




Grove Vale Primary School HEALTH AND SAFETY POLICY

January 2018

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Health and Safety Policy Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities at Grove Vale primary School.

To meet these obligations we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by;

- Effective leadership by governors, the headteacher and senior staff
- Participation of all employees; and
- Open and responsive communication



The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on health and safety notice boards and it will be available on the school Office 365 sharepoint. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of Grove Vale Primary School that the high standards we set ourselves will be achieved.

Signed: *Pamela A Bowl*

Date: *26/4/18*

Chair of Governors / Management Board

Signed: *Alanna*

Date: *26/4/18*

Head Teacher



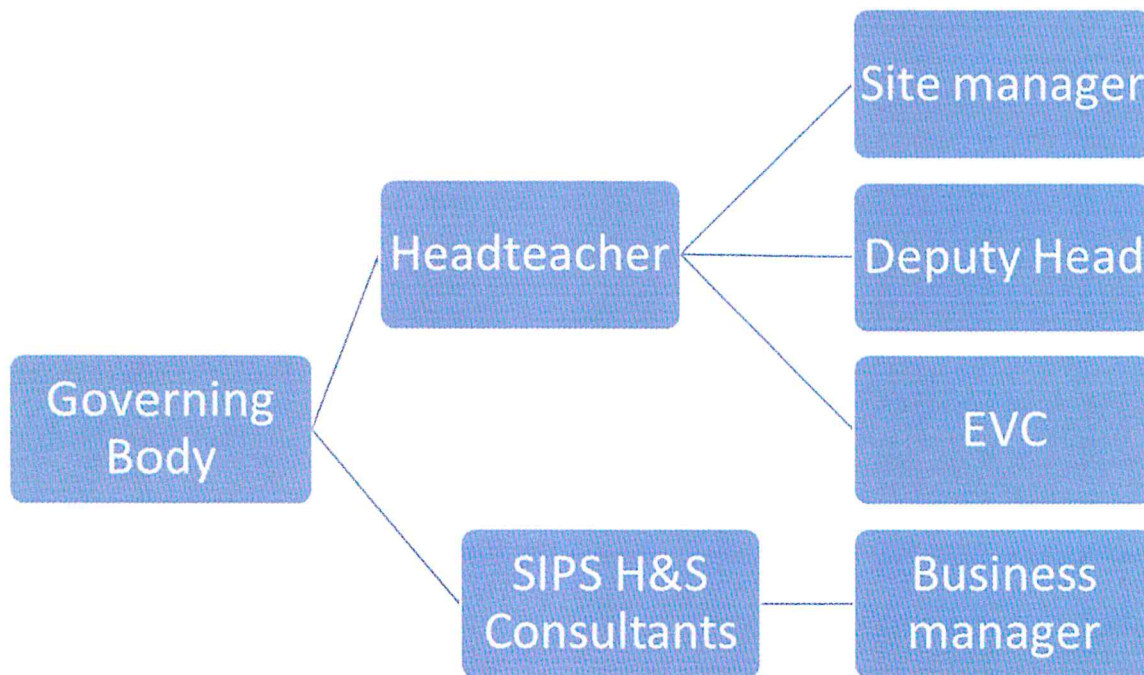


Organisation / responsibilities

This section of the health and safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the governors, headteacher and senior leadership team along with more specialist roles such as Educational Visits Co-ordinator and school business manager, site manager. It also details the role of competent advisors at Health and Safety Support team SIPS Education.

Responsibilities

(for essential training requirements to carry out responsibilities see H&S training matrix appendix 3)



Governing Body

The Governing Body will require paid officers within the school management structure to comply with the schools safety management system and be aware of their responsibilities.

- Show a commitment to health and safety within Grove Vale primary School by signing the health and safety statement of intent
- Carry out health and safety self audits (including scrutiny of policies, training records, risk assessments etc) and walkabout inspections of Grove Vale Primary School.
- Monitor accident and aggressive incidents to identify issues/trends and out in place measures to reduce the number of incidents



- Health, safety and welfare will be a standing agenda item on the Agenda at all Governing Body meetings. The Governing body will consider the health, safety and welfare agenda items which are issued by Governance Services on a termly basis

Headteacher

The headteacher will

- Establish health and safety objectives and develop plans to achieve them
- Ensure that appropriate resources are available to meet health and safety objectives
- Ensure that detailed arrangements and procedures to protect the health and safety of staff, pupils and others are in place
- Ensure that suitable risk assessments and controls are in place
- Promote a positive health and safety culture and lead by example
- Ensure that there is effective health and safety communication and consultation with staff
- Presume the role of Premise Manager
- Monitor and review health and safety performance
- Monitor accident and aggressive incidents termly to identify issues/trends and put in place measures to reduce the number of incidents
- Seek professional advice as necessary

