

# Hamilton School

Striving to be a great school where people work together to transform lives

## Health and Safety Policy

### STATEMENT OF GENERAL POLICY

The Governing Body of Hamilton School recognises that the health, safety and welfare of all pupils and staff, whether on the school's premises or carrying out the school's business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families. We acknowledge and accept that, for practical purposes, this responsibility is to a great extent delegated in the first instance to the School's Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

The aim of Hamilton School is to create an atmosphere of care and carefulness both in and out of school. This applies to all users of the school, students, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in particular situations
- Alertness and control
- Cultivation of good habits

The Governing Body accept the duties and obligations placed upon them under the Health and Safety at Work Act 1974 and The Occupiers Liability Acts 1957-84, and will through this policy ensure, so far as is reasonably practicable, the health and safety of:

- all persons employed at Hamilton School whilst they are at work;
- persons other than Hamilton School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Hamilton School whilst they are at work.

To effectively achieve this, Hamilton School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;

- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

The Governing Body of Hamilton School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools' Safety Services. Hamilton School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

While this policy is written to comply with the Health & Safety at Work Act 1974, the Governing Body considers the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

The Governing Body understands that it is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety. All members of staff must therefore co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.



Signed:

Chair of Governors

Date: 14<sup>th</sup> January 2021

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## **ORGANISATION AND RESPONSIBILITIES**

### **Governing Body**

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

### **Head Teacher**

The Governors charge the Head Teacher with the day-to-day responsibility of managing and enforcing Hamilton School's Health and Safety Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process, and take appropriate steps or make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

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

The School Business Manager is appointed by the Head Teacher as the school's Health and Safety Co-ordinator, to assist in the day-to-day implementation of the school's health and safety plan.

The Health and Safety Co-ordinator will also provide/arrange assistance and support for staff to ensure that risk assessments are actually carried out and then stored in the main office.

### **SLT**

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. The SLT will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

The SLT will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified, a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or the Health and Safety Coordinator. The SLT 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/Headteacher.

### **Teaching Staff**

Teaching Staff will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their area of work.

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager or the Health and Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their instruction will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated SLT member/Head Teacher. Teaching 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/Headteacher.

### **Supervisory School Staff**

Members of staff who manage or supervise other staff/trainees, or are responsible for pupils/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 work. Risk assessments will be reviewed periodically, following accidents and 'near-misses', and in light of improved knowledge or technical change. This is the principal cornerstone of Hamilton School's health and safety management.

Supervisory staff 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 to identify hazards and bring any concerns to the attention of the Headteacher.

Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or the Health and Safety Coordinator. Supervisory 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 or Headteacher.

### **Business Manager**

The Business Manager will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to the public, pupils and other members of staff in their area of work.

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager or the Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their instruction will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated SLT member/Head Teacher. The Office Manager 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/Headteacher.

### **Building Services Manager (BSM)**

The BSM 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 the job description or additional tasks as determined by arrangement with the Head Teacher. The BSM is responsible for overseeing cleaning staff who are employed by Direct Services. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff his work may affect. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of the school's Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSM will identify quickly areas that threaten their own safety, and that of pupils or other members of staff. The BSM will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Health and Safety Co-ordinator.

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 risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Health and Safety Co-ordinator. The BSM will also assist in the implementation of other safety arrangements as 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/Headteacher.

### **All Staff**

Individual members of staff have a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues. They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

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

## **ARRANGEMENTS**

The Governing Body will ensure that those appointed and charged with responsibility for implementing Hamilton School's Health and Safety Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or, where appropriate, identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the school's safety manual and/or Children's Safety Services for guidance on specific safety topics.

The arrangements for managing health and safety within Hamilton School are designed to eliminate hazards or adequately control risks to pupils and staff are as follows:

### **Children's Safety Services**

Useful information, guidance and policies can be obtained from Children's Safety Services on:

Telephone: 0121 464 8564

email: [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

### **Staff Induction**

All new staff are assigned a mentor who guides them through the induction process. A record of the induction process will be retained on staff personnel files. The school's Health and Safety Policy is available through the staff handbook and on the school's intranet. All staff must familiarise themselves with the information and a record maintained of this.

