

Organisation and Arrangements for Health and Safety at Work

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Review date	September 2018

Headteacher: **Mrs J Gray, MSc, NPQH**

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General Statement

This policy is issued in accordance with the Health and Safety at Work Act (1974) and subsequent legislation. It supplements Sandwell's Organisation and Arrangements for Health and Safety at Work.

The Governing Body

- Fully accepts its obligations with regard to the health and safety of St Michael's CE High School its employees, clients, customers and pupils.
- Is committed to matters of health and safety, having an equal place alongside all education activities within the school.
- Fully upholds the commitments laid down in the Children and Families and Corporate Health and Safety Policy.
- Recognises that health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.
- Will ensure that all employees within the school have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.
- Will ensure that all members of staff are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.
- Where required, will develop safe systems of work that become an integral part of the school ill-health prevention programme. Regular monitoring will be undertaken, with appropriate line management involvement. All monitoring will be reviewed for any system or organisational weakness and action taken to ensure continued development and improvement.
- Will co-operate with auditing of health and safety management systems, and implement the recommendations of such audits.

This policy and the Children and Families Health and Safety policy will be brought to the attention of all employees.

It is only by securing a total commitment to health and safety matters from those who work for, or on behalf of, St Michael's CE High School that the high standards we set ourselves will be achieved.

Signed: _____ Date: _____
Chair of Governors

Signed: _____ Date: _____
Headteacher

Policy Objectives

These are the St Michael's CE High School Objectives:

- To work towards the prevention of occupational injury and ill health to all members of staff and pupils.
- To ensure that those using the school premises are not subjected to unacceptable risk as a result of activities of the school.
- To develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- To actively manage health and safety and to encourage constant awareness amongst all employees for the health and safety aspects of their work, and for the environment in which they work.
- To ensure that agents of the school are aware of, and work towards, the standards set out in this policy.
- To monitor and review the achievement of these objectives and to implement improvements, where necessary, to enable them to be met.
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfill their functions.

The Headteacher – Responsibilities

1. To be familiar with the content of the Corporate and the Children's and Families Service Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity.
2. On behalf of the Director of Children's and Families' Service to ensure that these policies and relevant legislation are implemented.
3. To ensure that all employees carry out their health and safety duties and responsibilities.
4. To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
5. To demonstrate commitment by taking a proactive approach in health and safety matters.
6. To delegate the role of Competent Person to the Business Manager (Finance).
7. In the absence of the Head Teacher, these responsibilities will fall to Deputy Headteacher.
8. To attain, as a minimum, the Institution of Occupational Safety and Health 'Managing Safely' certificate (or other equivalent, agreed by the Health & Safety Unit).

The Assistant Headteacher - Responsibilities

1. To report to the Governing Body and Head Teacher all relevant Health and Safety issues.
2. To attend the Governors' Facilities Management and Health and Safety Committee, which oversees the operation of the Health and Safety Policy.
3. To ensure that all relevant staff identify hazards within their area of responsibility.
4. To ensure that all Key Personnel carry out risk assessments and implement appropriate control measures within their area of responsibility in accordance with the policy and legislative requirements.
5. To ensure that all Key Personnel take into account the health and safety of any person likely to be affected by works undertaken within their area of responsibility (such works, including employees and non-employees).
6. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified and subsequently reported to the Governing Body.
7. To involve relevant employees in the risk assessment process.
8. To ensure the effective use of resources in order to achieve health and safety objectives.
9. To attain as a minimum the Institution of Occupational Safety and Health 'Managing Safely' certificate (or other equivalent agreed by the Health & Safety Unit).

10. To ensure that all employees working within the school, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health and safety.
11. To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid re-occurrence.
12. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
13. In the absence of Assistant Headteacher, these responsibilities will then revert to the Headteacher.

Key Personnel – Responsibilities:

<u>Section Area</u>	<u>Key Staff</u>
Science	Head of Science
Technology	Head of D & T
PE	Head of PE
Site	Interserve
Administration	Office Manager
Kitchen	Autograph Catering
Focus Provision	SENCO
Work Experience	Work Experience Coordinator
Educational Visits Coordinator and Extended Schools	Assistant Headteacher
Moving and Handling in Focus Provision	LSP – Manual Handling
School Network	Agilisys

1. To carry out risk assessments in their area of responsibility.
2. To review and assess the impact of policies for their area of responsibility.
3. To report to the Business Manager (Finance) any matter that they consider presents a risk to the health and safety of anyone who may be affected by activities being undertaken in their area of responsibility.

