advisers
- will promote a positive culture and an interest in health and safety matters throughout the school.

3.5 Teaching and Support Staff

- will take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE (Association of Physical Education)
- will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator etc. as appropriate.

4. GOVERNANCE OF HEALTH AND SAFETY

Full Governors, who meet on a termly basis, have delegated the below terms of reference to be considered at Human and Corporate Governance meetings where Health and Safety matters arise.

TERMS OF REFERENCE - PREMISES

1. To monitor the state of repair of the school buildings, including the effective management of asbestos (if any) on the premises.
2. Through the head, to liaise with the school's building surveyor or other adviser over repairs and maintenance work to be undertaken each year.
3. Through the head, to take any action required to carry out repairs in an emergency.
4. To consider any proposed improvement projects.
5. Approve a lettings policy for the school, to keep this under review, including lettings charges and any proposals or requirements for insurance cover.

TERMS OF REFERENCE - HEALTH AND SAFETY

1. To prepare a health and safety policy. Keep the policy under review.
2. To monitor the application and effectiveness of the health and safety policy.
3. To approve procedures for implementing the health and safety policy and then to ensure, by means of periodic checks and reports, that those procedures are followed. Procedures for dealing with a wide variety of health and safety issues have already been provided by Telford & Wrekin Council, including those for Educational Visits and Journeys and these should be adopted and monitored.
4. To approve a school security procedure that addresses the security of pupils and staff as well as the protection of buildings and property. Review this regularly and make recommendations where appropriate.
5. To make arrangements and establish any necessary procedures to ensure the school site is kept free of litter and refuse.
6. through the head, to undertake the annual health and safety audit and to consider priorities for action.
7. With the head, draft a documented emergency plan for the school.
8. To consider suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of pupils.

5. SCHOOL HEALTH AND SAFETY POLICY ARRANGEMENTS

PLEASE NOTE: This is a brief outline of the main procedures that are covered by Health and Safety – the full procedure documentation for these areas and many more can be found in hard copy in the Business Managers office and electronically on the T drive. Staff MUST NOT read these guidance notes in isolation to the full procedure.

5.1 ACCESS ON TO AND EXIT FROM THE SCHOOL SITE

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Barriers are in place to control the risk of children coming into contact with vehicles when walking along the foot paths on site.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure that they only park in the appropriate bays and do not block the entrances.

Parents/carers/guardians are responsible for their children until handed over at the classroom doors.

5.2 ACCIDENTS, INCIDENTS AND NEAR MISSES, ACCIDENT REPORTING and FIRST AID

To access an Emergency First Aider you should immediately:

- Phone 86559
- Email attendance.bbs@taw.org.uk
- Or send a 'runner' to the Attendance Office

A list of first aiders will be maintained at the Helpdesk and the closest available person will be contacted. A list of first aiders will also be displayed around school. You will be required to complete an Accident Form after the incident has been dealt with.

All accidents and 'near misses' must be reported to the Helpdesk via the appropriate form. Depending on the severity various forms will be required to be completed. Forms can be located at the Helpdesk, in the staff room corridor or by asking Mrs Paulsson-Habegger, Mrs Wycherley or Mrs McElduff

Staff should be aware that in the event of a serious accident/injury the Health and Safety Advisors may need to investigate the incident. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

STAFF must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries.
- Information about children's allergies are readily accessible to staff and supply teachers on the register sheet.

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. Paracetamol, insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a form to confirm this. Where ever possible two members of staff will be present especially when having to administer the medication.

5.3 ASBESTOS

School has areas that contain Asbestos. This is quite safe as long as the asbestos is not damaged – by vandalism, nails etc. If you want to hang a picture or you notice and vandalism to walls or ceilings please notify the Site Manager immediately.

The Asbestos Survey is kept in reception and will be brought to the attention of all contractors whose work will or could disturb the fabric of the building. The school specific Asbestos Management plan is located in the front of the survey.

5.4 CHEMICAL AND SUBSTANCE SAFETY

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE RISKS THAT THEY PRESENT HAS BEEN MADE.

The use of chemicals and other substances can be an important part of everyday work. Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others the substances must have been assessed and any risks identified in a COSHH Report.

COSHH risk assessments and product data sheets are stored in the Cleaners cupboard and locally in each department

5.5 COMPUTERS

Staff who use computers, including laptops, for 1 hour or more at any one time during their working day must undertake a workstation risk assessment.

Speak to Mrs Walker, Resources Officer and Workstation Coordinator, who will be able to give you a copy of the self-assessment and run through the procedure

5.6 CONFIDENTIAL COUNSELLING SERVICE

Telford & Wrekin Council provides a confidential counselling service for all employees. Governors commend the use of this service to staff. Staff can find out more details via the Health & Safety Advisors.

5.7 CONTRACTORS

All contractors working on the school premises are to report to reception before starting work and will wear an ID badge during their visit to school. They are required to read the asbestos survey and sign the ASBESTOS SIGNATURE SHEET to indicate that they will be expected to operate within the guidelines set to avoid disturbance of asbestos. The Site Manager is responsible for ensuring that contractors have suitable risk assessments and method statements in place for work they carry out on the school site.

