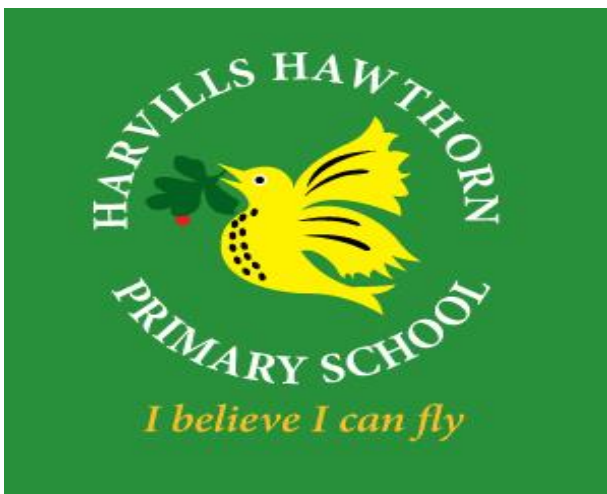


Health and Safety Policy

For Educational Establishments



Harvills Hawthorn Primary School

Release status: Version 1.4
Dated: September 2018
Review September 2020

Revision History

This policy has been through the following revisions:

| Version No. Changed | Revision Date / Details | Comments Brief Summary of Changes |
|----------------------------|---|---|
| Version 1 | December 2010: Working draft for consultation | Produced by L.Hadley for consultation |
| Version 1.1 25.01.2011 | Working draft for consultation | Amendments made (policy statement and organization section) following consultation with Unions 25.01.2011 |
| Version 1.2 08.02.11 | Working draft for consultation | Amendments made (arrangements section) following consultation with Unions 08.02.11 |
| Version 1.3 02.03.2011 | Final draft for consultation | Amendments to 'Organisation' section – School Central Safety Committee Amendments made from Auditing and Reviewing Performance section to end of policy Insertion of Appendix C. All following consultation with Unions 01.03.11 |
| Version 1.4 16.03.2011 | Final Draft for SJC and JUP | Amendments to formatting of policy, Re-titled 'H&S Policy' |

General Statement

We fully accept our obligations with regard to the health, safety and welfare of Harvills Hawthorn Primary School and Wednesbury Teaching School Alliance employees, contractors, clients, customers and pupils.

We are committed to matters of health, safety and welfare having an equal place alongside all education activities within the establishment.

We fully uphold the commitments laid down in the Organisation and Arrangements for Health and Safety at Work March 2004 (Schools Issue).

We recognise that health, safety and welfare is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.

We will ensure that all employees within the establishment have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.

We will ensure that all members of staff are consulted on health, safety and welfare matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.

Where required, safe systems of work will be developed and become an integral part of the establishment ill-health prevention programme. Regular monitoring will be undertaken, with appropriate line management involvement. All monitoring will be reviewed for any system or organisational weakness and action taken to ensure continued development and improvement.

We will co-operate with auditing of health, safety and welfare management systems, and implement the recommendations of such audits.

This policy and the Learning and Culture health and safety policy will be brought to the attention of all employees.

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

Signed: Patricia Burford
Chair of Governors / Management
Board

Date: _____

Signed: Joanne Sheen
Head Teacher

Date: _____

Policy Objectives

These are Harvills Hawthorn Primary School objectives:

- To work towards the prevention of occupational injury; occupational ill health and sickness to all members of staff and pupils.
- To ensure that those using establishment premises are not subjected to unacceptable risk as a result of activities of the establishment.
- To develop and maintain a proactive health, safety and welfare culture and set standards to continuously improve in matters of health, safety and welfare.
- To actively manage health, safety and welfare and to encourage constant awareness amongst all employees for the health, safety and welfare aspects of their work, and for the environment in which they work.
- To ensure that visitors, contractors and agents of the establishment are aware of and work in accordance with the standards set out in this policy.
- To monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.
- To co-operate fully with the appointed Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfill their functions.

Organisation

Establishment Health, Safety and Welfare Responsibilities

The Head Teacher and Chair of the Governing Body have ultimate responsibility for health, safety and welfare within the establishment environment – while tasks can be devolved to other members of establishment staff, the responsibility cannot, and remains with them.

Governing Body / Management Board, Head Teacher / Principal, Senior Management Team and Heads of Departments / Curriculum Co-coordinators

1. To be familiar with the content of the Corporate and Learning and Culture Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity.
2. On behalf of the Corporate Director for People, to ensure that these policies and relevant legislation are implemented.
3. To ensure that all employees are aware of, and carry out their health, safety and welfare duties and responsibilities.
4. To ensure that competent persons are nominated to implement and meet the requirements of any relevant health and safety legislation.

