



# Health & Safety Policy

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<b>Signature:</b>			

## **SAFETY POLICY STATEMENT AND SUMMARY DOCUMENT**

It is the intention of the Governors of Wyre Forest School to provide all staff and pupils with a safe and healthy place of work, and to ensure that its activities do not create risks to others. Wyre Forest School has adopted a systematic approach to safety, an approach that is concerned with the prevention of accidents and damage to health. This document seeks to provide information about the arrangements provided to ensure the safety of all staff and pupils.

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## **HEALTH AND SAFETY POLICY**

### **SECTION A: GOVERNORS' STATEMENT**

The Governors of Wyre Forest School recognise their responsibility under Health and Safety legislation to provide, as is reasonably practicable:

- A1** safe systems of work, plant and equipment
- A2** the safe use, handling, storage and transport of articles and substances
- A3** information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely
- A4** a safe place of work with safe means of access and egress for all persons using the premises
- A5** a safe and healthy working environment with adequate welfare arrangements
- A6** for the health and safety of persons not employed by the school, but who may be affected by its activities
- A7** encouragement for all staff to take reasonable care for their own health and safety in carrying out their statutory duties
- A8** a requirement for all staff to report any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others, through the appropriate channels

## **SECTION B: ORGANISATION**

### **B1 STAFF RIGHTS**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors have appointed a designated Governor to liaise on all health and safety issues, and the staff safety representative is able to raise concerns with the Governing Body via the designated health and safety Governor.

### **B2 THE ROLE OF THE LOCAL AUTHORITY (LA)**

The Governors recognise the need for this school to comply with LA requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school. On occasions it may be necessary to seek LA advice on specialist matters pertaining to health and safety. At such times contact will be made by a designated member of the school staff to the appropriate LA officer.

### **B3 LOCAL MANAGEMENT OF SCHOOLS**

The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them under the LA's funding scheme.

### **B4 RISK ASSESSMENT**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed in accordance with relevant local and national guidance and / or legislation.

## **SECTION C: RESPONSIBILITIES**

### **C1 THE LOCAL AUTHORITY:**

- C1.1** Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school as set down in legislation.
- C1.2** Has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the LA.
- C1.3** The LA (or the school if it initiates building work) has responsibility for appointing competent persons to ensure all aspects of the agreed works are carried out in line with current Regulations.

### **C2 THE GOVERNORS ARE RESPONSIBLE FOR:**

- C2.1** Ensuring the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- C2.2** Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility.
- C2.3** Advising appropriate LA officers of any structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- C2.4** Ensuring that both internal and external learning and play spaces are safe and without risks to health.
- C2.5** The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- C2.6** Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- C2.7** The adoption of safe working practices by staff and pupils and by contractors when on site.
- C2.8** Acting promptly to deal with potential hazards to health and safety, liaising where appropriate with representatives of the LA and other organisations.

### **C3 THE HEADTEACHER IS RESPONSIBLE FOR:**

- C3.1** The implementation of the school health and safety policy as agreed

by the Governors.

- C3.2** Advising the Governing body of the need to review the school health & safety policy.
- C3.3** The appointing of a competent Health and Safety Manager who will have the day to day responsibility for health and safety in the school.
- C3.4** Confirming that risk assessments are carried out in accordance with current local and national requirements.
- C3.5** Ensuring that staff receive appropriate health and safety training.
- C3.6** Confirming that the LA safety audit has been carried out in a timely manner.
- C3.7** Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- C3.8** Ensuring emergency procedures, including evacuation in case of fire, are known by all staff and pupils. To this end a termly fire evacuation practice shall be carried out.
- C3.9** Ensuring that adequate provision is made for the administration of First Aid.
- C3.10** Notifying the appropriate LA officer of any serious accidents to pupils, staff or other persons in accordance with the procedures laid down. This may include completion of required forms or written reports.
- C3.11** Ensuring that all new information concerning health and safety matters is promptly brought to the attention of the Health and Safety manager.
- C3.12** Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses. This may include facilitating the meeting of the School Safety Committee, if it is requested by an approved trade union safety representative, and ensure a senior school leader attends any such meeting.

