

Dame Ellen Pinsent School Health, Safety & Welfare Policy



Where children are happy;

developing independence and confidence, so that they can be their very best

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STATEMENT OF INTENT

The Governing Body of Dame Ellen Pinsent School are committed to the Health, Safety & Welfare of all staff, pupils and other users of the school, and will, through this policy ensure so far as is reasonably practicable and in accordance with the Health and Safety at Work Act 1974, and the Education (School Premises) Regulations 1999 that this is provided including:

- 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

Dame Ellen Pinsent Governors are committed to working within the framework provided by Birmingham City Council outlined in the 'Health and Safety: Policy and Guidance' manual.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

ROLES AND RESPONSIBILITIES

The Governing Body

The governing body is responsible for the strategic overview of the Health, Safety & welfare of all users of the premises and their safety offsite when representing the school, they will manage this by:

- ensuring that appropriate documentation is in place in accordance with legislation
- monitor its implementation
- review it on an annual basis.

This will be achieved by:

- the appointment of a Premises Committee
- recommendations & reports from the Site Manager & Head teacher.

Head teacher

The Head Teacher will be responsible for:

- the day to day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- reporting to governors on health and safety matters
- other responsibilities as directed by the Governing body

Site Manager

The Site Manager will be responsible for:

- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and recording the result in IAM Compliant
- Site security & access
- carrying out regular safety check of the school, external grounds & car parks
- liaising with contractors to ensure an adequate exchange of health and safety information

- Completing the statutory compliance return to EDSi and reporting back to SBM/HT
- any other duties identified by the Head and Governors

Subject Co-ordinators

Each subject co-ordinator is responsible for ensuring that the storage of curriculum resources in their subject complies with health and safety guidelines. They should inform all staff of any potential hazards in the use of equipment or materials.

All Staff

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place at Dame Ellen Pinsent School and that they comply with them. Staff are notified that 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 and such acts could be evidence of gross misconduct.

All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards if it is safe to do so.

Staff should ensure that pupils in their care behave in a safe and proper manner in accordance with special needs, adhering to proper safety precautions, particularly in the handling of equipment or materials

Other School Users

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- School Administrative staff
- Contractors
- Temporary/agency staff
- Voluntary workers
- Parents
- Pupils
- Governors
- Other users of the site (hirers).

PRACTICAL ARRANGEMENTS

First Aid

Only trained First Aiders can administer treatment. School staff are trained to ensure that we meet the legislative requirement for the number of staff and pupils on site. All first aiders have their own first aid kit and are responsible for replenishing items.

The appointed persons notices are located around the school and are visible by a laminated A4 sheet with a green +. A fully stocked first aid kit will be taken on school outings. Any inhalers and EpiPen's for specific children must also be taken and the individual child's risk assessment will be in the pupils' file.

When children are unwell and parents are required to collect a child, they can sit outside the SLT offices or the Admin office.

The school has a defibrillator on site which is located in the main office.

The school has trained Mental Health First Aiders and Youth Mental Health First Aiders, the school

also offers staff access to an Employee Assistance Program which offers welfare support, access to physiotherapy and a number of other services.

The school will provide a quiet area for staff and visitors wishing to exercise religious breaks

Issuing of Medicines

First Aid Room – the first aid room must be readily accessible

All medicines must be clearly marked and locked in the medicine cabinet in the Medical room or in the medical fridge also in the medical room.

School staff should not administer any medicines unless they are trained first aiders and the school have received the form 'Issuing medicine to a child during school time'. A MAR record must be kept for children receiving medicine in school. As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school. However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint. This will be recorded on our first aid portal Medical Tracker

All first aid waste must be disposed of in the bio hazard bin in the medical room (black and yellow). We do not have a sharps bin on the premises and special arrangements would be required in order to facilitate such a need in the future.

Accident Recording and Investigation

Children - Any accident needing routine treatment in school is deemed a Minor Accident, and should be recorded in the first aid book. Any accident requiring external intervention or where the child has been sent to hospital will need to be recorded on CPOMS and the LA Accident, Incident and Near Miss form must be completed. Incidents or near misses involving children should be recorded on the electronic LA AINM form

As a general rule, the child should not be moved. An adult should stay with the injured child, and send another member of staff to find a First Aider (see above) to deal with the accident. All staff who have received first aid training should follow the guidelines provided by their First Aid provider.