### **Fire Safety / Gas Safety**

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of an

emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation including records of fire drills and equipment tests will be retained by the BSM in a Fire Safety Log in the main office.

All areas of the school building have Emergency Plans

**Fire Safety Procedures as detailed throughout the school buildings are available in the schools Fire Emergency Plan and Strategy document.**

### **Lunchtime Fire / Gas Emergency Procedure**

- All staff members on duty in the playground shall, on hearing the fire alarm, gather all students together away from the building and ensure no student re-enters the building.
- Staff members on duty in the dining area shall evacuate all students from the building and ensure on the way out that any toilets are vacated
- Staff members in classrooms shall return to areas where their classes are located at the time of alarm, if safe to do so, to assist with evacuating students from the building.
- The Headteacher or Deputy Headteacher will ensure, as far as is reasonably practicable, that the rest of the building is vacated.

### **Fire Marshalls**

All teachers will be trained as Fire Marshalls.

Non-class based Fire Marshalls are

Headteacher	: Hall, staff toilets, boys' toilets and meet emergency services at front gate and prevent access by public to school grounds
Deputy Head	: Meeting Room, staffroom, Sensory Room, Infant Toilets, EYS Playground
Asst Head	: New building rooms
Business Manager	: Old building Classrooms
Office Manager	: Reception
IT Manager	: IT room, girls toilets, reflection room

### **Smoking Policy**

Aligned with government legislation, Hamilton school and grounds are non smoking areas

### **Moving Equipment – Staff and Students**

#### **Staff**

Staff members should only attempt to move objects which are within individual comfort zones.

Before moving large/heavy/bulky objects staff must:

- Assess – shape, weight, size, sharp edges, centre of gravity, temperatures and grip factors
- Consider whether an alternative method of moving is available (e.g. trolley)



- Consider recruiting assistance from other staff members
- Consider destination and distance
- Plan routes including doorways and changes of levels
- When handling/moving ensure correct technique:
- Avoid twisting, stooping, bending at hips
- Stand facing object , legs shoulder width apart, feet forward
- Maintain upright back
- Bend at knees
- Factor in rest breaks en route

## **Students**

In the normal day to day running of the school, there are certain situations where students will need to move equipment or furniture, for example chairs, sports equipment and small items of equipment. Taking responsibility in this area is also a way of promoting and developing independence.

Students must be appropriately supervised when moving any equipment or item of furniture that isn't normal classroom equipment. Some items they will need to move may be heavy or awkward to handle. Students need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### *P E and Sports Equipment*

When using large apparatus, students must be shown how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and the number of students required for moving each piece of equipment (this should include how to bend), for example netball posts – one student at each end.

### *Furniture*

Chairs should be moved one at a time, and students must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the site supervisor or staff will be responsible for organizing this.

### *Equipment*

Small items of equipment include tape players, CD players, PE trolleys etc. can be moved freely by the students.

Staff are responsible for ensuring that on those occasions when equipment or furniture is being moved from one room to another, that there is another student/member of staff available to open and close doors.

## **Students should not move:**

- Computers – monitors can easily fall off trolleys, or wires get caught
- Microwave – too heavy and awkward
- Paper cutters – sharp blade

## **Safeguarding / Security**

The school will undertake a review of security annually. This will be undertaken by the Health & Safety Co-ordinator. Findings will be recorded and progressed onto an action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Headteacher.

## **Security of the Premises**

The Headteacher, Business Manager and Site Supervisor are the designated key holders and are responsible for the security of the building.

### **Class Teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and locked, and equipment (heaters, computers, projectors etc) switched off before leaving the premises.

### **Building Services Manager**

It is the responsibility of the site supervisor, or appropriate person in school, to check that:

- All locks and catches are in working order
- The emergency lighting is working (if fitted)
- The fire alarm has no faults
- The security system is working properly

and before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### **Headteacher / Deputy Headteacher**

It is the responsibility of the Head Teacher or Business Manager to perform the above functions in the absence of the Site Supervisor or to delegate to suitable others. In addition, the Head Teacher is responsible for the security of the premises during the school day.

### **Visitors**

All visitors are required to report to the school office and obtain an identity pass. Any parent or visitor is welcome in school but is asked to report to the office first and sign in the visitors' book. In the event of an emergency all visitors will be escorted from the building by the member of staff they are working with/visiting.