All Employees - Responsibilities

1. To exercise effective supervision over all those for whom they are responsible, including students.
2. To be familiar with the contents of the School, Corporate and Children and Young People's Service Health and Safety Policies and any other policies affecting their areas of activity.
3. Co-operate to ensure the implementation of the School, Corporate and Children and Families' Service Health and Safety Policies and all relevant policies, procedures and safe systems of work.
4. To assist as required with the carrying out of risk assessments.
5. To report to their line manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by activities being undertaken.
6. To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
7. To report to their line manager, if for any reason, instructions on health and safety that cannot be implemented.
8. To cease work where there is imminent danger of harm, and to report immediately to their line manager and the Business Manager (Finance).
9. To carry out user checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
10. To use all plant, equipment and personal protective equipment and clothing, in a safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.
11. To report to their line manager equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
12. To report to their line manager, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
13. To co-operate with health surveillance where a formal system has been identified as necessary.
14. To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the Children and Families' procedure.
15. Not to interfere with or misuse anything provided for health, safety or welfare.
16. To seek and offer advice as appropriate to improve health and safety performance.

17. To behave in a manner at all times so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.

School Safety Committee

To ensure that Health and Safety is considered at a local level, school based health and safety matters will be dealt with by the Governors' Facilities Management and Health and Safety Committee.

The Governors' Facilities Management and Health and Safety Committee will meet at least once a term. All members will be provided with copies of relevant Health and Safety documentation.

One of the main functions of the Facilities Management and Health and Safety Committee is to keep under review the measures taken to ensure the health and safety at work of employees, pupils and visitors. A specific objective of the Committee is to promote co-operation in instigating developing and carrying out measures to ensure health and safety at work. Within this broad view, the specific function of this committee should include:

- (i) study accident reports and notifiable disease statistics and trends;
- (ii) study incidents of violence and aggression statistics and trends;
- (iii) examine safety audit reports and work with Facilities Management provider to develop and monitor action plan arising from such
- (iv) consider reports and information from the Health and Safety Executive (*responsibility also falls on INTERSERVE FM*);
- (v) consider risk assessments (*responsibility also falls on INTERSERVE FM*);
- (vi) consider reports from safety representatives (*responsibility also falls on INTERSERVE FM*);
- (vii) assist in the development of safety rules and systems of work (*in conjunction with INTERSERVE FM*);
- (viii) inspections of the school as appropriate (*responsibility also falls on INTERSERVE FM*);
- (ix) promote and develop measures to ensure the Health, Safety and Welfare of employees (*responsibility also falls on INTERSERVE FM*);
- (x) Any other relevant Health and Safety issues.
- (xi) Consider impact of changes to relevant H&S legislation (*responsibility also falls INTERSERVE FM*)

Facilities Management will attend meetings upon invitation from school

A copy of the minutes of each meeting will be referred to the full Governing Body.

The Governing Body fully supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture within the school.

Arrangements for Health and Safety

1. CHAIR OF GOVERNORS

The Chair of Governors is responsible for co-ordination of this policy and monitoring its implementation.

2. GOVERNING BODY

The Governing Body will consider all health and safety matters of concern brought to their attention. The Governing Body will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

Health and Safety will be a standing item on the Agenda of the full Governing Body.

3. RISK ASSESSMENT

3.1 Assessments will be carried out by nominated competent Key Personnel within the school and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

3.2 The significant findings of the assessment will be recorded:

- (i) Hazards;
- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation.

Risk Assessment forms will be available from the Business Manager (Finance) and Key Personnel and should be used to record risk assessments as appropriate.

3.3 For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.

3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.

3.5 Key Personnel will be responsible for undertaking risk assessments in their own areas of responsibility

4. **EMPLOYEE TRAINING**

- 4.1 Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Children's Services health and safety plans, and
- (viii) the results of health and safety audits.