5. To ensure that all works undertaken within their area of responsibility take into account the health, safety and welfare of any person likely to be affected by such works, including employees and non-employees.
6. To ensure that all hazards within their area of responsibility are identified.
7. To ensure that risk assessments are carried out, and appropriate control measures implemented within their area of responsibility in accordance with the policy and legislative requirements.
8. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
9. To involve relevant employees in the risk assessment process, and ensure that the findings of risk assessments are communicated to all relevant staff.
10. To ensure the effective use of resources in order to achieve health, safety and welfare objectives.
11. For the Head Teacher (Premise Manager) and Deputy Premise Manager as a minimum, to attain the Institution of Occupational Safety and Health 'Managing Safely' certificate (or other equivalent agreed by the Health and Safety Manager).
12. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health, safety and welfare.
13. To ensure that suitable refresher training, instruction and information is provided to staff in order to maintain levels of competence.
14. To ensure that all incidents (e.g. accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid re-occurrence.
15. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
16. To take appropriate action under agreed disciplinary policy for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
17. To demonstrate commitment by taking a proactive approach in health, safety and welfare matters.
18. To bring to the attention of the Corporate Director for People any serious health, safety and welfare matters of concern which may have implications for the establishment, L&C or the council.

Premise Manager (Head Teacher) and Deputy Premise Manager's Responsibilities

1. Within establishments, the role of Premise Manager is always designated to the Head Teacher. In addition, establishments must have at least one Deputy

Premise Managers. At Harvills Hawthorn Primary School, the role of Deputy Premise Manager is fulfilled by Ross Griffiths, Business Manager.

2. In this context, Premise Managers (Head Teachers) have overall responsibility for the health, safety and welfare of all persons and, along with the Deputy Premise Manager, will be expected to work with the Establishment's Senior Management team, to ensure the health, safety and welfare of all persons within the workplace. Further guidance, along with details of the specific responsibilities of Premise Managers, is available within the corporate document 'A Guide for Premise Managers on Health and Safety in Council premises'.

All Employees

1. To be familiar with the contents of the Establishment, Learning and Culture, and Corporate Health and Safety Policies and any other policies affecting their areas of activity.
2. Co-operate to ensure the implementation of the Establishment, Learning and Culture, and Corporate Health and Safety Policies and all relevant policies, procedures and safe systems of work.
3. To assist as required with the carrying out of risk assessments.
4. To report to the Head Teacher any matter that they consider presents a risk to the health, safety and welfare of anyone who may be affected by the activities being undertaken.
5. To attend training as directed and all briefings in respect of matters of health, safety and welfare, and act upon the information, instruction and training given.
6. To report to the Head Teacher if for any reason instructions on health, safety and welfare cannot be implemented.
7. To cease work where there is imminent danger of harm, and to report immediately to the Head Teacher.
8. To carry out visual checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
9. To use all plant, equipment and personal protective equipment and clothing, in a safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.
10. To report to the Head Teacher, equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
11. To report to the Head Teacher, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
12. To co-operate with health surveillance where a formal system has been identified as necessary.

13. To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the Learning and Culture procedure.
14. Not to interfere with or misuse anything provided for health, safety or welfare.
15. To seek and offer advice as appropriate to improve health, safety and welfare culture.
16. To behave in a manner at all times so as not to put themselves or others at risk to their health, safety and welfare, by what they do or fail to do.

Establishment Health and Safety Committee

To ensure that Health, Safety and Welfare is considered at a local level, the Governing Body has decided that establishment based health, safety and welfare matters will be dealt with by the Behaviour and Safety Committee.

The Establishment Safety Committee at Harvills Hawthorn Primary School will consist, as a minimum, of the duly appointed safety representatives, Area Representative, the Head Teacher and representatives of the Establishment Governing Body. The Corporate Director or his/her representative shall have the right to attend meetings in an advisory capacity.

In practice, this means the following individuals from the Establishment Safety Committee will represent safety matters:

- J Sheen – Head Teacher
- Mike Ryan – Site Manager
- Mrs S Shenston – Appointed H&S Governor
- Miss M Soper – Staff Governor
- Mrs Louise Pearson Parent Governor

The duly appointed safety representatives and Area Representative will be asked to attend the Governing Body Meetings when safety matters are discussed. The Corporate Director or his / her representative shall have the right to attend meetings in an advisory capacity, when safety matters are discussed.

The Corporate Director for People fully supports the appointment of safety representatives and recognises their value in promoting and maintaining a health, safety and welfare culture.