These points must be adhered to, but in no way detract from the open door policy of the school. Additional measures have been put in place during Covid-19 and are being regularly reviewed.

## **Safety Training**

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

## **Dynamic Risk Assessment**

### **Premises Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist every term.

Completed, checklists will be handed to the Health and Safety Co-ordinator to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

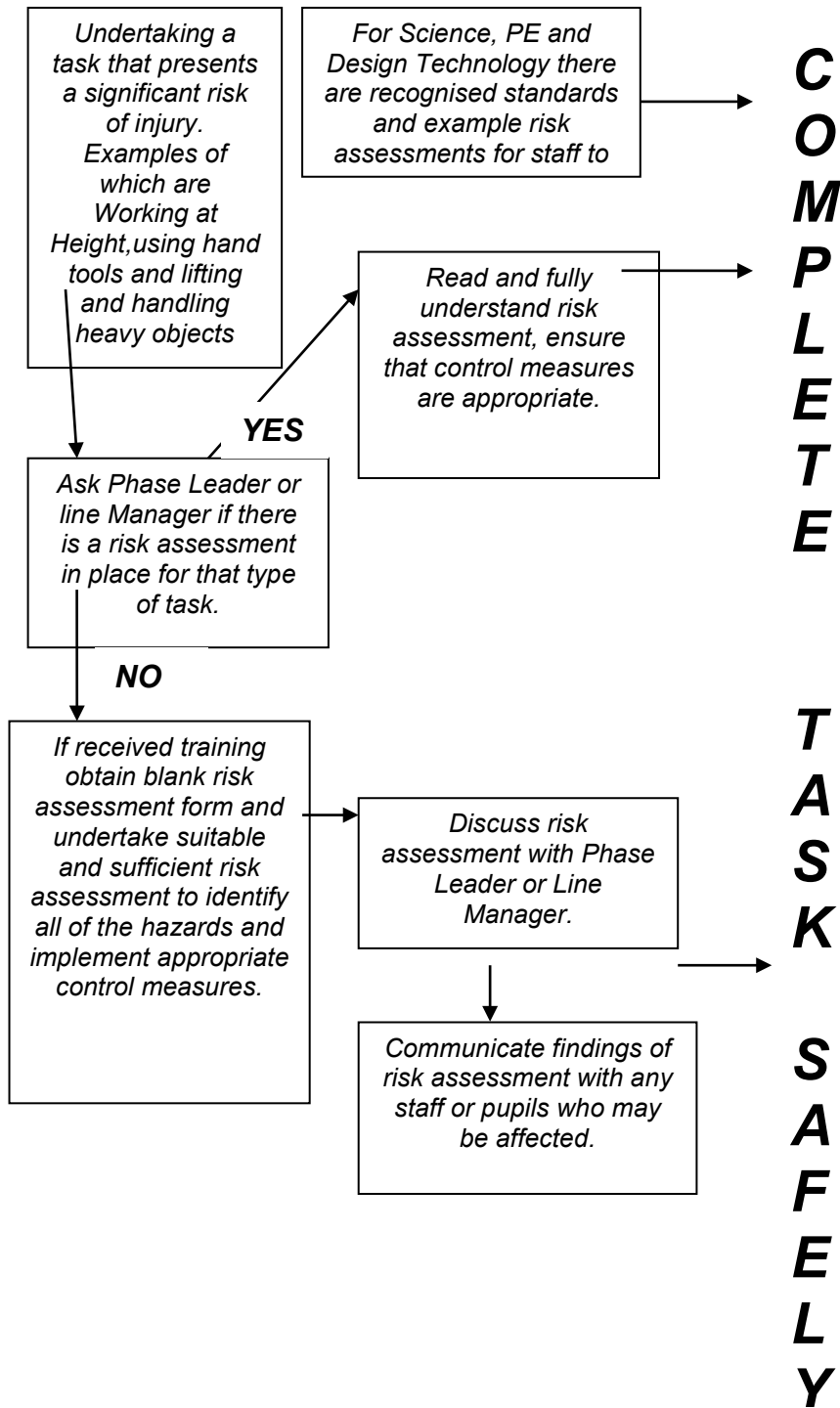
Any issues raised on the Safety Sweep forms will be collated into a 'job list' (see Appendix JL) and distributed to those people who are required to action them. Completed checklists and 'job list' documentation of any remedial action taken will be retained in the Safety Manual folder held in the school office for future audit inspection.