5. **ACCIDENTS**

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

- 5.1 Reporting:

- (a) All employees are required to report all accidents on the Corporate Incident Form HSW012.
- (b) The school will maintain a supply of incident report forms for their employees.
- (c) In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.

In the following cases:

- Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on Children and Families' Service premises.
- Any person being taken from the scene of an accident to a hospital for treatment.
- Any of the dangerous occurrences listed in the Children and Families' accident procedure.
- Any fire.

- 5.2 A report must be telephoned immediately to the Safety Officer on 0121-569 8160/3931. An accident report form must also be completed.

The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

5.3 Investigation:

- (i) For every accident the Headteacher will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) The Headteacher may ask for the advice and/or assistance of the Safety Officer when completing investigations.

A detailed accident procedure is available on the Health and Safety Virtual Office.

6. Violence And Aggression

Reporting

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- (ii) The school will maintain a supply of incident report forms for their employees.
- (iii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, a report must be telephoned immediately to the Safety Officer on 0121-569 8160/3931. An incident report form must also be completed.

6.1 The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

6.2 For each incident of violence and aggression, the Headteacher must determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form within 10 days of the incident occurring. The completed form must be the relevant safety officer as soon as possible.

7. Fire Procedures

7.1 Details of the schools fire procedures are contained within the Fire Risk Assessment File and Fire Log Book. A copy of evacuation procedures should be displayed in all classrooms, reception area and staffroom. These will be updated as appropriate. (*The Fire Log Book is maintained by Interserve FM*).

7.2 Suitable and sufficient Risk Assessment will be completed on an annual basis (*Interserve FM*) The Level 1 risk assessment is carried out by the school using the pro-forma in the Fire Risk Assessment File.

7.3 The Fire Log Book will be kept up to date and along with the Risk Assessment be available for inspection by any fire officer undertaking an inspection of the school (*responsibility of Interserve FM*).

- 7.4 Fire drills should be undertaken on a termly basis and recorded in the Fire Log Book.
- 7.5 Fires must be reported to the Health and Safety Unit on 0121-569 8160/3931 and an investigation carried out.
- 7.6 All staff will receive training in the action to be taken in the event of a fire including the In the Line of Fire training on an annual basis, and periodic refreshers on the fire and bomb alert procedures and general fire precaution.
- 7.7 The following members of staff will be responsible for undertaking Level 1 fire risk assessments and reporting them to the Governing Body: Headteacher, Business Manager (Finance) and Site Manager . The technical aspects of the risk assessment are the responsibility of the Interserve FM.

8. Other Serious Or Imminent Danger

- 8.1 Members of staff have a responsibility to take action in response of danger, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including school pupils and the public.
- 8.2 Employees who believe there is serious or imminent danger have the authority to take action accordingly.
- 8.3 Actions by employees, without further instructions from more senior employees, could include:
 - a. Evacuation of a classroom/building.
 - b. Isolation of part of a classroom/building.
 - c. Closing off an access to a classroom or building.
- 8.4 In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.
- 8.5 The employee taking such action must inform the Headteacher, Business Manager (Finance) or member of the Leadership Team, or as soon as is practicable.

The incident must be reported by the employee taking the action and an investigation must be carried out.

9. First Aid Arrangements

- 9.1 A sufficient number of first-aiders will be appointed by the school in order to attend to people injured or taken ill.
- 9.2 A suitable and sufficient risk assessment will indicate the number of first-aiders required.
- 9.3 The Business Manager (Finance) will ensure that up to date notices are displayed identifying who the first aiders are and the location of the first aid boxes. These will be located in the Reception Area, Staffroom, Department Hubs and Admin Suite.
- 9.4 The minimum contents of the First Aid box are as follows:-

- (a) One Guidance leaflet
- (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes).
- (c) Two sterile eye pads, with attachment.
- (d) Four individually wrapped triangular bandages (preferably sterile)
- (e) Six safety pins.
- (f) Six medium sized individually wrapped sterile unmedicated wound dressings (approx 12 cm x 12 cm).
- (g) Two large sterile individually wrapped unmedicated wound dressings (approx 18 cm x 18 cm).
- (h) One pair of disposable gloves.