The main function of the Establishment Safety Committee is to keep under review the measures taken to ensure the health, safety and welfare at work of employees. A specific objective of the Committee is to promote co-operation in instigating developing and carrying out measures to ensure health, safety and welfare at work. Within this broad view, the specific functions of the safety committee include:

- (i) study and act upon accident reports affecting staff, pupils and visitors, and notifiable disease statistics and trends;
- (ii) study and act upon incidents of violence and aggression statistics and trends;
- (iii) reflect upon details of sickness absence trends and seek to identify causes

- (iv) examine safety audit reports;
- (v) consider reports and information from the Health and Safety Executive;
- (vi) consider reports from safety representatives;
- (vii) assist in the development of safety rules and systems of work;
- (viii) carry out inspections of the establishment as appropriate;
- (ix) promote and develop measures to ensure the Health, Safety and Welfare of employees.

Guidance on specific topics will be taken from the termly 'Agenda for Governing Bodies' produced by the Councils' Governance Unit. A copy of the minutes of each meeting of the sub-group will be referred to the full Governing Body / Management Board. The Establishment Safety Committee will meet at least termly.

School Central Safety Committee

Purpose

The purpose of the School Central Safety Committee is to consider matters affecting the health and safety of school employees through a review of monitoring activities and referrals from employee representatives.

Monitoring activities include but are not limited to information and reports on health and safety audits, school self monitoring information, accident data, off site activities, training, fire safety and caretaking and cleaning.

From the above to make recommendations where necessary to the Strategic Health and Safety Group within education and Learning on:

- Major policy issues
- Identification of trends and requirements for remedial action

It is not intended that this Committee will deal with individual school issues unless the Area Safety Representatives or School Safety Committees have referred them as policy matters.

The Committee will meet on a termly basis. Additional meetings will take place in exceptional circumstances at the instigation of the Corporate Director for People or by a Governing Body or an Area Representative with the support of the Corporate Director.

Key roles within Harvills Hawthorn Primary School

| | |
|--|--|
| Head Teacher | <i>J Sheen</i> |
| Deputy Head | <i>M Soper</i> |
| Chair of Governors | <i>P Burford</i> |
| H&S Governor | <i>S Shenston</i> |
| Premise Manager | <i>J Sheen</i> |
| Deputy Premise Manager(s) | <i>R Griffiths M Soper</i> |
| Establishment Senior Management Team | <i>J Sheen M Soper K Salmon H Booth N Barnett J Hill</i> |
| Curriculum Co-coordinator | <i>J Sheen / M Soper</i> |
| Educational Visits Co-coordinator(s) | <i>J Sheen M Soper K Salmon H Booth</i> |
| Members of the Establishment Safety Committee | <ul style="list-style-type: none"> • J Sheen – Head Teacher • Mike Ryan – Site Manager • Mrs S Shenston – Appointed H&S Governor • Miss M Soper – Staff Governor • Mrs L Pearson– Parent Governor |
| Establishment trade union health and safety representative(s) | <i>Julie Shaughnessy - NASUWT</i> |
| Area health and safety representative | <i>Kevin Jeavons</i> |
| Risk assessors <i>Individuals' name and area / activity for which they have responsibility for the completion of risk assessments</i> | <i>Mike Ryan – Premises All staff – Off Site/Out of hours</i> |
| Fire Risk Assessor(s) | <i>M Ryan</i> |
| Fire Marshalls | <i>J Sheen M Soper K Salmon H Booth R Griffiths</i> |

| | |
|--|---|
| First Aiders | <i>All Learning Support Staff and Lunchtime Supervisors – Paediatric First Aid Michelle Phillips - FAW Steph Shenston – FAW</i> |
| Portable electrical equipment (visual) testing | All staff |
| PAT testing | M Ryan |

Arrangements for Health, Safety and Welfare

1. Chair of Governors / Management Board and Head Teacher

The Chair of Governors and Head Teacher are responsible for co-ordination of this policy and monitoring its implementation.

2. Governing Body

The Harvills Hawthorn Primary School Governing Body will consider all health, safety and welfare matters of concern brought to their attention. The Governing Body will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

Health, safety and welfare will be a standing 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.

3. Risk Assessment

3.1 Risk assessments will be carried out by nominated competent persons, who will compile a risk assessment register of activities in order to identify what risk assessments are needed. Assessments will include:

- (i) the risks to the health, safety and welfare of employees to which they are exposed whilst they are at work, and
- (ii) the risks to the health, safety and welfare of other persons arising out of or in connection with work activities.

3.2 The significant findings of the assessment will be recorded:

- (i) Hazards;
- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation.

The Flamefast risk assessment software is available to establishments, who are encouraged to use this mechanism to complete their risk assessments. Paper based risk assessment forms are also available.

At Harvills Hawthorn Primary School, paper based forms are used in order to complete the required risk assessments.

