



## **HEALTH & SAFETY POLICY**

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## **1. Statement of Intent**

This health and safety policy is important for everybody at Turves Green Boys' School and complements the health and safety policies of Birmingham City Council and the Children's and Young People and Families Directorate. It sets out our approach, organisation and arrangements for identifying and controlling hazards and risks faced by staff, students and other people such as visitors, contractors and hirers.

The School has various obligations under the Health and Safety at Work Act 1974 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff. We also have a duty to ensure that students, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.

Health and safety laws and associated School rules all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our school. Injury and ill-health can cause pain, distress, inconvenience, disrupt education and lower morale and reputation. Therefore, all of us should aim to follow the principle that "prevention is better than cure".

As well as meeting our obligations to provide a safe and healthy teaching environment for students while in school or during educational activities, we have the opportunity to do much more for them. We should set a good example to them while they are in school and actively encourage them to think about recognising hazards, assessing risks and then taking appropriate precautions within many contexts. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work or during leisure activities.

It is incumbent upon all members of the school community, employees, students, visitors, builders and their sub-contractors to comply with and be aware of, relevant aspects of this Policy and health and safety arrangements taking cognisance of additional dangers present in and around the school and its environment; ensuring that all health and safety precautions and regulations are adhered to at all times.

## **2. Organisation and Responsibilities**

### **2.1 Governing Body**

Governors are responsible for the strategic overview of health and safety, including ensuring full implementation of the school's Health and Safety Policy. This will be achieved by ensuring that the policy sets clear areas of responsibility and achievable standards for all school staff.

### **2.2 Head of School**

The Governors charge the Head of School, Mr A. Inglis, with the day-to-day responsibility of managing and enforcing Turves Green Boys' School's Health and Safety Policy. The Head of School 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.

The Assistant Head of School, Mr P Fergus, will assume these responsibilities in the absence of the Head of School.

### **2.3 Health and Safety Advisory Group**

The Governors charge this group with responsibility of implementing and developing this policy. The role of the Group is to act as a communication link between the Governing Body, the Head of School, trade union appointed safety representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety, including risk assessment
- Develop strategies and arrangements to actively monitor their enforcement
- Assess any safety issues for new equipment or organisational change
- Ensure effective remedial action has been considered and implemented.
- 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 & 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 of School, to the immediate attention of the Chair of Governors.

A clear intention is to seek continual improvement through the development of a health & safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

Members of the Group are:

|                |                              |                                 |
|----------------|------------------------------|---------------------------------|
| Mr A. Johnson  | Governor Representative      |                                 |
| Mr A. Bruton   | Health & Safety Co-ordinator | Head Teacher/Safety Coordinator |
| Mr M. Matthews | BSS/ Site Manager            |                                 |

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each group member will be confirmed annually by the full governing body. The Group will meet at least once each term.

### **2.4 Health and Safety Co-ordinator**

Mr A. Bruton is charged by the Head of School to assist in the day-to-day implementation of the school's Health & Safety Policy. As Health & Safety Co-ordinator his role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. He will be responsible for convening meetings of the Health & Safety Advisory Group, ensuring that minutes are taken. The Health & Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that their delegated safety duties are actually undertaken, including carrying out risk assessments.

He will endeavour to keep up-to-date with safety regulations and through the Health & Safety Advisory Group initiate steps that ensure arrangements for health and safety at Turves Green Boys' School conform to both current regulations and best-known practice. The Health & Safety Co-ordinator will ensure that there is a central store of all risk assessments.

## **2.5 Site Manager**

The school's Site Manager, Mr M. Matthews, has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in his job description and through ensuring members of the BSS team carry out delegated tasks. The Site Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use. He is responsible for undertaking/overseeing the risk assessment process in matters relating to his work and that of other members of staff within the sphere of his work. The Site Manager has the responsibility to ensure contractors, who are working at the school premises, comply with and are aware of, relevant aspects of this Policy and health and safety arrangements.

It is expected that particular work undertaken by the Site Manager will quickly identify areas that threaten the safety of himself, the BSS team, students or other members of staff.

The Site Manager will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head of School.

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 hazard. Relevant staff will be informed of any findings that will also be recorded and filed for audit inspection.

