



**WESTFIELD MIDDLE SCHOOL**

**HEALTH & SAFETY POLICY**

**DATE January 2011**

**Reviewed**

**DATE**

**by**

# Westfield Middle School

## HEALTH AND SAFETY POLICY

### Abbreviations

The following are used in the policy:

**AfPE** – Association for Physical Education

**CLEAPSS** – The organisation advise that the acronym no longer stands for anything due to changes in organisations, e.g. no longer have Local Authorities (LA's) covering all schools, but it has been retained as the name because of ease of recognition.

**COSHH** – Control of Substances Hazardous to Health

**DATA** – Design and Technology Association

**DSE** – Display Screen Equipment (Computers)

**H&S** – Health and Safety

**HSE** – Health & Safety Executive (enforcing body for health and safety legislation in schools)

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## **Statement of Policy**

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work. Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

- equipment and systems of work are safe and without risks to health.
- the handling, storage or transport of articles and substances will be safe and without risk to health.
- information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- the site is maintained in a safe condition and without risks to health.
- access to and from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
- a working environment is provided that is safe and without risks to health.
- there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

## **Organisation**

### **Governors**

The School governors will ensure that:

- The Headteacher produces a school H&S policy for approval by the personnel committee of the governing body and that this policy is regularly reviewed
- Risk assessments of work activities are undertaken and a written record of the assessments kept
- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc
- Regular safety inspections are undertaken
- A positive H&S culture is established and maintained

### **Headteacher**

The Headteacher will ensure that:

- A school H&S policy is produced for approval by the personnel committee of the governing body and that the policy is regularly reviewed and revised as necessary.
- Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid.
- Safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective.
- Information and advice on H&S is acted upon/circulated to staff and governors, in particular the H&S Manual for Schools is available to all staff and governors.
- A regular safety inspection is undertaken.
- An annual report is provided to the school governors on health and safety.

- They liaise with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures.
- Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
- They delegate H&S duties to an individual, normally referred to as the H&S Coordinator and ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

### **H&S Coordinator**

The H&S Coordinator will:

- Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary.
- Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation.
- Carry out the regular safety inspection.

### **Managers (including the Head of Department)**

The Senior Manager will:

- Ensure that H&S is a standard item on the agenda's of departmental meetings where appropriate
- Produce a departmental H&S Policy where appropriate which follows the conventions of the school safety policy, i.e. will include a statement indicating it supplements the school safety policy, include any specific H&S responsibilities and any specific arrangements or standards followed
- Assist the H&S Coordinator in identifying competent persons/carrying out risk assessments
- Ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the department budget or brought to the attention of Head/H&S Coordinator/Governors as appropriate
- Ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards

### **Employees (All)**

All employees must:

- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Cooperate with management in respect of complying with H&S requirements. *NB Staff are advised to ensure that their own vehicle insurance covers them for any*

*use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.*

### **Site staff and Cleaners**

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

### **Volunteers**

Have the same duties as those indicated for employees.

### **Pupils**

Students are expected to:

- Comply with school rules relating to general behaviour;
- Take note of and comply with information provided for safety with regards activities undertaken;
- In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- Not to misuse anything provided for H&S reasons.

### **Arrangements**

The following arrangements have either been established through risk assessment at school level or are national standards. Each department has/will produce a supplemental statement covering the organisation and specific arrangements within departments.

### **General Arrangements**

#### **Accident/Incident recording/reporting**

**Pupils - All** accidents to students involving injury are to be recorded. This will initially be by using the standard sheets in the school **student accident book**, which is kept in the Main office. In addition any reportable incident will immediately be input on to the incident reporting Assessnet system (within 3 days of the event). Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. Such events are RIDDOR reportable and will automatically generate a form for completion and submission to the HSE.

**Staff - All** accidents to staff are to be recorded and this will be done by immediately In putting information on to the Assessnet Incident reporting system.

*NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information.*

**Visitors - All** accidents to visitors other than students are to be recorded and this will be done by inputting information on to the Assessnet incident reporting system.

*NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information*

**Near miss incident -** For any near miss incident, this is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed (Assessnet reporting also). The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the SLT. This will be the case for any

major structural collapse, any explosion or any fire which causes the closure of a room or more.

**Behaviour Incidents** - These include violence, bullying and harassment and are to be recorded by immediately

### **Asbestos**

The school Asbestos Management Plan (AMP) is kept by the Site Manager/Finance Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

*NB All staff are advised that asbestos containing materials in school are only labeled in places where students do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.*

### **Contractors on site**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant.

Building Contractors are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimized/eliminated.

**Hazards** associated with building work relate to personal injury or damage to health caused by:

- Slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- Being hit by falling objects dropped by persons working above head height;
- Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- Coming into contact with machinery or vehicles.
- The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

Small scale building works includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

- All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher / Site agent/Finance Manager.
- Before any work is commenced, it is essential that the Headteacher / Site agent/Finance Managers made aware of; What work is to be undertaken? Where the work is to be carried out? An indication of the likely timescale. What equipment is to be used? What services are required?