- 3.3 For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Health and safety must be considered at the planning stage.
- 3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.

The members of staff, who will be responsible for undertaking risk assessments at Harvills Hawthorn Primary School, are listed in the responsibilities section on page 8 of this policy, along with the areas / activities for which they have responsibility.

4. Training

- 4.1 Employees are required to attend health and safety training where it is identified as necessary. Any member of staff with health, safety and welfare responsibilities will be provided with appropriate training to enable them to discharge their duties competently. Employees have a duty to co-operate with their employer by attending training as directed.
- 4.2 The identification of training needs will be as a result of:
- (i) risk assessment;
 - (ii) fire safety management
 - (iii) active and reactive monitoring activities;
 - (iv) the occurrence of incidents (e.g. accidents near misses, violence and aggression);
 - (v) new and amended legislation and regulation;
 - (vi) updated information and technology;
 - (vii) new and amended procedures
 - (viii) Learning and Culture health and safety plans, and;
 - (ix) the results of health and safety audits.
- 4.3 In conjunction with the above, the list of suggested H&S training requirements for establishment based staff given in Appendix A, is utilized by the establishment to ensure all staff H&S training requirements are met.

5. Accidents

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

- 5.1 Reporting:
- (a) All employees are required to report all accidents.
 - (b) The establishment maintains a supply of incident report forms for all staff to use, located in the Medical Room.

- (c) In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.
- (d) In the following cases:
 - Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on Learning and Culture premises.
 - Any person being taken from the scene of an accident to a hospital for treatment.
 - Any of the dangerous occurrences listed in the corporate incident reporting, recording and investigation procedures
 - Any fire.

5.2 A report must be telephoned immediately to the LA Health and Safety Officer on 0121-569 3789/3931. An incident report form must also be completed.

The LA Health and Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The LA Health and Safety Manager
- (c) The Area Health and Safety Representative

5.3 Investigation:

- (i) For every accident the Head Teacher will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) The Head Teacher may ask for the advice and/or assistance of the Health and Safety Officer / Area Health and Safety representative when completing investigations.

A detailed accident procedure is available from the Health and Safety Virtual Office.

6.0 **Violence and Aggression**

6.1 Reporting

- (i) 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.
- (ii) The establishment maintains a supply of incident report forms for their employees, which are available at in the Medical Room.
- (iii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, a report must be telephoned immediately to the Safety Officer on 0121-569 3789/3931. An incident report form must also be completed.

6.2 The LA Health and Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.

- (b) The LA Health and Safety Manager
 - (c) The Area Health and Safety representative.
- 6.3 For each incident of violence and aggression the Head Teacher will determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form within 10 days of the incident occurring.
- 6.4 Where an incident of violence or aggression has been perpetrated by a parent or guardian of a pupil at the establishment, towards a member of staff, the establishment is able to initiate action under the LA Zero Tolerance Procedures. Further information on the procedures is given on the Health, and Safety Virtual Office.

7. Security and Lone Working

- 7.1 This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the establishment. 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 over night and during the establishment holidays.
- 7.2 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.
- 7.3 Harvills Hawthorn Primary School follows Sandwell LA Lone Working Guidance.

8. Fire Procedures

- 8.1 Details of the establishments fire procedures are contained within the Fire Risk Assessment and Fire Log Book.
- 8.2 A suitable and sufficient 'Level 1' Fire Risk Assessment is completed on an annual basis by the Premise Manager using the pro-forma in the Fire Risk Assessment document. Once compiled along with the technical 'level 2' assessment, this will form the overall Fire Risk Assessment for the establishment. Action plans will be produced as part of the risk assessment process and monitored regularly.
- 8.3 The Fire Risk Assessment and Fire Log Book will be kept up to date and be available for inspection by any fire officer undertaking an inspection of the establishment.
- 8.4 Fire drills are undertaken on a termly basis and recorded in the Log Book.
- 8.5 Fires must be reported to the Health and Safety Unit on 0121-569 3789/3931 and an investigation carried out.
- 8.6 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.
- 8.7 Sufficient competent persons will be identified within the establishment to implement the evacuation procedures i.e. fire marshals and deputies. Further

details of these roles, and the members of staff who fulfill them, is maintained in the Establishments' Fire Emergency Plan.

9. Other Serious or Imminent Danger

- 9.1 Members of staff have a responsibility to take action in response to events, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including the public.
- 9.2 Employees should familiarize themselves with the contents of the establishment's emergency plan, which is available from all Senior Leaders.
- 9.3 Employees who believe there is serious or imminent danger have the authority to take action accordingly.
- 9.4 Actions by employees, without further instructions from more senior employees, could include:
 - (a) Evacuation of a classroom/building.
 - (b) Isolation of part of a classroom/building.
 - (c) Closing off an access to a classroom or building.
- 9.5 In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.
- 9.6 The employee taking such action must inform the Head Teacher and Chair of Governors immediately, or as soon as is practicable.