The Site Manager will ensure all relevant statutory tests are carried out and current certificates are filed and readily available. Similarly all general risk assessments will be filed and easily available for use by BSS staff.

## **2.6 Staff Leaders (Heads of Department and Non-Teaching Supervisors)**

Members of staff who manage, or supervise other staff/trainees, or are responsible for students/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 carry out and/or 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 or 'near misses', and in light of improved knowledge or technical change. This is the principal cornerstone of Turves Green Boys' School Health and Safety Management.

Staff Leaders will instruct those under their charge/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.

## **2.7 All Other Members of Staff (Teachers and Support Staff)**

All members of staff have a vital role and responsibility for implementing Turves Green Boys' School's Health & Safety Policy. Individual members of staff have a statutory duty to co-operate with the school's leaders and comply with all arrangements considered necessary for the health, safety and welfare of students, themselves and their work colleagues.

All members of staff will assist in the process of undertaking suitable assessments of the risks to health and safety arising out of or, in connection with their work.

All members of staff will inspect their designated areas (classrooms/learning areas/offices/etc) regularly to identify hazards and raise any concerns with their line manager or a member of the Health & Safety Advisory Group. Where significant hazards are identified 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 hazard.

## **2.8 All Members of Staff**

In the event of a hazard presenting a significant risk to anyone in the school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter.

All staff will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time, and approved by the Governing body/Head of School.

## **2.9 Students**

At the beginning of each academic year (and at other times) students will be reminded about their obligations regarding health and safety. They will receive written guidance in their school planners.

Although the content of the guidance may vary slightly from year to year, an example of it is given below for information:

“As a student you must take care for your own health and safety and that of other students and people who may be affected by how you behave. This includes following safety rules and information given to you. You must wear the correct clothing and protective equipment when this is required. You must use safety devices whenever you are told to do so. If you don't follow instruction this could mean you get hurt. If you are injured while at school, or during a school activity, you must tell a member of staff. If you spot any damage to equipment, or have any concerns about health and safety, make sure you again tell a member of staff.

If you have any suggestions to make about improving health, safety or student facilities at school, raise them with either your form tutor, pastoral leader or a member of the school council.”

Departments, such as Art, Design & Technology, P.E. & Science, where particular activities and equipment pose a risk, will ensure students are properly advised before undertaking activities and/or using equipment. Departments will keep records to check that individual students have been guided in specific activities and the use of equipment. Heads of department in these subjects have responsibility to ensure required guidance is given, records are kept and they are readily available to staff for reference.

# **3. Arrangements**

## **3.1 Common health & safety matters**

Different activities pose different types of hazards. Detailed guidance about health and safety arrangements for school departments with their own particular hazards such as Science, Art, Design & Technology and Physical Education is contained in special departmental supplements and made available to all relevant staff within those departments. However, the following matters are common to most or all parts of our school.

### **3.2 Risk assessment**

Along with other employers the school is obliged by law to apply the risk assessment process to all of its activities and situations, and then to take action where appropriate. For activities and situations which are identified as posing significant risk to staff, students and others, the school has to ensure that appropriate precautions are provided and followed in order to avoid or minimise the likelihood and severity of harm occurring. The school has its own risk assessment procedure and forms. Training will take place annually to ensure all staff are familiar with the process.

If your work involves or may involve activities or situations which could pose significant risk, you must ensure that a suitable risk assessment has been carried out. By law, records should be kept of risk assessments and you should be aware of and have access to ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk assessed undergo significant change and could render the existing assessments invalid. Records of general risk assessment will be kept by the site manager. Assessments for specialist subject departments, including Science, Design & Technology, Physical Education and Art, will be kept by the respective heads of those departments. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, do ask your head of department or manager. The same applies if you have any queries, comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because circumstances or arrangements have changed for example.

### **3.3 Fire Precautions**

Fire can pose a serious potential hazard. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. The main aim of fire precautions is to protect human life and prevent damage to school buildings and contents.

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. no smoking is allowed on the school site, special precautions concerning flammable liquids and gases and maintenance of electrical appliances.

Reactive measures are also important and include:

- a. Physical measures which include smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary.
- b. Organisational measures which include regular fire evacuation practices. Detailed information about fire evacuation procedures is provided to all members of staff, including supply and trainee teachers.