#### **C4 THE HEALTH AND SAFETY MANAGER IS RESPONSIBLE FOR:**

(Currently Elaine Griffin, SBM)

- C4.1** The day to day health and safety in the school
- C4.2** Ensuring that risk assessments are carried out in accordance with current Regulations

- C4.3** Reporting the results of risk assessments to the Headteacher
- C4.4** Recommending to the Headteacher the health and safety training needs of the staff
- C4.5** Reporting to the Headteacher the results of the LA health and safety audits during the year
- C4.6** Reporting to the Headteacher all identified problems or defects which may adversely affect the health and safety of staff, pupils, visitors and employees of other employers to the Headteacher.
- C4.7** Disseminating all new health and safety information, guidelines revisions etc. to the appropriate people
- C4.8** Liaising with the designated Health and Safety Manager on other sites
- C4.9** Ensuring that the portable electrical equipment register is up to date and that the necessary checks have taken place.

**C5 TEACHERS/STAFF ARE RESPONSIBLE FOR:**

- C5.1** All matters of health and safety in their department/subject area/classroom.
- C5.2** Bringing to the notice of the Headteacher/Health and Safety Manager any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.
- C5.3** Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas as provided by the LA and others.
- C5.4** Producing a subject safety policy and revising it as necessary as well as ensuring that any risks specific to their area of work are assessed and recorded in accordance with requirements.
- C5.5** Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (notably where use of potentially hazardous equipment or substances is undertaken).
- C5.6** Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- C5.7** Ensuring that relevant safety signs and, where required by law, regulations or notices are displayed (e.g. signs requiring use of eye protection or restricting use of teacher only machines to named individuals, abrasive wheel regulations, positions of gas, water or electrical isolators etc).

**C6 OTHER TEACHING AND TECHNICAL STAFF ARE RESPONSIBLE FOR:**

- C6.1** Ensuring that they are both familiar with and comply with all aspects of health and safety requirements contained in school policies.  
**NB:** Staff working in Art, Ceramics, Design and Technology (including Food and Textiles), Environmental Education, Physical Education or Science should be familiar with the LA's policies in these areas.
- C6.2** Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person through their Line Manager to the Headteacher/Health and Safety Manager.

**C7 THE SITE MANAGER IS RESPONSIBLE FOR:**

- C7.1** Ensuring that they are familiar with and comply with the Health and Safety Policy and LA safety requirements.
- C7.2** Bringing to the attention of the Headteacher/Health and Safety Manager any problems or defects affecting the health and safety of any person on the school premises.
- C7.3** Ensuring that the Health and Safety Policy and risk assessments are understood by any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- C7.4** Ensuring that any staff under their direct control (i.e. non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- C7.5** Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out).
- C7.6** Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.  
**NB:** This will include working at heights on steps, ladders or scaffolds, use of electrical cleaning machines, use of chemicals, and protective clothing.
- C7.7** Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared snow and ice etc.).
- C7.8** Informing the Headteacher and the Health and Safety Manager as appropriate of the arrival (or expected arrival) of all contractors for maintenance work



**C7.9** Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

**C7.10** The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use of storage of all materials used for that maintenance.

**C8 DESIGNATED FIRST AIDERS ARE RESPONSIBLE FOR:**

**C8.1** Maintaining the First Aid box(es) in line with the guidance and controlling and maintaining any other First Aid supplies as may be kept separately.

## SECTION D: ACCIDENTS AND MEDICAL ARRANGEMENTS

To maintain a safe and healthy place of work, all persons working at this school need to adhere to the arrangements as detailed in this policy. In respect of accidents to pupils or staff