The incident must be reported by the employee taking the action and an investigation must be carried out.

10. First Aid Arrangements

- 10.1 A sufficient number of first-aiders will be appointed by the establishment in order to attend to people injured or taken ill.
- 10.2 A suitable and sufficient risk assessment will indicate the number of first-aiders required. The Head Teacher will ensure that up to date notices are displayed identifying who the first aiders are and the location of the first aid boxes.
- 10.3 The establishment will arrange first aid training. The training provider will be HSE approved.
- 10.4 First Aiders are responsible for ensuring that a record of any treatment given is kept and that an incident form is completed.
- 10.5 A list of the minimum contents of the First Aid box are available on the health and safety virtual office

11. Protective Clothing and Equipment

- 11.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

- 11.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 11.3 Employees must not misuse protective clothing and equipment, must carry out user checks as required, make it available for maintenance, and report any losses or defects.
- 11.4 Head Teacher must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.
- 11.5 When issuing protective clothing and equipment, the Head Teacher must obtain a clearly identifiable signature of the recipient (e.g. signature and name printed in capitals), dated at the time of issue.
- 11.6 Head Teachers must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

12. Contractors and Service Providers

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

- 12.1 Those with a responsibility for contractors must refer to the Corporate “Guide for Premise Managers on Health and Safety in Council Buildings, and the ‘Checklist for the Commissioning of Works in Premises’ at the planning stages, before any work commences.
- 12.2 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.
- 12.3 As such, no Contractor must be allowed to start work on site without first consulting the Head Teacher/Premise Manager, who must be satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.
- 12.4 Should a contractor start work without permission or consultation, the Head Teacher/Premise Manager will take appropriate action:
 - Inform the contractor of this policy in relation to contractors and/or,
 - Stop the work until proper consultation has taken place and/or
 - Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.
- 12.5 The Head Teacher/Premise Manager will always obtain the contractor’s
 - Risk assessment relating to the operation.
 - Method statement for the operation.
 - The Head Teacher/Premise Manager will inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

13. Asbestos Policy

The Council's current policy on asbestos was revised in August 2010. An action plan accompanies the asbestos policy. The Policy and Action plan places specific responsibilities on Heads of Service and other officers of the Council. Heads of Service and relevant officers are required to ensure that the Policy and Action Plan are properly implemented.

- 13.1 The head teacher/ premise manager is responsible for the management of asbestos on the establishment site and has a legal duty to prevent exposure to staff, pupils and contractors etc to asbestos. The Commissioned Services Unit provide training on the management of asbestos, which must be undertaken by all Premise / Deputy Premise Managers.
- 13.2 The establishment will prepare an asbestos management plan and use this as the basis for managing all known and presumed asbestos within the establishment
- 13.3 An Asbestos Log Book and guidance on the procedures for dealing with asbestos will be maintained within the establishment. The location of all asbestos containing materials will be labelled and brought to the attention of all staff.
- 13.4 The presence of asbestos containing materials must be considered prior to any work by members of staff or contractors being undertaken at the establishment.
- 13.5 The Council's Asbestos Manager (0121 569 4617) will advise on suitable procedures.

14. Portable and Transportable Electrical Equipment

- 14.1 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are user's visual checks, formal visual inspections and combined inspection and tests.
- 14.2 Combined inspection and test of portable electrical equipment should be undertaken, as a minimum, on an annual basis. Risk assessment will identify if more frequent testing is required. Combined inspection and tests will be carried out by an electrician or competent person using a portable appliance tester.
- 14.3 All electrical equipment should receive a formal visual inspection on a termly basis, which will be undertaken by a member of staff who has received the appropriate training and is deemed competent in this task (refer to page 8 to see who this is)
- 14.4 All members of staff are encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc. Any defects should be reported to Mike Ryan, Ross Griffiths or SLT.
- 14.5 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.

- 14.6 Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.
- 14.7 Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.
- 14.8 Second hand or acquired electrical equipment, or employees / visitors own equipment, may not be used in the Council's premises until it has been inspected and tested.

15 Off site / out of hours activities

- 15.1 All offsite / out of hours activities undertaken by the establishment are conducted in line with the requirements outlined in Sandwells' Offsite / Out of Hours Educational Activities Policy and accompanying procedures. As such, it is the responsibility of any member of staff involved in such activities to ensure they understand the requirements of, and their individual responsibilities laid out in, the policy.
- 15.2 The Establishment has appointed an Educational Visits Co-coordinator as detailed in the 'key roles' table on page 8 of this policy, whose role is to act as the liaison with and provide assistance to the Group Leader(s) and to link with the LA Educational Visits Advisers as necessary to ensure all requirements of the policy are met.
- 15.3 It is good practice that any member of staff leading an off-site activity has undertaken Group Leader training, which is available through the Schools' Health and Safety Support Team in Commissioned Services.