Information is also provided to all visitors to the school. Details about fire evacuation routes are displayed in teaching rooms and other rooms where staff and students regularly work. You should familiarise yourself with such details for the rooms which you use. Form tutors will provide an explanation of fire evacuation procedures to their tutor group at the start of each term.

A full fire risk assessment of the school site will be carried out annually. Records will be kept of any tests and examinations of alarm systems. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems which have occurred.

### **3.4 First Aid**

The school will provide and maintain suitable first aid equipment as required by law and ensure that there are sufficient numbers of staff trained in first aid. First aid equipment is available in the reception area and in key department areas, for example, D&T, Science, PE and Art. Members of staff who organise any activities, including sports fixtures, and field trips, which take students away from school premises must consider and provide appropriate level of first aid equipment and first aiders or others with basic knowledge.

### **3.5 Accidents, 'Near misses' and Ill-Health**

An "accident" is any event in which a member of staff, student or any other person such as a visitor suffers any injury through any cause while on school premises or during school activities. The first priority after any injury is for the injured person to receive prompt first aid assessment and treatment and/or medical attention as appropriate. All accidents should be reported to Mrs Machin, the school's medical co-ordinator, who will take appropriate action and report any serious accidents to the Head of School immediately.

Staff with responsibility for departments, year groups or specific parts of the school should a). Investigate accidents without delay to establish their cause, b). Suggest any measures, which could be taken to prevent similar accidents in future, and c). Ensure that details of the accident are recorded. All reports are to be handed to Mrs Machin by the member of staff making the report. The appropriate forms will be completed and sent off as necessary to the local authority.

As required by the "RIDDOR" Regulations - (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), some types of injury accidents and incidents need to be reported to the Health & Safety Executive (HSE). Likewise some dangerous occurrences and certain work related medical conditions should be promptly notified to the HSE. Advice about these can be sought from the Council's Health & Safety Advisers.

A 'near miss' incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, 'near misses' must not be taken lightly.

All 'near misses' must be reported to Mr Bruton, the Health & Safety co-ordinator, so that an investigation can be carried out and any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with significant

consequences including injury and/or serious damage. Records of 'near misses' will be maintained.

If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of his or her work, they should tell Mr Bruton. If required, advice would be sought from a Council Health & Safety Adviser.

The school has an occupational health service provider, 'Medigold'. This organisation provides advice about occupational health matters, supports any member of staff that is referred to it and can also carry out pre-employment medical checks.

The school has policies related to medication and asthma which explain practice and procedures in these areas.

### **3.6 Electricity**

Electricity has the potential to cause serious injury or death. Therefore, all electrical appliances must be maintained in a safe condition. To achieve this, the School will keep an inventory of all appliances and arrange for them to be tested annually by a suitably qualified professional. As such Portable Appliance Tests (PAT) comprise the electrical equivalent of a vehicular MOT. All tested appliances have a label stating the date of the next required test; if this date is exceeded then the appliance should not be used. Larger personal electrical appliances, such as heaters, fans & fridges, must not be brought or used on the school site. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or destroyed.

### **3.7 Hazardous Substances**

The Control of Substances Hazardous to Health Regulations 2002, often known as the "COSHH" Regulations, require the school to ensure that substances, including for example, adhesives, paints and cleaning agents, which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. This will be done by:

- a. Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm
- b. Ensuring suitable precautions are in place to protect persons against the hazards. As far as possible all chemicals should be stored in their original container. Where this is not possible products should be stored in suitable containers and labelled clearly. Under no circumstances should any chemical be brought on to the school site unless it has been purchased by the school
- c. Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them.  
It is the responsibility of the person ordering the hazardous substance on behalf of school to ensure that the data sheet is obtained and advice followed
- d. Ensuring safe disposal of chemicals and other hazardous substances in line with Environment Agency guidelines

e. Annually testing appliances used to control hazardous substances, such as fume cupboards and dust extraction equipment.

### **3.8 Asbestos**

The school has zero asbestos within building or any structures on site.

### **3.9 Personal Protective Equipment (PPE)**

The school will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work that requires it.

### **3.10 Manual handling**

Manual handling covers a number of activities, such as lifting, lowering, carrying, pushing and pulling.