The following may also be kept in or near the First Aid box;

- (a) Disposable apron.
- (b) Scissors.
- (c) Adhesive tape.
- (d) Individually wrapped moist wipes.

9.5 Traveling First Aid kits should be appropriate for the circumstances in which they are to be used. The following items should be included:-

- One Guidance Leaflet
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing (approx 18 cm x 18 cm)
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleaning wipes
- One pair of disposable gloves

9.6 Designated first aid personnel should be listed in the Annex to this document. The Annex should be updated on an annual basis.

9.7. A First Aid Rota will be compiled to secure First Aid is administered within the receiving time.

9.8. Where employees are required to come into contact with bodily fluids, the following minimum precautions are to be adopted, regardless of whether a risk of infection has been identified. The recommended method of dealing with any spillage is the use of special sanitising granules, particularly in larger establishments such as schools where body spillages can occur on a daily basis. Further to this The Council has produced a corporate policy P.82, Procedures for the Safe Handling, Treatment and Disposal of Bodily Fluids. The following guidance should be adopted for establishments within Children & Families' Services.

10. Protective Clothing And Equipment

10.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

10.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.

10.3 Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

- 10.4 Key Personnel must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.
- 10.5 It is the duty of all employees to report losses or defects in protective clothing and equipment.
- 10.6 The person issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (e.g. signature and name printed in capitals), dated at the time of issue.
- 10.7 The Key Personnel must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

**11. Contractors And Service Providers
(Responsibility of Interserve FM)**

**12. Asbestos
(Responsibility of Interserve FM)**

13. Voluntary Practical Workers On School Sites

- 13.1 If it is intended to use volunteers to carry out practical work on the school site, the Premise Manager/Deputy Premise Manager must consider the competency of the worker before commencement i.e. their skills, knowledge and experience.
- 13.2 All work must be undertaken strictly in accordance with relevant Health and Safety legislation and any conditions imposed by the Council.

14. Portable Electrical Equipment

- 14.1 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are users visual checks, formal visual inspections and combined inspection and tests.
- 14.2 Interserve FM are responsible for the combined inspection and test of portable electrical equipment should be undertaken on at least an annual basis. Risk assessment will identify if more frequent testing is required. Combined inspection and tests will be carried out by an electrician or competent person using a portable appliance tester.
- 14.3 All electrical equipment should receive a formal visual inspection on a termly basis. Training is available and can be accessed through the H&S Service Level Agreement.
- 14.4 Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc.
- 14.5 Any item failing an inspection/test should be taken out of service immediately, and until such time as it can be repaired and retested, or a decision is made to scrap the item.

- 14.6 Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.
- 14.7 Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.
- 14.8 Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the School's premises until it has been inspected and tested.

15 Other Health And Safety Policies And Guidance

Details of the following Policies and Guidance are available within school or from the LEA/Health and Safety Unit.

- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health
- Off-Site Visits
- Physical Intervention Guidelines
- Medication Policy
- School Security
- Stress
- Arrangements for preventing and dealing with violence at work
- Fire Safety
- Science Department Health and Safety Policy
- PE Department Health and Safety Policy
- Design Technology Department Health and Safety Policy
- Off-site Visits Risk Assessment Policy.