16 Defects

- 16.1 The establishment operates a documented defect reporting system to ensure that details of any defects are captured, and reported for rectification before harm is caused to a member of the establishment environment.
- 16.2 All members of staff are required to report any defects which come to their attention using the defect register which is located in the Business Manger's Office, which is monitored by Site Manager on a daily basis, with appropriate action taken to remedy the problem.
- 16.3 In the event of a serious defect or dangerous situation, members of staff are authorised to take appropriate action to ensure safety of all those in the immediate locality (see section 9 for further information).

17 Movement of vehicles on the establishment site.

17.1

- At Harvills Hawthorn Primary School separate pedestrian / vehicular access gates are used.

- The establishment gates will be closed to prevent vehicle access / egress between the following times of day, in order to assist in minimising the likelihood of accidents:
 - 8.30 – 9.00
 - 3.10 – 3.45
- Deliveries to the establishment will not be accepted during the above times, and any staff placing orders with companies, should ensure they make appropriate arrangements for delivery in line with the above.

18. Control of Hazardous substances

- 18.1 A list of all hazardous substances on the establishment site is maintained within the premise log book.
- 18.1 Risk assessments are completed for all hazardous substances as required by the Control of Substances Hazardous to Health Regulations, and as part of the arrangements Safety Data Sheets are held centrally. PPE will be provided to staff as shown necessary by the risk assessment process.
- 18.2 Under no circumstances should members of staff bring substances into the establishment from home, or use a substance which has not been subjected to the above assessment procedure.

19. Manual Handling

- 19.1 The establishment has a duty to identify manual handling operations which staff may be involved in, so that they can implement control measures as necessary to reduce the risk of injury to staff.
- 19.2 The establishment maintains a register of routine manual handling activities which cannot be avoided, including very low risk activities which are not required to be formally assessed, and specific assessments for those which pose a higher risk to the individual involved.
- 19.3 All staff should familiarise themselves with this register and act in accordance with the findings of assessments. Where staff may be involved in a non-routine activity, an assessment must first be made, particular to the individual(s) involved, to ensure that the appropriate control measures can be implemented.
- 19.4 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 establishment.
- 19.5 Additional targeted training will be provided to any member of staff involved in the manual handling of children. Staff must familiarize themselves with the procedures laid out in the policy for the lifting and handling of pupils.
- 19.6 Mechanical aids are available to assist in manual handling activities, which must be used in accordance with training.

19.7 Manual handling risk assessments are undertaken by and available from Mike Ryan Site Manager.

20. General workplace safety

20.1 Robust housekeeping is essential in assisting in reducing the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace.

20.2 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 obstruction at all times.

20.3 All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this are stored in the medical room and classrooms e.g. supply of paper towels and bodily fluid spillage kits in each classroom. Warning signs are available from the cleaners' cupboards.

20.4 Any spillage in the dining room, kitchen, medical room or on 'wet areas' in classrooms should be cleaned/mopped up immediately by staff and a sign must be erected.

20.5 Training in dealing with bodily fluid spillages is provided for all support staff who are expected to clean up such spillages in the absence of the site manager.

21. Premise Management

21.1 The establishment's Premise Manager is Miss J Sheen, Head Teacher. The establishment has nominated Mr Ross Griffiths and Miss M Soper as deputy Premise Manager(s) to assist the Head Teacher in fulfilling the responsibilities of the role of Premise Manager, including maintaining an up to date premise log book, which is held in the Plant Room.

21.2 In addition to general premises information, the premise log book contains, for example, 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. A full list of contents of the Premise Log book is given in appendix C.

21.3 For further information on the log book, maintenance arrangements, or other queries, employees can speak with the Premise or Deputy Premise Manager.

22. Stress and Occupational Health Services

22.1 To assist in stress management school carries out an annual survey and responds to any identified issues.

- 22.2 Stress risk assessments are undertaken by Head Teacher / Deputy Head Teacher utilising the HSE's Management Standards approach and reviewed on at least an annual basis.
- 22.3 Any concerns which staff have should be brought to the attention of your supervisor as soon as possible.
- 22.4 Additional support is available through free access to a LA counselling service.
- 22.5 Staff should familiarize themselves with the contents of the School Stress Policy, which is located on the school website.