Deputy Headteacher/Senior Management Team/Heads of Department/Curriculum Co-ordinators

- Support the headteacher and carry out the duties detailed above in their absence
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others
- Undertake risk assessments as appropriate and ensure that suitable controls are in place
- Put forward suggestions to improve health and safety controls to the headteacher

Educational Visits Co-ordinator

Our trained Educational Visits Co-ordinator (EVC) will ensure they follow the procedure for offsite activities. Their responsibilities include:

- Supporting the headteacher and governing body with approval decisions for off site visits



- Informing the headteacher and governing body of all non-routine visits
- Ensuring staff involved in educational visits are aware of their responsibilities regarding the off site visits policy and have ready access to it
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- Ensuring that emergency arrangements are in place and emergency contacts are known for each visit

Business manager/Site Manager

The Site Manager will:

- Ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- Ensure that the fire logbook is completed and kept up to date
- Carry out regular water temperature checks and other measures to control water safety
- Carry out regular visual checks of any asbestos containing materials
- Ensure the building is secured at night
- Carry out and complete risk assessments where appropriate

The Business Manager will:

-
- Ensure that funds are available to carry out actions identified in the schools health and safety action plan
 - Carry out regular site inspections
 - Deal with contractors on a day to day basis
 - Ensure all staff have understanding of H&S procedures and policies
 - Ensure statutory H&S related training is up to date to ensure compliance throughout the school.

All Employees

All employees will ensure that they:

- Take reasonable care of themselves – this includes having a tidy and safe working area
- Do not put their colleagues at risk



- Co-operate with their manager on health and safety matters – including attending any health and safety training appropriate to their role
- Follow/adhere to safe working procedures – including following risk assessments and using any safety equipment or personal protective equipment provided
- Follow all verbal and written instructions they are given regarding safe working
- Do not interfere with or misuse anything provided for health and safety purposes (guards on machines, signs on walls etc) and
- Inform their manager about any health and safety problems or loss/damage to safety equipment

In addition they should :

- Report any accident, incident, or near miss to their manager immediately; and
- Not carry out any work unless they are competent to do so-this is particularly important when dealing with dangerous equipment or hazardous chemicals

Organisation – Health and Safety Management System

This section of the policy explains the schools health and safety management system

Policy Development

Grove Vale Primary School will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective

All local policies and procedures, and revisions to them will be authorised by the head teacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

- To ensure that health, safety and welfare is considered at a local level the Governing body has decided that school health, safety and welfare matters be dealt with by the Sub group of the governing body.

Our policies, procedures and assessments will be made available to staff Office 6365 Sharepoint



Competent Advice

Key health and safety competencies required within the school will be determined by use of a training analysis, see appendix one. In addition competent, trained school staff will receive expert, guidance and advice from the Health and Safety Support Unit at SIPS Education.

Planning and Prioritising

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including a health and safety action plan, are in place

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks

- We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health.

Measuring health and safety performance

We will undertake a range of active and reactive monitoring of our health and safety performance.

- Active monitoring- will include regular inspections of the workplace/self-auditing by the governors and senior management team to ensure our premises and systems of work are safe
- Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence

○ **Auditing/inspecting health and safety performance**

- As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan. Grove Vale primary School will also be subject to additional audits completed by an external competent company such as Health and Safety support SIPS education.

Reviewing health and safety performance

- Our health and safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our senior management and Governing body



Arrangements for Health, Safety and Welfare

Accidents and Aggressive Incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction
- Any incident subject to RIDDOR (i.e. fatality, major injury, over 7 day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the on line reporting system apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923. The headteacher is responsible for reporting all incidents subject to RIDDOR.
 - Other non – RIDDOR incidents will also be recorded locally
 - For every accident, where appropriate the Head Teacher or someone nominated by the Head Teacher will carry out an investigation
 - Assistance in incident investigation may be requested from the Health and Safety Support Unit
 - Accident and aggressive incidents will be monitored and reported to the governing body each term in order to identify issues/trends and out in place measures to reduce the number of incidents

Any RIDDOR or non RIDDOR Reports completed must be sent via email to Sandwell Metropolitan Borough Council; send to health_safety@sandwell.gov.uk

Asbestos Management

- The head teacher / site manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors etc to asbestos
- An asbestos management survey has been carried out by a competent asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACM's) Areas that were not surveyed are presumed to contain ACM and managed accordingly
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACM's have been removed)
- A risk assessment has been carried out and an asbestos management plan has been produced. (Asbestos Log Book)



