Dame Ellen Pinsent School
Health & Safety (with Forest School)
Policy

Where children develop independence and confidence; learning through curiosity, play and enquiring

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<th>Last Review</th>
<th>December 2016</th>
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<td>Current Review</td>
<td>November 2018</td>
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<td>Ratified by Governors</td>
<td>November 2018</td>
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Health and Safety Policy
The Governing Body of Dame Ellen Pinsent School recognises that the health, safety and welfare of all staff and pupils, whether on the school’s premises or carrying out the school’s business elsewhere, is primarily the responsibility of the LA. We acknowledge that for practical purposes that this responsibility is to a greater extent delegated to the school’s Governing Body. These responsibilities also extend to other persons while on the school premises.

On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work Act 1974, the Education (School Premises) Regulations 1999 and will through this policy ensure, so far as is reasonably practicable, the health and safety of:

1) All persons employed at Dame Ellen Pinsent School whilst they are at work
2) Persons other than Dame Ellen Pinsent School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Dame Ellen Pinsent School whilst they are at work.

To effectively achieve this, Dame Ellen Pinsent School will provide, so far, as is reasonably practicable:

a) safe premises, plant and systems of work
b) safe methods of using, handling, storing and transporting of articles and substances
c) information, instruction, training and supervision
d) a safe working environment
e) safe access to, and egress from, a place of work and procedures for evacuation in an emergency

The Governing Body for Dame Ellen Pinsent School will observe at all times the general policy, guidance and instructions issued by the Local Education Authority and the Education Department’s Health & Safety Services. Dame Ellen Pinsent School will further provide, so far as is reasonably practicable, any additional codes of practice and systems to effectively cover all aspects of health, safety and welfare.

While this policy is written to comply with Health & Safety at Work Act 1974, we consider the matters of pupil safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements within this policy.

All members of staff are expected to co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Organisation and Responsibilities
Governing Body
Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the School’s Health and Safety at Work Policy. This will be achieved by monitoring performance against specifically determined targets.
The Governors consider the best means of driving and continuously developing this policy, thus providing effective management of health and safety, is to establish a Premises Committee. The role of the group will be to act as a communication link between the Governing Body, Head Teacher and members of staff generally. Its terms of reference are to:

- identify and develop practicable arrangements for Health and Safety
- develop strategies / arrangements to actively monitor their enforcement
- identify opportunities for further improvement to safety arrangements
- carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health and safety.
- draft a brief status report to the full Governing Body each year
- bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

Each group member will be confirmed annually by their respective bodies as appropriate and endorsed by a full Governing Body at its AGM. The group will meet once a term.

**School Staff**

Members of staff who manage or supervise employees / trainees, or are responsible for pupils / members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

**They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or in connection with their undertakings.** These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Dame Ellen Pinsent School Health and Safety Management.

Supervisory staff will instruct those under their control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals. The final level of responsibility for implementing Dame Ellen Pinsent School Health and Safety Policy is that of the individual member of staff who has a statutory duty to co-operate with the school managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

**Head Teacher**

The Governors charge the Head Teacher with the day to day responsibility of managing and enforcing Dame Ellen Pinsent School’s Health and Safety at Work Policy. The Head Teacher will take appropriate steps, and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy. Notwithstanding this and in the second instance responsibility of managing the schools safety is delegated to the DHT of the school management who will deputise in the absence of and on behalf of the Head Teacher and assume the role of school’s Health and Safety appointed person.
Appointed Person and School’s Health and Safety Co-ordinator
Craig Kulczycki (BSS) is appointed by the Head Teacher to assist in the day to day implementation of the School Policy. As the Appointed Person his role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities under this Health and Safety Policy. The Appointed Person will also arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He will keep up-to-date with safety regulations and through the Premises Committee initiate steps to ensure that arrangements for health and safety at Dame Ellen Pinsent School conform to both current regulations and best known practice.

Teaching and Support Staff
The nature of the school’s activities can be diverse from an operational point of view and essential activities and priorities may vary between subjects. The staff will be responsible for undertaking the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. The health and safety needs of different subject areas are identified in the relevant curriculum policies.

They will inspect their designated areas regularly to identify hazards and raise any concerns with the Head Teacher or site manager. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head Teacher. The site manager will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body and Head Teacher.

Arrangements
The Governing Body will ensure that those appointed and charged with responsibility of implementing the school Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their duties. Where specialist knowledge is required advice will be sought from Education Safety Services, who will advise / assist directly, or where appropriate, identify other competent persons to provide support.