These arrangements will be closely monitored and any events reported to governors termly by the H&S Co-ordinator. Any failure to comply with these arrangements must be brought to the immediate attention of the Head Teacher or the Health and Safety Co-ordinator

Safety Sweep Zones are as follows:

<b><u>AREA</u></b>		<b><u>WHO</u></b>
Reception	:	Office Manager
Offices	:	Business Manager
Hall/calm rooms	:	Business Manager
Classrooms	:	SLT
ICT Rooms	:	IT Manager

If there is a task to be undertaken that has been identified as presenting a significant risk of injury then the following processes must be followed:



## **Play Ground and Grounds Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM sweeping the playground and grounds and recording findings on a checklist every term.

Staff are reminded to report any issues immediately to the Health and Safety Co-ordinator.

Evidence will be recorded and filed the same way as above.

## **Working at Height**

Head Teachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager or Senior Member of Staff will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection in the Risk Register. All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by BSM and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use.

## **External Educational Visits**

One member of the Senior Leadership Team and two Pastoral Support workers have been appointed and trained as Educational Visit Co-ordinators (EVCs) The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. All staff involved in educational visits should be involved in the risk assessment process, and where appropriate it is good practice to involve students in order to develop understanding of safety issues.

Prior to planning and embarking upon an educational visit, staff members are required to visit the proposed venue beforehand in order to assess potential risks to

students. An Educational Visit Risk Assessment form must be completed and submitted to the EVCs seven days in advance of the visit. Staff are required to identify risks and appropriate control measures in the following 3 areas: **People** (Type of Group and Staffing), **Context** (Equipment to be used, Venue/Environment, Security of Accommodation), and **Organisation** (Travel, Assembly and Dispersal, Activity Programme, Emergency Procedures).

Classes are not permitted to leave school without a valid and approved risk assessment in place.

### **Stress/Well-being**

The school adopts the Mental Well-Being Policy Guidance as recommended by Children's Safety Services. The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise their concerns with their line manager or the Headteacher.

### **First Aid**

The DfE requirement is that child carers who care for children who have not yet reached puberty should have a paediatric first aid certificate. Child carers who care for children who have reached puberty should have an adult first aid certificate. Child carers who care for a wide age range of children may need to have both adult and paediatric training."

The Health and Safety Executive advises, as a minimum, 1 First Aid at Work (FAW) qualified staff member per 100 employees.

Qualified first aid staff deliver first aid treatment in the event of an "emergency", all other minor incidents will be dealt with by staff supporting children in school.

The school has appointed and trained more first aid staff in recent years (8 staff – 2020/21) – who have the FAW qualification. In addition 4 members of staff are qualified in Paediatric First Aid as required by the Early Years Foundation Stage Statutory Requirements.

Hamilton School reinforces whole school awareness of first aid by providing periodic awareness training for all staff in asthma, epilepsy, and allergy/epi-pen issues. When treating any accidents/incidents which involve bodily fluids, disposable gloves must be worn. Waste (wipes, pads, paper towels etc) must be placed in a disposable bag and fastened securely. Soiled clothing should be placed in a plastic bag to be returned home.

### **Accident Reporting and Investigation**

Accidents involving pupils must be recorded and copies kept in the main office. Discretion has to be used due to the huge range of things that may be considered 'accidents'. Copies of accident forms which contain factual details will be given to parents / carers as appropriate. This should be alongside more detailed verbal communication.

When a pupil sustains a head injury, parents/carers are to be contacted as soon as is possible, depending on the location and severity of the injury and to allow the opportunity to assess the pupil and gather information. In more severe head injury cases which have caused immediate signs of concussion or loss of consciousness, parents and paramedics will be contacted immediately, whilst information gathering is still happening by another first aid or member of SLT. They will then be contacted again at a later time to clarify details of the incident and follow up advice. In these cases, paramedics will also be called and information shared.

### **Serious accidents involving pupils will also be recorded on the Accident A1 Form**

**All** accidents involving staff must be reported and recorded on the Accident A1 form in a separate book for staff and visitors.