- Before contractors / staff are allowed to work on our buildings, they are made aware of any ACM's they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the email and/or Microsoft office 365 sharepoint
- Michael Thomas (Site Manager) has been nominated to manage ACM's on site and has attended training on the management of asbestos
- A refurbishment/demolition survey will be carried out prior to any major work e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs
- If ACMs are accidentally damaged we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Contractors and Service Providers

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment

- The Head Teacher/Premise Manager has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, visitors, service users and the public.
- Where we commission work ourselves we will ensure that appropriate health and safety checks on the contractors take place at least 1 week prior to work commencing. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements on site.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements to the site manager to review for all works they will carry out. The Head Teacher/ Premise Manager will inform the contractor of any local hazards, which may present a risk to the contractor whilst on site
- Contractors must ensure that they share all relevant information with any sub-contractors they use.

Control of Substances Hazardous to Health (COSHH)

- Wherever possible we will use non-hazardous products in school
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use. No substance will be used until the appropriate assessment has been undertaken.



- All hazardous substances will be stored appropriately and securely when not in use
- Staff will be informed how to use products safely and will receive training if appropriate
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it

Fire Procedures

- The school will ensure that a fire risk assessment is carried out on the premise by a suitably trained competent person
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan
- The assessment will be reviewed on a regular basis
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health
- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person
- A fire evacuation plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals
- Fire safety drills will take place at least once a term
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution
- Pupils will be briefed on the evacuation procedure at the start of the school year
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise



First Aid Arrangements

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities
- The headteacher will ensure that all first aiders are suitably trained and that their certification is up to date
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes
- All staff will make themselves familiar with the details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

General Workplace Safety

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace
- All members of staff are responsible for ensuring that their work area is kept orderly with equipment stored away in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are kept free from obstructions at all times
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are available on request to the Site Manager/Site Staff.
- Training in dealing with bodily fluid spillages is provided for all staff who are expected to clean up such spillages in the absence of the site manager

Legionella (water safety)

- A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly
- Any remedial work identified by the risk assessments will be addressed



- We have a written scheme to manage the risk from legionella which includes the following controls:
- Weekly flushing of little used outlets by Michael Thomas (Site manager)
- Monthly temperature checks by Michael Thomas (Site manager)
- Quarterly de-scaling of shower heads by Michael Thomas (Site manager)
- Annual water sampling by Sterling Hydrotech

Manual Handling

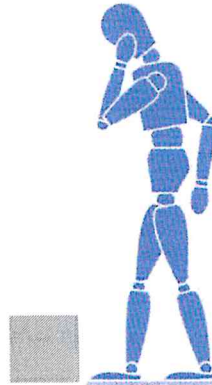
- Wherever reasonably practicable, we will avoid the need for hazardous manual handling
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury
- Additional targeted training will be provided to any member of staff involved in the manual handling of children.
- Manual handling risk assessments are undertaken in the school by the site manager and advice in undertaking manual handling risk assessments can be provided by the school business manager
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the school
- Mechanical aids must be used in all instances where mechanical aids are available and training has been given



The correct handling technique required to lift items safely is demonstrated below:

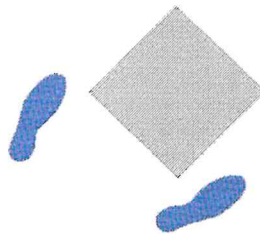
1 Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required?, can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

4 Back

The back should be straight - not necessarily vertical (15 - 20° from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



6 Hands

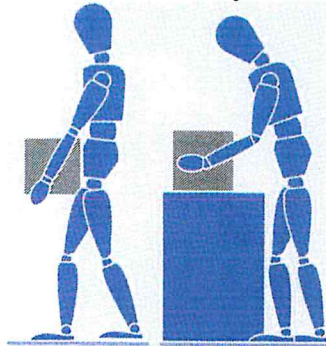
Ensure a firm grip on the load. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

- Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

8 Moving the load

Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.



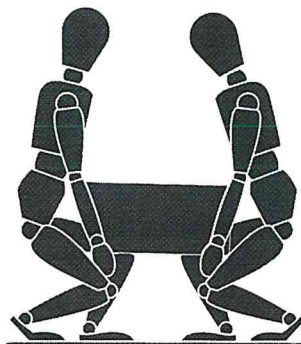
Lift smoothly

Move the feet not the trunk when turning to the side, i.e., don't twist.

- Put the load down and then slide the load into the required position if necessary.

9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.





Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads, which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques, which allow the use of relatively strong leg muscles rather than those of the back, are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

- The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Off site / out of hours activities

- All offsite/out of hours activities undertaken by the school are conducted in line with the requirements outlined in Sandwell's' Offsite Policy and accompanying procedures.
- The school has appointed an Educational Visits Co-ordinator, whose role is to act as the liaison with and provide assistance to the Group Leader(s) and to link with Sandwell MBC Educational Visits Advisers to ensure all requirements of the policy are met.

Portable and Transportable Electrical Equipment

- - All electrical equipment will be properly maintained
 - Risk assessment will identify the frequency that equipment should be electrically tested. Testing will be carried out by a competent person and records kept
 - All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported to Michael Thomas (Site Manager)
 - Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item
 - Second hand or acquired electrical equipment, or employees/visitors own equipment, may not be used within the school until it has been inspected and tested



Premise Management

- The schools premise manager is the Headteacher. The school has nominated Michael Thomas as deputy premise manager to assist the Headteacher in fulfilling the responsibilities of the role of Premise manager including maintaining an up to date premise log book.
- The premise log includes information on details of all examination, maintenance and service arrangements for plant and equipment within the building, and records of specific safety checks including those for gas appliances, legionella, water hygiene, glass and safety glazing, lifting equipment, P.E. and play equipment.

Protective Clothing and Equipment

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care
- Records will be kept of equipment issued, and to whom

Security and Lone Working

- This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the school. A security risk assessment is carried out for the site which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays.

Any concerns over security or suspicious behaviour of individuals on/ around the establishment site should be brought to the attention of the Head Teacher or other member of the senior management team in their absence.

- All visitors arriving at school must follow the signing in and out procedure
- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware;
- The site manager (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building;
- When the site manager (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building.



- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Stress and Occupational Health Services

- A whole school stress risk assessment will be completed on an annual basis to identify the stressors present on a day to day term by term basis and the things the school are doing to manage these so that stress does not become a major problem to the school and its employees.
- Individual Stress risk assessments are undertaken by the Headteacher as required
- Any concerns which staff have, should be brought to the attention of your supervisor as soon as possible
- The free employee assistance programme is available to all staff if they so wish to utilise it. The Employee Assistance Programme is available 24 hours a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. It provides:
 - emotional support and counselling
 - specialist information on work-life balance
 - financial and legal information
 - management consultation to support those responsible for managing others
 - up to six sessions of face-to-face or telephone counselling
 - access to online Cognitive Behavioural Therapy (CBT)
 - information on local services such as elder care and childcare



- Experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services.
- They are committed to finding the best course of action for every single case. If you wish to use this assistance go to and use the following credentials to log in to the website.

Username: worklifesupport

Password: support1

Staff should familiarize themselves with the contents of the school stress policy which can be found on the schools Office 365 sharepoint or on request from the school office.

Vehicle movements on site

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.

Violence and Aggression

- We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents
- All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.

Training

- We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them
- All staff will receive an induction when they first start working at the school and further training requirements will be identified with reference to the training matrix at appendix one.



Appendix One

Health and Safety Training Requirements for School Based Staff

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

Induction

The following basic training should form part of the induction training for all new members of staff:

- The School's Health and Safety Policy
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the school, and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

All training courses mentioned below are available through Health and Safety Support Unit at SIPs Education



Course Name	Category of Employee	Course Duration
IOSH or CIEH Level 3 Health & Safety in the Workplace	Essential learning for Head Teachers & Premise Managers	3 days
Asbestos awareness	Essential learning for Head Teachers & Premise Managers	Half day
Fire Safety Management	Essential learning for Head Teachers & Premise Managers	2 days
Safety Awareness for Premise Managers	Essential learning for Head Teachers & Premise Managers	1 day
Supervising Health and Safety	Recommended for members of the senior leadership team	1 day
Stress & Workplace Violence Awareness	Recommended for members of the senior leadership team	Half day
General Risk Assessment	Aimed at a wider staff audience, role specific	1 day
Practical/Principles of Manual Handling	Aimed at a wider staff audience, role specific	Half day
Principles of CoSHH Risk Assessment	Aimed at a wider staff audience, role specific	Half day
Visual Electrical Equipment Testing	Aimed at a wider staff audience, role specific	Half day
DSE Training	Aimed at a wider staff audience, role specific	Half day
Noise Awareness	Aimed at a wider staff audience, role specific	Half day
Incident Investigation	Aimed at a wider staff audience, role specific	Half day
Playground Inspection	Aimed at a wider staff audience, role specific	Half day

For training enquiries, please contact the Health and Safety Support Unit, SIPs Education on 0121 296 3000 ext.8164