23 Auditing and Reviewing Performance

- 23.1 The Establishment is committed to actively monitoring its' health, safety and welfare performance through a variety of mechanisms with the involvement of the Health, safety and welfare Committee in order to facilitate ongoing improvement in the strive towards excellence; including termly inspections of the premises, analysis of incident data, consideration of inspection and audit reports by external agencies etc. (see also the earlier 'Organisation' section for further information on the functions of the Committee)
- 23.2 In order to assist in this endeavour, all establishment employees are required to bring any deficiencies in the establishments H&S arrangements to the immediate attention of the Head Teacher or other member of the Senior Management Team.

24. Other Health, safety and welfare Policies and Guidance

The following policies and guidance are available on the health and safety virtual office, and should be read in conjunction with this policy;

- Asbestos
- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health
- Off-Site / Out of Hours Educational Activities – Policy and Procedures
- Physical Intervention Guidelines
- Medication Policy
- Establishment Security Policy
- Stress
- Arrangements for preventing and dealing with violence at work
- Zero Tolerance Procedures

- Fire Safety
- Corporate Procedures for Risk Assessment in the Workplace
- Corporate Procedures for Risk Assessment in the Workplace Supporting Documentation.
- Guide for Premise Managers on H&S in Council Premises

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 and its implementation
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (the 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 establishment, 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 the Schools' Health and Safety Support Team within Commissioned Services

| Course Name | Category of Employee | Course Duration |
|---------------------------------------|--|---|
| IOSH Managing Safely in Schools | Mandatory for Head Teachers Recommended for other members of School Senior Management Teams and Governor with responsibility for health, safety and welfare | 2 contact days separated by a period of distance learning |
| Asbestos Awareness | Mandatory for Head Teachers Recommended for other members of School Senior Management Teams and Governor with responsibility for health, safety and welfare | Half day |
| Fire Safety Management | Mandatory for Head Teachers Recommended for other members of School Senior Management Teams and Governor with responsibility for health, safety and welfare | 2 days |
| Safety awareness for Premise Managers | Head Teachers (Premise Managers), also Site Managers, H&S Governors and Representatives | 1 day |

| Course Name | Category of Employee | Course Duration |
|---|--|--------------------------|
| Supervising H&S | Heads of Department, Site Managers | 1 day |
| Stress and workplace violence awareness | Head Teachers and those with a responsibility for health, safety and welfare management | Half day |
| Flamefast Risk Assessment Training | Member of School Management Team, Senior member of staff with responsibility for Health, safety and welfare, Heads of Department. | Half day |
| General Risk Assessment | All staff with responsibility for carrying out risk assessments in their place of work | 1 day |
| Principles of Manual Handling | All staff who manually lift / move inanimate objects at work | Half day |
| COSHH Risk Assessment | Site Managers, Cleaning Supervisors, Design and Technology departmental staff | Half day |
| Visual Electrical Equipment Testing | Site Managers, Cleaning Supervisors | Half day |
| Display Screen Equipment | Staff tasked with carrying out DSE risk assessments and analysis; members of staff who are designated as 'users' under the regulations | Half day |
| Educational Visits Coordinator Training | Member of Staff with responsibility for "Off- Site" visits (Educational Visits Co-ordinator). | 1 day |
| Group Leader Training | Members of staff who will act in the capacity of Group Leader in leading offsite activities | 1 day |
| Fire Awareness Training – 'In the Line of Fire'. | Mandatory for all school employees. | Approximately 30 minutes |
| 'Step' programme (HSE slips / trips e-learning package) | Recommended for all employees, in particular site and cleaning staff, and lunch time supervisors: http://www.hse.gov.uk/slips/step/start.htm | Approximately 30 minutes |

For training enquiries, please contact the Health and Safety Support Team, Commissioned Services on 0121 569 8164 / 8311.

Checklist for the Commissioning of Works in Premises

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|---|--|--|
| 1. | Have you obtained the approval of the Council as Landlord for the works (or external landlord if the building is leased to the Council)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. | Is the work covered by the CDM (Construction (Design and Management)) Regulations? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2a. | If Yes, has a Coordinator been appointed? (This is a mandatory requirement.) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. | Does the work require planning permission? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. | Does the work require building regulation approval? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. | Does the work require listed building consent? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. | Will the work affect the access for the building under the Disability Discrimination Act? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6a. | Contact the Council's Access Officer for assistance/guidance. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. | Will the works affect the structural integrity of the premises E.g. load bearing walls? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. | Have the on-site asbestos records been checked? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Note: The above duty, to ascertain whether asbestos is present or will be disturbed, cannot be delegated to a Contractor/Sandwell Homes.</p> | | |
| 9. | Has the nature of the work to be carried out been discussed with the Asbestos Team in Corporate Property Division? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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10. Do the works require the operation of a permit to work system (hot work, higher risk asbestos area, confined spaces, isolation of services etc)? Yes No

Note: A permit to work system is mandatory in Sandwell MBC for any hot working and for any construction work in higher risk asbestos areas.