All A1 accidents will be investigated by a member of the SLT in order to establish the root cause of the accident. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

### **Medication**

Although Hamilton School is not a school which caters for students with high medical needs, we recognise that our students and young people will at some time in their school career have short term medical needs, for example: entailing finishing a course of medicine such as antibiotics. A number of our pupils will have longer term medical needs and may require medicines on a long term basis; examples will include: asthma and epilepsy. Some of our pupils may require medicine under particular circumstances such as students with severe allergies who may need an adrenaline injection.

Hamilton School aims to ensure that no student is denied access to education because of a specific medical condition, **where those conditions and needs can be reasonably accommodated in school.**

School is prepared to take responsibility for administering medicine to students and young people under circumstances where it is necessary for medicine to be taken during the school day. The Hamilton Policy for Administering Medication in school details the procedures and protocols which must be adhered to by school and parents when supporting children with medical needs (See Appendix). This policy has been developed with reference to the following documents:

1. Guidance on Managing Medication in Birmingham Schools 2012
2. Managing Medicines in School and Early Years Settings. DfES 2005 (Revised Nov 2007).

### **Statutory Testing**

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include

statutory testing on a various items of plant and equipment at appropriate frequencies.

This is not an option - as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

The school has a Property Logbook which is maintained and the logbook kept up to date by the Building Services Supervisor. Within the logbook the school should keep a record showing the on-going status of test compliance.

### **Asbestos Management**

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

### **Substances Hazardous to Health**

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufacturers safety advice and stored away from pupils.

City Serve will ensure all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

The school has an approved COSHH policy it is critically important that appropriate members of staff are formally trained to be aware of and understand COSHH risk assessments. Where chemicals other than those listed in the policy are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

A full inventory of all chemicals stored and used on site must be kept with the Safety Data Sheets and completed assessments. This will be maintained by the BSM.



### **Electrical Equipment**

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.14 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of the Building Services Manager or Strategic Business Manager.

### **Tools and Equipment**

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

Where specialised equipment is required a thorough risk assessment will be conducted well in advance of use in order to identify training implications and suitability of the environment.

All other tools and equipment such as power tools used by the Building Site Manager will be appropriate for the task, stored appropriately and subject to a suitable and sufficient risk assessment.

### **Visitors and Contractors**

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head Teacher or Building Site Manager.

All contractors must report to the reception office. The Building Site Manager will then be informed of their arrival and will ensure all health and safety and safeguarding policies are met.

Contractors will work under close supervision of the Building Site manager so as not to endanger the health and safety of students or adults in school.

Contractors risk assessments and method statements are to be discussed and copies obtained. A Contractor Risk Assessment to be completed for larger jobs.

For planned building projects lasting over 30 days the contractor must prepare a method statement and a risk assessment and conform to the Construction (Design and Management) Regulations 2007.

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or students.

No repairs or maintenance can be carried out in areas which students or adults are occupying; this includes cloakroom and toilet areas.

If contractors are working near the students' play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Building Site Manager and any concerns reported to the Head Teacher, the contractor concerned and the appropriate department at the LA.

### **Co-operation Liaison with other Site Users**

Whenever Hamilton school supports an after school club , consideration must be given to security, fire safety, first-aid and care plans. The Headteacher, and other members of the safeguarding team will liaise closely with the after school club leaders to ensure all aspects have been assessed.

For all outside organisations such as sports coaches, the school requests copies of risk assessments, DBS clearance and insurance documents.

### **Vehicle/Pedestrian Traffic**

In order to ensure the safety of students, parents, staff and visitors at the beginning and end of the school day, access to the school driveway by Home/School Transport will be carefully marshalled by a member of SLT, and designated staff member. This will ensure that minibuses park appropriately, and prevents movement of students whilst vehicles are in motion.

### **Safety Audit Arrangements**

An audit of the safety management of the school will be undertaken annually. This will allow the school to see how effective this policy has been implemented and to evaluate the overall safety management of the school.

### **Policy Review Date**

This policy will be reviewed annually by the Governors Premises and Health & Safety Committee.

Any changes made to conditions, arrangements or designated staff with responsibilities, will be notified to the Committee by the Health & Safety Co-ordinator, and brought to the attention of staff at the earliest possible opportunity.