When a child has injured their head, a Head Injury Form needs to be filled out. One copy of this goes to the class teacher to give to the child's parents, and another copy goes on file.

Staff, Visitors, Contractors or general public - All Accidents Incidents and Near Misses must be reported using the Local Authority reporting form, these are found in: shared drive\FORMS\Accident & Incident Report Forms.

Staff - All accidents/incidents and Near Misses should be recorded via the electronic accident reporting system (see admin staff). Once complete the form is received by the SBM who will be responsible for investigating the cause of the accident and, if necessary, for making recommendations to prevent recurrence, where necessary the Site Manager OR Business Manager will be informed if immediate action is required. These forms are required for monitoring purposes and to report any RIDDOR requirements to the HSE & Governors.

Fire Safety

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them. There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day.

Fire Marshalls are appointed throughout the building and managed by the Site Manager. The Site Manager is responsible for checking the Fire alarm system and recording the result in IAM Compliant. The annual maintenance is carried out in accordance with BCC statutory compliance and the schools STARS program.

At large gatherings, for example school plays, all relevant emergency exits must be made known and be accessible by way of the host carrying out a 'housekeeping' exercise at the start of an event.

External maintenance contracts are in place for all Fixed and portable firefighting equipment (Fire Alarm, Fire Extinguishers and blankets). The plant room is inspected a minimum of twice per day. Smoking is not permitted anywhere in the school building or external grounds. All fire escape routes are checked daily for obstruction. The Fire Risk Assessment is reviewed annually

Electrical Safety

Any faults must be reported immediately to the Site Manager. All portable appliances must be visually checked prior to use by staff and PAT tested on an annual basis, any items highlighted as unsuitable will be disposed of according to WEE Regs.

Displays or decorations must not be suspended from light fittings. Appliance (where possible) should be turned off at the end of every day.

Only NIC/EIC approved contractors will be used for any electrical/maintenance services. Pat register and Fixed wiring records are held in the Site Managers office and on the 'R' drive

Control of Substances Hazardous to Health (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Site Manager the cleaning supervisor, depending on the substance concerned. If you require a COSHH data sheet for any substance please make a request via the facilities log unless in the case of an emergency then use the walkie talkie. Staff must provide the Site Manager with a copy of any data sheets received with items ordered by them.

COSHH data sheets will be kept in their respective areas of use and a central file in the Site Manager's offices.

Risk Assessment

Dynamic visual risk assessments are undertaken for every activity within the school. Areas related to teaching and learning will be identified at staff meetings or when new materials, equipment or procedures are to be used – it is the subject Co Ordinator's responsibility to notify all users of new equipment and safe use of equipment.

The Head will be responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment. All risk assessments should be uploaded to the shared drive.

Site Risk Assessments are found electronically on the shared drive/risk assessments. Classroom Risk Assessments are found in staff shared/Risk assessments

Educational visits/reward days – The class teacher will prepare the risk assessment with the external provider these will require sign off by the educational visits coordinator (EVC) and trips will not take place if the RA is not agreed as suitable. Risk Assessments are discussed at Extended Leadership & Senior Leadership and agreement is detailed in the minutes of these meetings

The results of the annual audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out or amended where necessary

Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be recorded on the facilities log, anything requiring an immediate action should be reported via telephone or walkie talkie to the Site Manager immediately. If the Site Manager is not available contact the Business Manager or a member of SLT.

The Site Manager will be responsible for monitoring the progress on all items reported and advise the Head of any issues arising.

Health & Safety Bulletins will be issued via email to all staff for any specific Advice, Action or instructions in relation to H&S matters.

Business Continuity/Emergency Preparedness/Disaster Recovery (School closures through disaster)

We will endeavour to maintain teaching from a temporary location in the event of a disaster closing the school mid-long term in the event of Fire, flood explosion, however the initial set up of our disaster recovery period will be a minimum 72hrs from notification that occupancy of the building is denied and following guidance by the local authority.