The specific arrangements for managing health and safety within Dame Ellen Pinsent School are designed to eliminate or adequately control hazards and risks to staff and pupils.

Risk Assessments and Inspections
These will be initiated by the Senior Office Manager annually and undertaken by all staff that have line management responsibilities such as curriculum coordinators, building services supervisor and office managers. Risk assessments will be team driven and will normally involve all staff to be aware of risks around school. Where necessary the team will be advised and supported by other competent persons. Assessments will be recorded and findings will be brought to the attention of the Head Teacher and relevant school staff.
to ensure awareness of risks and the precautions considered necessary for Health and Safety.

Risk assessments will be carried out in accordance with Education Safety Services guidance and relevant statutory provisions that relate to Dame Ellen Pinsent School activities. Although certain focussed regulations may apply on occasions – such as the Control of Asbestos Regulations 1999. It is expected that the following regulations are likely to be applicable:

- Management of Health and Safety at Work Regulations 1999
- Work Place Health, Safety and Welfare Regulations 1992
- Manual Handling Regulations 1992
- Control of Substances Hazardous to Health Regulations 1999 (COSHH 99)
- Fire Precautions (Work Place) Regulations 1997
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations 1992
- Personal Protective Equipment Regulations 1992
- Electricity at Work Regulations 1989
- First Aid Regulations 1981

Further guidance and information on risk assessments or other safety matters can be found in the Health and Safety manual or by directly contacting Education Safety Services.

**Emergency Evacuation**

These procedures will be based on the school’s fire risk assessment and the Head Teacher will have the responsibility of managing evacuation procedures. Craig Kulczycki (Fire Marshall) will also be responsible for ensuring that the means of escape, fire alarms and fire equipment are fully maintained at all times. This will include periodic drills and all related records will be kept in a Fire Log for inspection.

**First Aid** facilities will be provided that at the least complies with the minimum standards required by legislation. Sally Merritt, Amma Marva, Dean Winnall, Michelle Wheatley, Elaine Walsh, Marie Stokes, Kerrie Mason, Kerry Parker, Andrina Mountford, Kirsty McBeth and Ann-Marie Barry have been appointed and trained as first aiders. The Head Teacher is responsible for ensuring that the appropriate number of appointed persons and facilities for first aid is maintained.

**General Duties of Staff at Work**

The Governing Body, the Head Teacher and other members of the school management team will take steps to remind all members of staff of their duties under the Health and Safety at Work Act 1974 and to take care of their own safety and that of others. Staff are also urged to cooperate fully with the Governors and Dame Ellen Pinsent School management so as to enable them to carry out their responsibilities effectively.

Staff are required to inform their immediate line manager of any work situation that they consider represents a serious and imminent danger to health and safety or that represents a shortcoming in Dame Ellen Pinsent School arrangements for health and safety.
It is an offence under the Health and Safety at Work act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety.

Safety Training
Training will be offered to match the needs of the staff to the skills required to discharge delegated responsibilities. Training may take a variety of forms appropriate to the need and may include formal structured training off the job.

Premises Monitoring will be carried out on a continuous basis so that physical hazards are identified as soon as possible. This will be achieved by ensuring that all areas of the school are checked regularly by the Site Services manager and issues reported to the Head Teacher and / or Premises Committee.

All designated areas of the school will be risk assessed annually by the staff working within them and filed in the Risk Assessment file in the main office.

In the event of an accident the area will be risk assessed and alterations as necessary will be made.

Substances Hazardous to Health
This arrangement should list areas / departments where substances such as cleaning agents, chemicals etc are used. It should identify who, in each respective area, is delegated with the responsibility for:

Compiling an inventory of all chemicals and substances and keeping it up to date. These records must also contain basic data information, where stored, appropriate storage, confirm existence of up to date risk assessment, monitoring and instruction / training of staff.

Records should be held in a central department / school location.

Electrical Equipment
The Head Teacher will ensure that all staff, the office staff and the building services supervisor are fully aware of relevant guidance within the safety manual. They will also compile and review annually an inventory of all electrical equipment – including electrical extension leads – used or stored in all areas for which they have responsibility.