11. Will the works compromise existing fire safety control measures/require additional fire safety control measures? Yes No

Note: Alterations/improvements to a building will invariably require consideration of the Fire Risk Assessment already carried out at the premise and a review of this assessment.

12. Will the works require the legionella risk assessment and control measures to be reviewed? Yes No

Note: Alterations/improvements that introduce/alter hot and cold water pipework, tanks, fittings (provision of showers or shower fittings) will require a review of the assessment and control measures.

13. Will the works increase the electrical loading to unacceptable levels without appropriate action? Yes No

Note: Increasing the electrical loading (more socket outlets, ICT equipment, etc.) will increase the loading that can cause "tripping out" of the system but can also be a fire hazard.

14. Is the contractor registered with Constructionline and CHAS? Yes No

Note: See separate guidance document Contractors and Competence HSMS/PROC/014.

15. Has a competent contractor been appointed for the work? Yes No

Note: See Contractors and Competence HSMS/PROC/014.

16. Have risks been considered in the formulation of the specification for the works that are required? Yes No

Note: Proper consideration of the questions raised in this checklist is a part of the risk assessment process. However, the specifier/ commissioner of the works needs to consider risk and the designing out of risk in the works to be done. For example: a window is to be installed in a first floor room, the window position identified to the Contractor is above a glass conservatory on the ground floor, to design out the risk might be as simple as moving the proposed new window to a part of the wall that does not have the conservatory underneath.

17. Has the Contractor produced a written risk assessment, safe working procedures and/or method statement for the work? Yes No

Note: See Contractors and Competence (HSMS/PROC/014)

18. Have contractors been informed of site hazards in the area where they will be working eg fragile roof, vehicle movements, location of cables etc? Yes No

19. Has the contractor given adequate consideration to precautions for members of the public using the site, particularly the elderly, people with disabilities and children? Yes No

20. Will the works generate hazardous waste for which the premises will need to be registered under the Hazardous Waste Regulations 2005? Yes No

Contents of the Premise Log Book

| | |
|------------|---|
| Section 1 | Basic Information; Contacts; Maintenance Diary |
| Section 2 | Access Provisions for the disabled; Air Handling Units; Asbestos History; Asset Manager |
| Section 3 | Building Surveyor; Building Descriptions |
| Section 4 | Car Parking and Traffic Routes; Cleaning; Clinical Waste; Contractor Arrangements; CoSHH; Coordinator for Shared Premises; Curatorial Service; Cycle Shed |
| Section 5 | Drainage; Drinking Water |
| Section 6 | Electricity; Emergency Procedures; Entrance and Exit Barriers |
| Section 7 | Facilities Management; Fire Provisions; First Aid Facilities; Flammable Liquids and Liquid Petroleum Gas (LPG) |
| Section 8 | Gas Installation; Glass and Glazing; Gritting |
| Section 9 | Hazardous and Restricted Areas; Heating; Hot Water |
| Section 10 | Improvements; Incidents; Inventory |
| Section 11 | Keyholders; Kitchen Facilities |
| Section 12 | Land Issues; Legionella Controls; Lift Information; Lighting; Listed Building; Local Exhaust Ventilation |
| Section 13 | Meeting Rooms |
| Section 14 | Occupants; Oil Delivery and Storage |
| Section 15 | Photographic Suite; Plans; Post; Pressure Systems; Programmed Maintenance |
| Section 16 | Recycling; Repairs and Maintenance; Repairs Log; Risk Assessments; Rubbish Disposal and Collection |
| Section 17 | Section Managers' Responsibilities; Security Provisions; Service Isolation Points; Shower Room; Smoking |
| Section 18 | Telephone System; Toilet Facilities |
| Section 19 | Ventilation, Air Conditioning and Extractor Fans; Visitors |
| Section 20 | Water Supply; Weak Rooves; Welfare Facilities; Wet and Dry Risers; Window Cleaning |
| Section 21 | List of premises related information held by Building Services |
| Section 22 | Tick box list to assist Premise Managers before contractors start work |
| Section 23 | Premise Managers Guide |
| Section 24 | Corporate Asbestos Policy |
| Section 25 | Policy and Arrangements for the Management of Electrical Safety in the Workplace |
| Section 26 | Policy for Gas Safety in the Workplace |
| Section 27 | Policy and Arrangements for Legionellosis Management and Control |
| Section 28 | Policy and Arrangements for the Management of Lift Safety in the Workplace |