Fire – see Fire Evacuation Procedures (all areas 'shared 'drive policies)

Bomb – see FEP but with no audible alarms sounding

Explosion – see FEP and external travel risk assessment

Security/Visitors to the Site

All visitors upon arrival must report to the school office, to sign in on the Inventory system.

We operate a colour coding Lanyard/Access Fob system to identify and provide necessary access for our Staff & visitors, in and around the building.

Black - Employees All permanent staff are issued with a **Photo ID**/access badge which allows access to all required areas of the school

Green - Contractors

Red - Visiting Professionals i.e. Malachi / Music Therapy / SALT

Blue - Agency staff

Purple - Students on placement

Yellow – Any visitors who **do not have a DBS in place**, they do not have access to the buildings and must be accompanied by a member of staff when with children

Staff and children are encouraged to challenge politely anyone in school they do not recognise or who is not wearing an identifiable lanyard.

External contractors must give a minimum of 24hrs notice to gain access to site unless carrying out emergency repairs. Where a contractor does not hold current DBS and needs access during core hours, work will only be permitted in the presence of a member of staff.

Lockdown Procedures

The school operates a lockdown procedure and this is made available to all personnel upon appointment, this procedure is a non-publicised document to ensure the integrity of the procedure is maintained in the event of a partial or full lockdown.

Supervision Before and After School

The school accepts no responsibility for children who arrive on the premises early (before 9.10am) unless they have been granted express permission by the head teacher and the office have been informed.

Parents are asked to collect their children promptly at the end of the afternoon session at 3.10pm. Teachers must ensure that each child is collected by a known adult. Children are not allowed to go with another person unless the child's parent has notified the school office and the senior office manager has made the teacher aware. If any child is not collected, the class teacher will inform the Deputy Head teacher, who will assume responsibility until the child's parents/carers collect the child.

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.

Cycling To School

Children are allowed to cycle to school when they are with their parents. Bicycles can be stored in our bicycle storage area and should be locked.

Dogs on Site

Support dogs (guide dogs, hearing dogs etc) are allowed onto the school site. However, other dogs are not allowed inside the school grounds, except in special circumstances with the written permission of the Headteacher and Governors.

Use of Car Park

All users are reminded to observe the 5mph speed limit when bringing vehicles on site, if you are aware of vehicles exceeding these limits please report them immediately to the main office. The school car park is for the use of school staff and visitors only. It is not for the use of parents when bringing children to school or collecting them at the end of the day.

Accessible parking – the schools has 1 accessible parking space on site, Blue badge holders are able to access the space to drop off/collect their children or for visiting the school for appointment. Please notify the school in advance if you are a parent or carer requiring this facility.

Pedestrians – the pedestrian footpath crosses the vehicle access/egress leading to the main office, please be mindful of traffic during drop off and collection times.

Travel Assist Program (School Transport)

The leadership team and Site Manager co-ordinate the vehicles in and out of site. It is important that parents collect children promptly to avoid unnecessary delays for vehicles arriving/leaving with children on-board.

All users are reminded to observe the 5mph speed limit when bringing vehicles on site, if you are aware of vehicles exceeding these limits please report them immediately to the main office.

Annual Audit

A safety audit of the school will be carried out each year by the Business Manager, Head teacher, Site Manager and Premises committee representative. The outcome and actions taken will subsequently be reported to the Full Governing Body who may update, modify or amend the policy as it considers necessary to ensure the Health Safety & Welfare of staff, pupils and visitors.

Review of policy

The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils and visitors to the school or when a change to legislation requires action to be taken and changes implemented as necessary.

Related Policies

- First Aid Policy
- Medicine in Schools
- Educational Visits
- Emergency Evacuation Procedures.
- Business Continuity Plan
- Fire Risk Assessment

- Lock down procedure
- Safeguarding Policy
- Critical incident management
- Forest School

Previous version agreed by Governors: 2017

Policy redrafted by Business Manager: 2019

Agreed by Premises Committee: 2019

Adopted by Full Governing Body: 2019