5.8 FIRE SAFETY AND EMERGENCY EVACUATION

The Fire Risk assessment is in the Fire Safety file in the Assistant Business Managers Office and is reviewed on an annual basis unless there are significant changes before this.

PLEASE ENSURE THAT YOU ARE FAMILIAR WITH IT. There are also notices in every classroom

In the event of a fire a continuous bell will ring. Pupils should leave the classroom immediately in an orderly manner and evacuate the building by the nearest SAFE exit. The teacher should close doors/windows and supervise the evacuation of pupils to the assembly point.

The assembly point is on the Field Playground (behind Music Block).

It will then be necessary to stand at the assembly point for your relevant tutor group. Silence is essential so that quick instructions can be given.

The school secretarial staff will collect the registers and take them to the assembly point. Other staff and visitors should assemble at the position identified on the Fire Assembly Notice.

The Fire Marshall's will check the building for complete evacuation and report back to the Fire Officer.

The Fire Officer or Fire Brigade will decide when/if it is safe to re-enter the building.

DO NOT ASSUME THAT IT IS SAFE WHEN THE BELLS STOP RINGING.

Staff roles during a building evacuation

- Fire marshals are Head of Learning Area (or nominated other)
- Mr B Morgan – Fire Officer and will co-ordinate evacuation of the building
- Mr K Hill – Deputy Fire Officer

- Mrs S McElduff) will ensure the location of the fire and
- Mr N Wright) will contact/greet fire brigade at the front
- Asst Site Manager on duty) of school

Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use.

The fire alarms are tested weekly by the site team and emergency lighting monthly. Records are kept in the book found in the Site Office.

Fire drills take place every term. Details are recorded and notes made of any problems which needing remedying.

5.9 HOUSEKEEPING

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the children.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the cleaner in charge should be contacted to assist.
- Bodily Fluid Spillages are to be reported immediately to the Site Manager/Cleaner in Charge who will ensure that the spillage is cleaned and the area made safe as soon as possible, with safe disposal of waste, in line with set procedures.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis.
- Good food hygiene standards are observed by all staff serving school meals.
- All school staff are responsible for reporting health and safety issues as these arise to the Headteacher or Business Manager.

5.10 LONE WORKING

Working Alone should be avoided wherever possible.

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work on the premises outside normal school hours must have prior agreement from Head teacher or Business Manager.

5.11 MANUAL HANDLING

Moving heavy and awkward loads can cause injury. Where staff roles require them to undertake significant manual handling, training will be provided. A specific manual handling risk assessment will be undertaken for the task and reviewed regularly, staff must follow the control measure at all times.

5.12 MINI-BUS USE

- The School follows the guidance from Telford & Wrekin Council and all staff have been made aware of the guidance which can be accessed on the TORCH site.
The mini-bus is Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation. It will only driven by persons

who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by Integrated Transport. This driver advice is also applicable to self-drive hire or otherwise "borrowed" vehicles.

- Staff who have taken the Telford & Wrekin Council's test to drive children in the mini bus.
A list of those qualified to drive mini buses is maintained in the Minibus File in the Site Office and on CPD Genie
- Staff who drive the minibus must carry out the pre-use checks and fill in the log book.
- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to transport pupils in their cars. The Headteacher will request assurances as necessary. This will be included in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils wear a seat belt at all times and if necessary use booster seats. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used.**
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

5.13 OUT OF HOURS USE OF SCHOOL PREMISES

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school (Mrs McClean, SLT PA) and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure that they could all evacuate quickly and safely in the event of an emergency. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures

Events and entertainment programmes will be scrutinised beforehand with regard to any licensing requirements.

5.14 PARENTAL/ADULT HELP

- All parents and adults must be DBS checked if they offer to help with clubs, transport or any other school activity.
- When using their own car they must prove that their insurance cover is appropriate to take children on school business and the car is road worthy, taxed and MOT where appropriate.

5.15 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level. PPE will be provided to staff or pupils where this is a necessary control identified by a risk assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

The Business Manager will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, store it correctly and report any faults so that replacements can be provided.

5.16 PORTABLE ELECTRICAL APPLIANCE TESTING

The Site Manager is responsible for ensuring that all portable electrical equipment is tested regularly by an approved contractor or by qualified staff.

A register of all such electrical equipment used in the school is kept in the site office.

No equipment other than that purchased as new may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

All staff will be instructed to visually check electrical equipment for obvious defects before use.

All hard wired electrical installations are maintained by the Facilities Management Team at Telford & Wrekin Council at least every 5 years unless changes have occurred.

5.17 PREGNANCY AND NEW MOTHERS

Risk assessments must be produced to identify any further precautionary measures that are needed to protect pregnant employees. If you are expecting a baby (or have given birth in the last six months) you will need to let the Headteacher know as soon as possible. The Business Manager will review the risk assessments applicable to you to ensure that you are as safe as possible during your pregnancy and will take any additional measures needed to protect you.