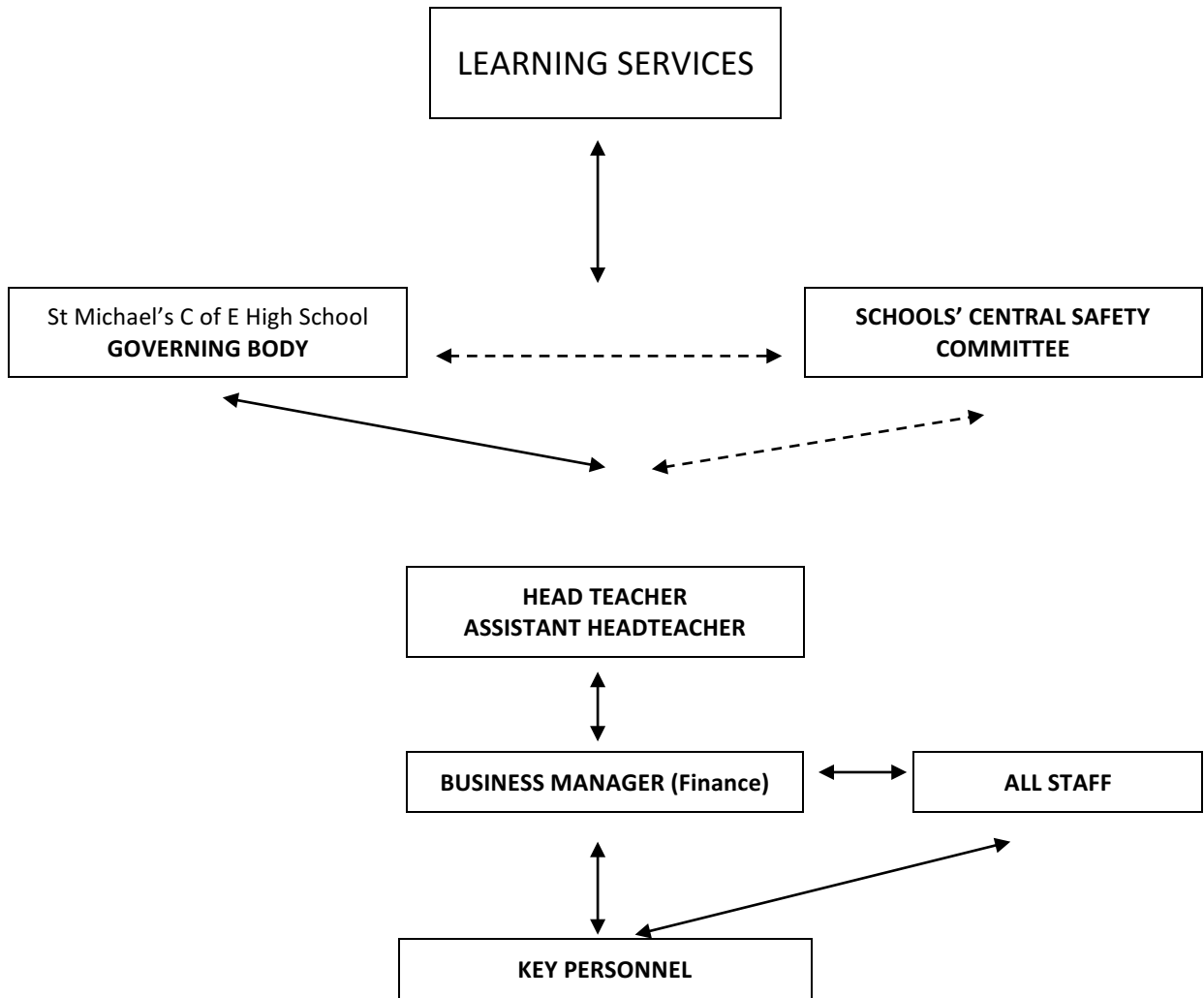
16 Monitoring

- H&S inspections to be carried out by School Safety Committee/H&S Unit
- Annual Review of H&S information:
 - Accidents
 - Action Plans
 - Risk Assessments
 - Fire Risk Assessments

17 Review Performance (Annually)

- Review of Audits and Action Plan to confirm meeting of objective
- Confirming that H&S is suitable for the organisation.

ORGANISATION CHART



Appendix 1

Qualified First Aid Staff

C Bending
N Cartwright
A Comerford
K Fogarty
G Gibbons
S Gould
J Graham
Wayne Hill
R Hodgetts
K Johal
L Mole
T Owen
S Rowley
A Rukar
K Swanson
S Thomas
K Webb
K Wilcox

Fire Marshals

M Brace
J Carpenter
A Carriere
N Dey
L Elliott
S Giorgio
G Green
N Hancox
O Houten
R Hodgetts
D Howden
D Kelly
M Lester
J Mills
C Mitchell-Barnes
C Oakshutt
T Owen
A Rahman
S Thomas
G Thorp
Y Wilcox

Staff trained in the use of the Evac Chair

N Baynham
S Bennett
G Green
R Hodgetts
K Johal
P Maw
T Owen
V Shaw
S Rowley
A Rukar
S Thomas
K Webb
W Winters
D Worley