1) The Head Teacher will make arrangements for all electrical equipment to be tested annually, to comply with the Birmingham City Council Policy Guidelines.
2) The office manager and the building services supervisor will enter all findings onto an appropriate inspection sheet.
3) All inventory / inspection sheets will be returned to the school office. Any failure to return a completed inventory / inspection sheet will be reported immediately to the Head Teacher.
4) The Premises Committee will inspect records at least annually to monitor full compliance by all staff.
5) No member of staff is permitted to introduce personal property such as electrical fires, radios etc onto LA premises without specific authority of the Head Teacher.
6) The Head Teacher will ensure that electrical equipment that they authorise will be recorded and will be subjected to the same testing as all other items of portable electrical equipment.

**Equipment and Tools**
The Head Teacher will ensure that curriculum coordinators, the office manager and the building services supervisor compile and review annually an inventory of all tools and equipment for which they have responsibility.

1) The inventory will identify members of staff authorised to use equipment.
2) The Head Teacher will make arrangements for all equipment to be inspected on a regular basis, appropriate to the nature of the equipment.
3) All findings will be entered onto an appropriate inspection sheet by curriculum coordinators, the office manager and the building services supervisor.
4) The Premises Committee will inspect records at least annually to monitor full compliance by all staff.
5) No member of staff is permitted to introduce personal tools and equipment onto LA premises without specific authority of the Head Teacher.
6) No tools or equipment will be loaned to non-school staff / contractors.

**Personal Injury to Staff / Assaults**
Guidance for staff can be found in the staff handbook, the Behaviour Policy and/or the Care and Control Policy. All injuries to staff and assaults to be reported to the Head Teacher, all appropriate forms to be completed and returned to the Head Teacher for signing. All reports and forms to be forwarded by the office to the appropriate officers of the LA.

**Security**
All issues of security to be reported to the Head Teacher or site manager preferably followed up in writing or on the appropriate health and safety proforma. Security to be an item on the premises sub committee agenda.

Contact with our local police officer to be maintained on a regular but informal basis.

All trespassers or unwelcome visitors to the site in school hours or outside school hours to be logged and reported as felt necessary by the Head Teacher or site manager to the police.

**Visits/Trips**
Separate risk assessments will be made for any trip and collated into the file.

**Visitors and Contractors** will only be allowed onto premises once all reasonable actions have been taken to ensure no risk is posed to pupils or other staff from their activities. Arrangements must also take into account their own health and safety. All visitors and contractors will be directed to report to the building service supervisor or school office where a generic checklist of procedures will exist – or a specific one developed to ensure safety to themselves and others by their activities. The generic checklist or specially developed safety arrangement will be signed by both the site manager on behalf of the
school and the contractor undertaking the work. Any concerns that arise will be brought to the attention of the Head Teacher for resolution before commencement of any work.

**Holiday Shut Down**
Most schools have major cleans, contractors and maintenance work undertaken during these periods. Consider arrangements that ensure safety is assured for both contractors and school staff during these periods.

**Accidents, Injuries and Dangerous Occurrences** will be brought to the attention of the Head or Deputy Head Teacher at the earliest opportunity with due regard to the severity of the incident. An investigation will be carried out by the appropriate line manager or other appointed person as may be determined, to whom such responsibility has been designated. The Head Teacher shall in any event be responsible to report and record such incidents and complete a Schools – Accident, Incident and Near Miss Report Form. Once completed the form will be sent immediately to Education Safety Services who will inform relevant enforcement authorities in compliance with Report of Injuries, Diseases and Dangerous Occurrences Regulations 95 (RIDDOR) as appropriate. **Appropriate staff must consult the safety manual for details.**

HSE reportable accidents may also be further investigated by a safety officer from the Education Safety Services. Any remedial actions recommended will be considered and measures implemented to prevent any reoccurrence. The safety committee will also be asked to consider if changes are necessary to the Health and Safety Policy or its arrangements to prevent any similar accident.

**Vehicle / Pedestrian Traffic**
The safety of pupils, staff, pedestrians and vehicles entering and leaving the site to be the responsibility of the Premises Sub-committee of Governors. All concerns for immediate health and safety action to be reported to the Head Teacher or site manager. Issues regarding transportation of pupils to and from school to be reported to the Transport Manager in the first instance. If not resolved, to be further reported to the Head Teacher.

Staff / visitors are to use the designated parking spaces on the school grounds.

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

**Forest Schools**
All Forest School practitioners are First aid trained and qualified and will carry a first aid kit during all sessions. Tools specific to the sessions are locked away at all times and are used in a safe and supervised way. The forest school site on school grounds has had a full and recent risk assessment and these will be updated as and when necessary.