

HARRIS MIDDLE SCHOOL

HEALTH AND SAFETY POLICY

AUTUMN TERM 2009

CHAIR OF GOVERNORS: _____

MINUTED: _____

DATE OF REVIEW:- AUTUMN TERM 2010

STATEMENT OF POLICY
for HEALTH and SAFETY and WELFARE

HARRIS MIDDLE SCHOOL

The governors and headteacher acknowledge that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body and headteacher have specific responsibilities to manage health, safety and welfare at the school level;
2. they have responsibilities
 - to support the published policies and aims of the county council, and
 - to promote continuous improvement in the health and safety performance of the education service;
3. the headteacher, as Local Health and Safety Coordinator, has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council;
4. this duty extends to ensuring that:
 - **working conditions and environment**
 - **substances used**
 - **equipment provided, and**
 - **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

_____ (Chair of Governors)

The head teacher as the Local Health and Safety Coordinator for the workplace also signs the policy.

_____ (Headteacher)

DATE POLICY ADOPTED BY THE GOVERNING BODY /...../.....

ORGANISATION

The head teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**.

All staff should have regard to their own **h&s** and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible	Job title of person responsible
H&S Policy review	J Bowmaker	Headteacher
Health and safety committee and/or governor committees	J Overy	Chair of Governors
Communication and information management	J Bowmaker	Headteacher
Critical Incident Management	J Bowmaker	Headteacher
H&S Induction Training	P Johnson	Staff H & S Rep
Programmed updating training	P Johnson	Staff H & S Rep
Personal safety procedures (also Schoolsafe)	A D Field	PD Co-ordinator
Planned checks (procedures)	P Johnson	Staff H & S Rep
Planned checks (equipment)	L Jeal	SBM
Planned checks (premises)	Premises Governors	Premises Governors
Incident reporting/investigation	J Bowmaker	Headteacher
Coordination of risk assessment work	J Bowmaker	Headteacher
Fire procedures including personal emergency evacuation plans	P Johnson	Staff H & S Rep
Locally organised premises maintenance, repair and improvement	K Ayers	Caretaker
First Aid (training and equipment)	L Jeal	SBM
Vehicle control and pedestrian safety	Premises Governors	Premises Governors
Educational visits coordinator (EVC)	J Bowmaker	Headteacher
Stress and Wellbeing	A D Field	Assistant Head
Child Protection Co-ordinator	R Bowen	SENCO
Supporting pupils with medical needs	R Bowen	SENCO
Premises Security	K Ayers	Caretaker
Contractors on site	K Ayers	Caretaker
Outside lettings	K Ayers	Caretaker

Health and Safety Policy Review

- The school's health and safety policy is reviewed and updated annually.

- The review process will incorporate views from the staff via staff meetings.
- Targets included in the policy document are reflected in the school's development plan and any other prime strategic documents.
- The school's policy document is displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans.
- There are clear links between the school's general policy and the policies of the individual departments or faculties within the school. Science, Design Technology, Art and Sport carry specific risks associated with practical work and are the subject of extensive additional guidance for which heads of department are responsible and to which they must respond.

Health, Safety and Welfare Committee or Governor Groups/Committees

- The school has a termly committee meeting including governors that considers health, safety and welfare issues. The group will monitor progress regarding any targets identified in the current edition of the school's h&s policy and other information.
- The proceedings of the meetings are formally recorded and action points brought forward for review.
- The Headteacher reports any matters relating to health and safety to the whole governing body.
- The committee reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention.

Communication and Information Management:

- There is a procedure for the routine checking of the Schools Portal for updates to the health and safety pages.
- The school has a system to ensure relevant health and safety information is passed on to the relevant people within the school via departmental meetings. Records about where curriculum subject specific information is kept are stored for reference. Heads of department or subject co-ordinators acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's health and safety committee or local health and safety coordinator informed about new information and guidance received.
- The school health and safety policy is made available to staff by displaying a copy in the staff room and the caretaker's room. The contents are also raised in appropriate departmental meetings.
- The availability of an appropriate notice board in the staff room is to be reviewed but health and safety information is displayed at various other locations within the school.

- A copy of the “Health and Safety Law – What you should know” leaflet is issued to all staff.
- The “Education Health and Safety – Local Management of Schools” manual is kept up to date by the H & S representative.