To ensure *an understanding of* where they can gain access to services, what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the playground, any particular problems with the work, e.g. access may still be required to the area. The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site. The contractors must be advised who to contact on site if they have a problem.

**Large scale works** - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. (See advice given in the H&S Manual for schools)

For all large scale works a pre meeting will take place and the Headteacher/ Finance manager and Site Agent will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- Having H&S as a standard item on the agenda of all staff meetings
- Circulating the safety news to all staff
- Where appointed, consulting with the Trade Union Accredited Safety Representative/ representative(s) of employee safety in good time on all H&S issues.

### **Competency**

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety the school has a list of items that need to be covered at induction and a supplemental list within each Department.

### **E-Safety**

The school has a separate policy for E-safety and a copy of this policy can be found on the Q drive. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

### **First Aid**

The school will try to exceed the basic recommendation for first aiders. A list of staff that holds a first aid at work certificate is displayed in the school office.

**Following an accident** - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialing 999 and asking for an ambulance. In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to pupils that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in school.

*NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised pupils are also given a letter giving notification of a head injury.*

**Recording** - Any accident where first aid is administered to students is to be recorded initially in the pupil's accident book and in other cases recorded on the Assessnet system.

**First Aid Boxes** - First aid boxes are kept on site and these only contain approved materials. A list of approved materials is in the H&S Manual for Schools. The boxes are available for use by all staff/adult visitors on site.

**Injuries involving bleeding** - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept next to the first aid box.

#### **General maintenance contracts**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The above the following maintenance arrangements have been made:

##### **a) Electrical installation**

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

##### **b) Fire Extinguishers**

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the site staff, to ensure that they are in position and that the pins are in place.

##### **c) Portable Electrical Equipment**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested within 14 months.

#### **Infectious Diseases**

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the school office. Supplemental information on local contacts is contained in the 'Handbook for Schools on Infectious Diseases' kept in the school office.

## **Medical Needs**

The school will try to accommodate pupils with medical needs wherever practicable in line with the Inclusion Policy.

## **Risk Assessments**

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, students and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

**Computer Workstation Assessments** - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers, must complete a 'user audit' (See H&S Manual for schools) for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Relevant members of staff are entitled to a free eye test; claim forms are available from main office. If staff have any questions on DSE they should initially speak to their line manager or Head of department who will refer the matter on to the H&S Coordinator if unable to resolve it.

**Fire** – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire drills are carried termly. *NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.*

**Hazardous Substances** - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. wood and biological hazards. The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the Head of Department.

**Manual Handling**– Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation; can I move the objects where I need to safely and without risks to health? Where staff feel the answer is

no, or they are unsure, they must not attempt the operation until they have obtained assistance. Within school the following written assessments are in place.

**Regular Operations – equipment / materials** – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is frequency with which it is carried out and whether viewed as a high medium or low risk. All staff must ensure they are aware of this list and follow the procedures indicated. Within each department a supplemental list has been produced, in a similar format, where there are specific additions or changes from the generic. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

**Manual Handling (pupils)** – All students who may need to be lifted or supported are assessed using the manual handling assessment forms included within the H&S Manual for Schools. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training. Should any equipment need to be purchased training would be given.

**Noise** - The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. The managers for those departments have therefore undertaken noise assessments and introduced noise reduction measures as appropriate. If staff have any questions on noise levels they should initially speak to their line manager or Head of Department who will refer the matter on to the H&S Coordinator if unable to resolve it.

**Security** - The school site has been assessed against the information contained in the H&S Manual for Schools, and security issues are regularly reviewed. If staff have any questions on security they should initially speak to their line manager who will refer the matter on to the H&S Coordinator if unable to resolve it.

**Water Assessment** - An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease. The site Agent has undertaken relevant training also.

**Workplace** - An inspection of the workplace, buildings/grounds, has been undertaken against. The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

**Work at Height** – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment. Within school the following written assessments are in place. Training has also been given for use of the scaffold tower.

**Regular Operations** – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is

carried out and whether viewed as a high, medium or low risk. All staff must make sure they are aware of this list and follow the procedures indicated.

**Specialist Operations** – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

### **Safeguarding**

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff are aware of the policy, a copy of which is kept on the Q drive and also the leaflet/ information regarding safeguarding in the school staff. All staff receives updated training regarding safeguarding from the safeguarding officer.

### **School Visits**

The school follows the LA Educational Visits and Guidance policy and the school policy. The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used. Staff transport students/equipment in the school minibus *NB: Only Staff who hold a Council approved MIDAS Certificate are allowed to drive the minibus.* Transport and drivers are hired in from a reputable source when needed. This is the usual practice for school visits. The parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s) / daughter(s) / ward(s) are required to be there at that time.

### **Wellbeing**

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher or line manager but also have access to a confidential counseling service with the LA. Sickness absence or health concerns will be dealt with under the schools and LA absence policy. The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing.

### **Review**

Policy is to be reviewed annually and updated as and when changes occur. This is to be recorded in the notes of the Personnel Committee.