### D1: MEDICAL ARRANGEMENTS.

#### PUPILS:

- D1.1** **FIRST AID BOXES** are sited in the **MEDICAL ROOM**. Smaller First Aid packs are in all classrooms, and in the school minibuses.
- D1.2** The responsibility for use of these boxes rests with the designated persons. In an emergency other qualified First Aiders may be called upon to deal with the incident.
- D1.3** **All treatments must be recorded through Medgate**
- D1.4** Disposable gloves will be issued to all staff; they are to be used in all matters of First Aid with pupils, especially when dealing with the spillage of any body fluids.
- D1.5** A number of pupils may require immediate access to medication because of allergies or on-going medical issues (e.g. inhalers and Epipens.) Medicines for these pupils should be readily available for use as required.
- D1.6** Any pupil who feels unwell during the school day will be referred to the designated First Aider.
- D1.7** If it is thought to be inappropriate for the pupil to be in school, parents should be contacted to collect the pupil as soon as possible.
- D1.8** In cases of more serious accidents and medical interventions (e.g. use of an Epipen) the Head must be informed immediately.
- D1.9** Where there is concern about the extent of the injury **it is sensible to err on the side of caution, and seek professional medical treatment at hospital**. Parents should be contacted immediately and asked to meet the pupil at hospital.
- D1.10** If parents cannot be contacted by phone, all reasonable attempts should be made to contact them before the end of the school day. If voice contact has not been possible an explanatory letter should be sent home.

### D3 RECORDING INJURIES

- D3.1** All more serious injuries that require medical intervention need to be

recorded on Medgate. Examples of 'serious injury' would be -

- a) All fractures and suspected fractures.
- b) Loss of consciousness.
- c) Severe burns/scalds (Any mark larger than a 50p coin).
- d) Any injury resulting in the pupil being taken to hospital.

It is essential details are recorded by the staff involved before the end of the working day in which the injury took place.

- D3.2** All accidents or minor injuries must be recorded on Medgate. Where a pupil sustains a bump on the head, the teacher on playground duty or in class where the bump took place will ensure a 'Bumped Head form' is completed and goes home with the affected pupil the same day.

#### **D4 ACCIDENTS TO STAFF:**

- D4.1** Any accident to a member of staff must be reported to Headteacher/Health and Safety Manager immediately.
- D4.2** The accident must be recorded on Medgate.
- D4.3** If, as a result of an accident at work, a member of staff suffers over three day's injury, the office manager will contact an appropriate LA officer to determine if documentation is required by the LA.
- D4.4** If something happened which did not result in a reportable injury, but which could have done then this should be recorded and reported.
- D4.5** All accidents to staff, pupils, employees of other employers and visitors will be investigated by the Health and Safety Manager and must be reported to the Headteacher.
- D4.6** Records of all accident investigations will be kept in the school office.

## SECTION E: APPENDICES

### APPENDIX 1

#### PLAYGROUND SAFETY

All playground surfaces and fencing should be regularly checked for defects. This is in addition to the annual survey carried out by a trained engineer on all fixed play equipment. If a problem has been found, it should be reported to the Site Manager for appropriate action to be taken.

#### E1 PLAY EQUIPMENT

Where static play equipment (e.g. climbing frames) is available the following routines need to be put into practice -

- E1.1 DAILY** -The duty member of staff will check for tins, bottles etc which may have been thrown into the area, before allowing the children on the equipment.
- E1.2 FORTNIGHTLY** - A more thorough check should be made to inspect that the chains and fixings are in order, and that no nails have obviously worked loose from the wood. This check will normally be carried out by the Site Manager.

To comply with the latest Health and Safety information the following principles need to be adopted:

- E1.3** The apparatus should only be used when dry weather conditions prevail.
- E1.4** There is no specific adult/pupil ratio, but it is clearly sensible to separate age groups i.e. No older pupils on the apparatus with younger pupils.
- E1.5** Clothing should be fairly close fitting; all loose clothes should be tightened or removed. Footwear should have rough, indented soles.
- E1.6** Pupils should be encouraged to take due care on the apparatus, for their own safety, and for the safety of others. No jumping from the top of apparatus should be allowed, and pupils should be discouraged from playing under the frames.