When undertaking any manual handling task you should take into account the following factors:

- a. the size, shape & weight of the load
- b. the usage of equipment to facilitate the task
- c. your posture and movement when performing the task
- d. the distance and route taken to move the load
- e. the frequency of completing the particular task
- f. your personal capability – physical strength, height and reach.

If in any doubt do not undertake the task. Seek advice and/or assistance from Mr Matthews.

### **3.11 Working at height**

The appropriate equipment must be used for any 'working at height' tasks; equipment should be visually checked before the task is carried out. For any staff who are not trained to use steps and ladders, they should only do so once they have consulted the site manager. A risk assessment must be completed before any 'working at height' tasks are carried out.

All specialist working at height equipment will be fully inspected every six months. Records will be maintained by Mr Matthews.

### **3.12 Computer workstations**

Under the Health and Safety (Display Screen Equipment) Regulations, 1992, the school has obligations to all employees who regularly use computer workstations. This includes assessing each computer workstation and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations.

These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems, which can be caused by computer work. Although the Regulations do not strictly apply to students, the school will aim as far as practicable to provide students who use computer workstations with facilities of a standard which match those specified by the Regulations in the interests of education and good practice.

### **3.13 Contractors**

All contractors on site have to adhere to the school's 'Contractors on Site Code of Conduct'. Mr Matthews checks that all relevant documentation is in place before any work begins, including insurance, risk assessment and method statements. Contract work can create temporary hazards in areas where hazards are not normally present so staff must be vigilant in observing and reporting any potential risks.

### **3.14 Hirers and other users of school facilities**

All hirers and other users of the school facilities must follow the school's Health and Safety policy and the school's procedures for hirers, including the 'Normal Operating Procedures' (NOP) and 'Emergency Action Plan' (EAP). All documentation will be issued to new hirers and existing hirers on an annual basis.

### **3.15 Minibus/es and other vehicles**

The school owns two minibuses, which are used for various school activities. The use of minibuses for conveying students and others is a potentially high risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that competent people drive them.

The school's Education Visits Co-ordinator has responsibility for arranging and ensuring that the school's minibuses are regularly serviced and maintained in a roadworthy condition. The school's Educational Visits Co-ordinator ensures that the school will only hire vehicles, from reputable companies who adhere to the VOSA (Vehicle & Operator Services Agency) guidelines.

School minibuses and any hired minibuses must only be driven by members of staff that have:

- 1) A valid full licence, including category D.
- 2) Have been assessed as competent by a Birmingham Council driving assessor and issued with a Council driving permit.

### **3.16 Off-site activities**

The school has a comprehensive 'Educational Visits Policy' which details all issues related to off-site activities.

### **3.17 Driving on the school premises**

Any vehicles driven onto the school site must be roadworthy and be driven by an insured driver. Care and attention needs to be used when driving onto the school site to park and when leaving the school. Any signs or instructions need to be strictly adhered to.

### **3.18 Violence**

“Violence” as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work.

The School is committed to protecting staff from violence, as far as possible, whether it is committed by students, parents or anyone else. If you think any aspects of your work could put you at risk from violence, do tell your line manager so that ways of avoiding or minimising the risk can be identified and put into practice.

If you have been subjected to violence, you should complete a Council ‘Assault/Incident Form’ and inform your line manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist you in recovering from an incident. The school will also do all it can, and where needs be work with the police, to deal with any perpetrators of violence.

### **3.19 Safety Representatives**

The school encourages recognised trade unions to appoint safety representatives in accordance with the Safety Representatives and Safety Committees Regulations 1977. Safety Representatives have various legal rights, including the ability to inspect relevant workplaces, investigate accidents and to notify unsafe conditions to management.

### **3.20 Enforcement of health and safety laws and rules**

HM Inspectors of Health & Safety from the HSE are authorised by law to inspect any part of the school, its activities or those of contractors to check that health and safety laws are being obeyed. They have numerous powers which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take the School, the LA and/or any individual manager to court for prosecution for not obeying health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignore health and safety law.

Any manager or other member of staff who recklessly or wilfully fails to follow the law or School rules concerning health and safety is liable to discipline by the School.

### **3.21 Monitoring this Policy**

The Health and Safety Advisory Group and the Governing Body will review this Policy annually.