Critical Incident Management and temporary staffing absences

- The county’s guidelines are followed and staff are aware of the advice.
- The school makes reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or ‘emergencies’ of any kind.

Health and Safety Induction Training

All staff will receive appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will receive a comprehensive induction.

The general checklist for use with employees will include the following, which includes both basic and more specialised criteria.

- Overview of the school’s health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school – safety policy targets
- Communication and relationships with other departments, schools and Suffolk County Council.
- General health and safety advice, including the schools own guidance and that from the LEA
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisers
- For certain staff (head teacher, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions
- Fire evacuation and emergency procedures
- Introduction to recognised unions and the local representatives
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health & safety)
- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)

- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Work permit systems (for example, arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements eg. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors
- Trained first aid personnel and first-aid facilities
- Fire extinguishers and blankets – location and use
- Access to well being advice, counselling and other staff support schemes
- Security
- Restricted areas and equipment
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)

Routine Updating Training

- Training plans for each individual member of staff will be updated annually.
- All managers will consider refresher training for their staff on health and safety matters at least once every three years.
- Records are maintained for all health and safety training attended by staff. Ideally, such records should be properly validated by being countersigned and dated by the staff themselves.

Personal Safety procedures, Schoolsafe and control of violence

- There is a programme whereby all school staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Schoolsafe standard.
- Staff have been advised about the recently published “Dealing with abuse, threats and violence towards school staff” guidance.
- Visitors and people entering the building are monitored. The minimum standard is that they should sign in at reception and be issued with a badge or label.
- Visitors are clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.

- The key holders are the Headteacher, Deputy Head, Caretaker and School Business Manager and the relevant authorities are promptly advised of changes to the list.
- The school considers particular arrangements that may be needed to ensure the safety of lone workers and outreach staff. Such staff may include the caretaker, cleaning and catering staff, PE teachers and staff who come into school during holiday periods.

Planned Safety Checks

Procedures

- The Premises Committee regularly monitors and reviews health and safety issues.
- A visual check of the premises is carried out on a daily basis by the Caretaker and other members of the Senior Leadership Team. The playing field is also checked by the PE Co-ordinator on a regular basis.

Equipment

- Equipment is subjected to a formal, appropriate, programmed and recorded maintenance check. This includes:
 - All indoor and outdoor sports and play equipment
 - The school's water system(s)- hygiene, temperature and legionnaires disease checks
 - Mechanical equipment used in design technology
 - Fume cupboards and other exhaust ventilation equipment (eg. ventilation for kilns, design and technology machines, toilets, and reprographics areas.
 - Catering equipment, including ventilators
 - Ladders, stepladders and mobile scaffold/access equipment
 - Door closers, running gear and catches
 - Lifting gear, winches and hoists, lifts and stays
 - Printing and reprographics machines
 - Kilns
- Routine inspection and maintenance of electrical equipment is carried out on an annual basis by an outside agency.
- Staff undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other support staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.

Premises

- The whole school site will be inspected once a term by the Premises Committee who report to the school's management team. Inspections involving Property Advisers (condition survey reviews and other 'walk-

round' visits form part of the school's arrangements for checking the school.

- Visual checks on certain items are carried out daily. For instance, fire exits and routes. The fire and/or security alarm systems are checked on a weekly basis.

Incident Reporting/Investigation

- The new double-sided Incident Report form and associated guidance booklet are in use in the school.
- A procedure been set up to ensure that the necessary details are recorded on every Incident Report Form before the form is sent to the area office. These details include the school's ID (4 figure DfES code) number, the nature of incident and other descriptive codes.
- All staff are given instruction on when and how to use the form.
- The headteacher, or a member of the SLT, sign and check every Incident Report form before it is sent to the Area Office.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence. The school reviews relevant risk assessments after any incident or near miss.

Coordination of Risk Assessment Work

Risk assessments should be carried in the following circumstances:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
- Staff stress and well-being
- Educational visits and trip
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers

- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors
- Clinical waste
- School fetes, drama productions, etc.
- Pedestrian safety where vehicles may be moving

Fire Procedures

- A fire risk assessment is in process and will be complete by the end of November 2007.
- The fire risk assessment will be reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually.
- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.