5.18 RISK ASSESSMENT

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the Telford & Wrekin Council risk assessment template. Risk assessments should be reviewed annually or if significant changes require this to be done earlier. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Risk Assessment Co-ordinator Mrs Wycherley, Assistant Business Manager.

- Risk assessments will be carried out or reviewed before every educational visit
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.

There is guidance on risk assessment in the Education Health & Safety Manual and a resource called the risk assessment bank that can be used to help record suitable risk assessments.

5.19 SCHOOL SECURITY

This will be monitored at least annually by the Governing Body as part of Safeguarding.

- Staff on reception monitor those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have good locking mechanisms.
- Intruder alarms are installed.
- The Site Team have a set of keys to access the school at any time. They can also activate the school's electronic security system. The Site Manager has a full inventory of key holders and keys that have been allocated.
- Classroom blinds or curtains are closed at the end of each school day.

The Site Team is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

Responding to call outs

The Site Team are the school's nominated representatives who will respond in the event of an out-of-hours call out. The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. All nominated staff have been trained in how to deal with violence and aggression and will be supported if an incident occurs.

Lone person attends

If anyone has to attend to a call out on their own, procedures must be in place so that the individual on site keeps in contact with someone on arrival at site, at regular intervals whilst on site, when leaving site and on arriving safely at home. If the lone worker fails to make contact within the agreed time further steps to establish their whereabouts will be needed. Also see section 5.12 Lone Working.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

5.20 SMOKING

Everyone's health is important so smoking is not permitted on the school premises.

5.21 STRESS

Although pressure is necessary for us to live normal lives, excessive pressure can cause stress which in turn can lead to real physical and mental problems. Training is available on handling personal stress and employees are encouraged to take their PPA time and take regular exercise. Head teachers are expected to be able to recognise and manage stress and try to promote a harmonious working environment within their teams. Training is available to help with this.

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your manager/Headteacher or contact the Telford & Wrekin Occupational Health Team (tel: 383630/383631). If you wish, all such contact can be confidential. All employees can also contact one of the independent employee counsellors for free, confidential counselling. Leaflets giving the numbers are available in school on the H&S noticeboard and on the TORCH site.

5.22 SUPERVISION OF PUPILS

The school will be open from 8.45.am to 3.15pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

5.23 TRAINING IN HEALTH AND SAFETY

Training on various aspects of health and safety is a legal requirement. Initial training is organised on induction and more specialist training is arranged as needed. Some training may be provided on the job. Details of any courses you need to attend or other opportunities to improve your health and safety skills from the Assistant Business Manager.

Some training is very specific to the job you are doing and should be undertaken *before* commencing work. Examples include The Moving and Handling of People, Driving Skills and Control of Substances Hazardous to Health.

5.24 VIOLENCE

The School follows Telford & Wrekin Council's Policy and Guidance on Personal Safety at work. The Headteacher is responsible for ensuring that **all** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse see 5.2. for Accident Reporting.
- are aware of Telford & Wrekin Council's arrangements available for victims of violence at work.
- Know that when they have meetings with potentially hostile parents these must be in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where required.

5.25 VISITS AND JOURNEYS

Telford & Wrekin Council's Educational Visits and Journeys Guidance is followed and the Educational Visits Coordinator (EVC) is listed on page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed.

Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC for approval.
- They will read and be aware of the Telford & Wrekin Council Educational Visits and Journeys Guidance.
- They must ensure the ratio of adults to children will comply with Telford & Wrekin Council's Guidance and approved by the EVC\Headteacher.
- They must get the consent of every child's parents/guardian before taking them on a visit. Parents/guardians may have signed a consent form at the beginning of the school year for regular visits that are organised as part of the curriculum.

- On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be arranged.
- Teachers must remind children to wear seatbelts.

5.26 WORKING AT HEIGHT

Working at height, such as on a roof or up a ladder, can be very hazardous. An assessment must be made of the risks from such work, which should be designed out wherever possible. Equipment used for working at height must be suitable for the job, regularly inspected and well maintained. Relevant staff, particularly site managers/caretakers, must have completed ladder safety training if using a ladder is an unavoidable part of their work.

5.27 WORK EQUIPMENT

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguisher's etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given to the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
- The equipment will be maintained to ensure that it remains in good condition by the Site Team

It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The school keeps a record of any inspections and checks that are made to all equipment. The log/record is kept in the Caretaker/Site Manager's Office.

6. MONITORING AND REVIEW

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis through the Health and safety Self-Assessment Audit Checklist with the Lead Governor for Health and Safety, Business Manager, Assistant Business Manager and Telford and Wrekin's Health and Safety Adviser. Findings of this Self-Assessment will be presented to Governors via the Human and Corporate Governance Committee annually.

The Head teacher and the Governors will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Assessment Audit Checklist and Fire Risk Assessment which is required by Telford & Wrekin Council.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident and incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report
5. Progress on health and safety and fire action plans, policy and procedure updates
6. Other information about changes in requirements as they occur.