## **APPENDIX 2**

### **MINIBUS SAFETY**

This follows LA recommendations which states:

- E2** Minibuses should be checked weekly for obvious problems. They will also be checked before any very long journeys. Minibuses will also undergo a full service, at least annually, and a full safety check in line with the recommendations of the manufacturer.
- E2.1** All drivers will be aged 25 or over, hold a full current driving licence, be in regular driving practice, and have successfully completed the LA minibuss driving assessment.
- E2.2** All driving incidents must be reported to the Headteacher.
- E2.3** A visual inspection of the vehicle will be undertaken before any journey.
- E2.4** All drivers will rest for 15 minutes after 2 hours driving or 45 minutes after 4.5 hours driving.
- E2.5** A second member of staff will accompany the journey. This will enable supervision of pupils, and a relief driver as needed.
- E2.6** Staff will ensure that seat belts are worn correctly and at all times.
- E2.7** Staff driving alone should lock all doors, park in well-lit places, and check for intruders before getting in the bus.
- E2.8** All journeys will be recorded in the minibuss logbook, including destination, mileage, receipts for any additional fuel, details of any damage etc.

## APPENDIX 3

### ELECTRICAL SAFETY

- E3.1** All portable electrical equipment must have a safety inspection in line with local and national requirements. The inspection is to cover all electrical items that require a 3 pin plug.
- E3.2** The work will be carried out by a qualified electrical contractor, or a designated competent person and they will provide the school with an equipment register containing the following details for every item inspected:
1. Equipment number
  2. Location of equipment
  3. Appliance description
  4. Equipment serial number
  5. Equipment status – Pass/Fail
- E3.3** Following the initial inspection, the equipment register will be stored in the School Office, and will be used as the basis for all future inspections. The Health and Safety Manager is responsible for ensuring that the equipment register is up to date.
- E3.4** It is the responsibility of all staff to ensure that the Health and Safety Manager is informed of any new items of portable electrical equipment, and also equipment that is no longer working. This system should ensure that the equipment register is accurate and up to date.

## APPENDIX 4

### **OUTBREAK OF FIRE OR BUILDING EVACUATION**

- Immediately an outbreak is discovered the fire alarm should be activated by breaking the nearest break glass.
- The School Business Manager should be notified by the person raising the alarm as to the location and nature of the fire.
- The alarm sounds like “Warning: a fire has been detected, please leave the building”.
- On hearing the alarm, the member of staff in charge will evacuate the pupils in an orderly fashion to the nearest Assembly Point.
- Where a member of staff/pupil with physical disabilities needs assistance with emergency egress from the building, arrangements are made through their PEEP for a ‘buddy or ‘buddies, to accompany them.
- Staff will not attempt to fight the fire.
- All occupants & visitors will vacate the building by the nearest safe exit to the outside.
- Evacuation Chairs are available at top of each staircase, please use the refuge call point for assistance by trained staff.
- The lifts in school can be used in the case of a fire.
- Wyre Forest School is based upon a simultaneous evacuation process subject to a 3-minute investigation period. During this period Custodian, our monitoring company, will ring school to check whether is it a genuine fire or a false alarm. Unless Custodian stop the process, the fire service will be alerted.
- A member of the office staff will also make an emergency call for the Fire/Ambulance service.
- Office staff will contact staff in the Vocational Hub and Science Block:  
GS - Food Tech and Art Studio, TB – IT and DT, LH – Science Lab.
- Designated Fire Marshalls will sweep their allocated specific areas.
- One member of the office staff will take a copy of the primary pupil registers to the primary assembly point and another member of staff will take a copy of the secondary pupil registers to the secondary assembly point. They will also take a walkie talkie so that they can communicate between sites.

- Tracey Birch will pull off a report from the Inventory System showing staff and visitors signed into the building. She will take the report out to an assembly point with a walkie talkie to check attendance across all points.
- Once at the assembly points, the office staff will check all pupils are present against the Registers.
- A member of SLT will evacuate to the Campus Square assembly point together with staff and pupils from the Vocational Hub.
- The headteacher or deputy in their absence will liaise with the office staff to check that everyone is present.
- On arrival of the emergency services, the headteacher will liaise with them on the situation, including any persons missing.
- The headteacher is responsible for giving the signal for staff and pupils to return to the building once they are sure it is safe.
- Nursery Assessment Class will evacuate to the outdoor play area directly accessed by the activity room they are based in.