In the event of people needing assistance to evacuate the building in an emergency, there will be a personal evacuation plan written and appropriate training given to members of staff.

- An evacuation practice will be carried out once per term.
- There is a check to ensure fire extinguishers have been examined during annual maintenance checks.
- Some staff are trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.
- Key staff in departmental areas are adequately trained in fire extinguisher use to enable them to escape in an emergency.
- The Caretaker conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems).
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a suitable log book.
- Routine checks are undertaken of all fire exits and doors. The frequency of checks depends on circumstances, but is not less than twice a term. However, if public events are being held (plays, parents' evenings etc) fire exit route doors are checked specifically for such events. Records are kept in a fire precautions log book.

- Wheelie bins are anchored and locked so that they cannot be used to set fires close to the school building.
- No 'hot work' is undertaken in the school without a permit.

Locally Organised Premises Maintenance, Repair and Improvement

- Procedures are in place to ensure the Form 13 procedure is followed.
- The relevant staff and governors know the asbestos procedures and have been advised about the asbestos survey report.
- Any necessary alterations to the asbestos survey report are notified to the County Council after discussion and assistance from the county council's Property Adviser.
- The school ensures that procured services (such as, catering and grounds maintenance) have adequate service specifications and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work are comprehensive. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

First Aid – Training and equipment

- The first aid equipment is appropriately located. Kits are located close to sites likely to need it most frequently (eg. design technology, sports, play and science areas).
- The School Secretary monitors stock levels in first aid kits and ensures that maintenance and replenishment is managed.
- The procedure for disposal of clinical waste, including incontinence and sanitary waste is considered to be satisfactory.
- Records are kept of who is first aid trained, and when their certificates expire. The whole school staff are adequately briefed about the school's first aid provisions. The SBM maintains the list of trained staff and the list displayed.
- Any minor injuries are recorded in the school's local incident book. County Council accident forms are completed for any injuries that require this procedure.
- First aid arrangements for visits and trips are part of the procedure for arranging educational visits.

Vehicle Control and Pedestrian Safety

- Speed restrictions are displayed for routine deliveries on school site.
- Pedestrian crossings have been placed between the school and the bottom playground to improve pedestrian safety
- A car park is provided and used whenever possible.
- Delivery drivers are encouraged to deliver at low risk times.
- Supervision is provided for busy, high risk times such as beginning and end of the school day.
- The district council has been approached to arrange a safe collection time for refuse.

Education Visits Coordinator (EVC)

- The current county council advice is being followed.
- The school has nominated a coordinator and ensured that the LEA training has been completed.
- The school has adopted a policy which follows the model provided by the county council.

Stress and Well Being

- The school has taken positive action to manage stress and well-being issues.
- The school has bought into the well being scheme and is monitoring its effectiveness.
- Stress and workload management issues are to be discussed and recorded during routine performance review/appraisal discussions.
- The school has purchased the county service to provide staff with a free and confidential counselling service, as required by recent legal developments and case law.

Minibus

The school has purchased a minibus in conjunction with Denes High School, who are responsible for maintaining and housing the vehicle. Teachers are encouraged to use this vehicle as required in the first instance before going to external hirers. The county council guidelines are followed whenever minibuses are used.

- All potential minibus drivers are assessed through the county council's scheme before being allowed to drive.

Child Protection/Safeguarding Procedures

- The current county council guidance is followed and supported by a specific school policy.

Supporting Pupils with Medical Needs

- The latest county council guidelines are followed.
- The school has a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- The SENCO monitors and reviews the school's policy and practice relating to the supporting of students with medical needs.

Premises Security and visitor safety

- The current county council guidance is followed.
- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

Contractors on Site

- Contractors follow the appropriate procedure when they arrive on site. An instruction that they should always report to reception is clearly displayed.
- The school has a process to ensure contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc.
- The Caretaker monitors the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored reasonably safely, etc. The caretaker is aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, ie. following common sense safety precautions and avoiding reckless behaviour.

Lettings

- Rooms are checked periodically to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Hirers may request to see the fire risk assessment. They may ask for risk assessments for school use of equipment etc.
- Additional attention to security is made when letting the premises.
- Information is provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises.
- The school enters into a written agreement with the lessee.