

Health & Safety Policy

Note - The School Health and Safety Policy should be read in conjunction with:

- **The Blackburn with Darwen Corporate Health and Safety Policy**
- **The Health & Safety Policy for Children's Services**
- **Previously issued Codes of Practice, Guidance Notes and safety Procedural Documents etc.**

Contents include:

- Health & Safety Duties and Governors Statement on Health & Safety
- Organisation and Responsibilities for Managing Health & Safety in School
- Local Arrangements for Health & Safety

Appendix 1 - Governors Statement on Health & Safety

Appendix 2 - Health & Safety Working Group

Appendix 3 – Location of First Aid Stations

Monitoring Arrangements

Details of the procedures used to monitor compliance with Health & safety policy and procedures.

DfEE Guidance Publications

First Aid in Schools Health and Safety of Pupils on Educational Visits Managing Medicines in Schools and Early Years Settings

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SECTION 1

HEALTH & SAFETY DUTIES

Statutory Duties:

1. The Health and Safety at Work Act 1974 places duties upon employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees (Section 2) and also the health and safety of persons not employed (such as pupils and visitors) who may be affected by work activities (Section 3). Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations, the Provision and Use of Work Equipment Regulations, the Manual Handling Operations Regulations etc.
2. Persons who have control of premises have a duty to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees e.g. pupils, visitors and those using premises on a lettings basis.
3. Employees have a duty to take reasonable care to ensure that they work in ways safe and without risk to health both to themselves and also to others who may be affected by their acts or omissions. Employees also have a duty to co-operate with their employer to enable the employers to comply with their statutory duties.

General Responsibilities:

The School Governors and the Local Education Authority continue to have statutory responsibility for health and safety. In view of this it is particularly important that the governing body, the Local Education Authority and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of minimising all risks to health and safety within the school.

Local Education Authority Responsibilities:

The LEA shall, so far as is reasonably practicable, as required under the Health & Safety at Work Act 1974 and other relevant statutory provisions :

- Ensure the health, safety and welfare of all its employees.
- Ensure the health, safety and welfare of students and visitors on Education premises.
- Ensure the health, safety and welfare of its employees who work at locations controlled by another employer or organisation.

The LEA will continue to fulfil its responsibilities in the following ways:

- Issue a Health and Safety Policy (Children's Services)
- Issue Safety Procedural Documents and Guidance Notes, as appropriate.
- Provide a comprehensive support and advice service.
- Provide a comprehensive health and safety training programme.
- Provide a health and safety monitoring / review programme for schools.

Employee Responsibilities:

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care for their own safety and also the safety of others who may be affected by their acts or omissions.
- Co-operate with their employer, so far as is necessary, to enable the employer to comply with any duties or responsibilities imposed upon them.
- Use correctly any item / equipment provided in the interest of health and safety.
- Report any defective equipment to an appropriate person i.e. Building & Facilities Manager, Senior Leader or Safety Representative.
- Report any accident or dangerous occurrence at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

Governors Statement of Intent for Health and Safety

Please see Appendix 1 for Governors Statement of Intent.

SECTION 2

ORGANISATION

Staffing Structure and Responsibilities:

The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the school's Safety Policies within their own areas of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

Class teachers have responsibilities for the safety of students whilst they are in their charge.

More detailed lists of the responsibilities of the Headteacher, teaching/non-teaching staff holding posts of special responsibility and all employees are set out below.

The Headteacher may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the school. This will not affect the Head teacher's overall responsibility for health, safety and welfare within the school.

The Head teacher

The Head teacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, approved by the Governing Body where appropriate and are known, understood and followed by all members of staff, including temporary / supply staff.
- Any health and safety matters raised by the Health and Safety Working Group or otherwise and any guidance from the LEA are brought to the attention of the Governing Body.
- Regular reviews of the safety performance of all areas of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated and, where appropriate, preventative measures are taken. Also that reports are submitted to the Corporate Health and Safety Unit
- Adequate First Aid provision is made for staff, students and other persons whilst on school premises and also when working away from the school or on organised trips.
- Training needs are identified and arrangements made for those needs to be met.
- Necessary arrangements are made to ensure that Safety Representatives can effectively carry out their functions, and that consideration is given to Inspection Reports etc. carried out by Safety Representatives.
- All parts of the premises, plant and equipment are regularly inspected and maintained in a safe condition.
- Goods purchased comply with relevant safety standards and all equipment is installed, used and maintained in a safe manner.
- Any item that is considered to be defective or unsafe, and is the LEA's responsibility, is taken out of use immediately and reported to Children's Services.
- Staff organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so as to be aware of, and have made arrangements to deal with, any risks involved. The Educational Visits Advisor must be informed of all residential, overseas, or adventurous activities (see LEA policy).
- Contractors working on the premises are closely monitored and that their working practices do not endanger the health or safety of employees, students or other persons on the premises.

- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Teaching and non-Teaching Staff Holding Posts of Responsibility:

Staff holding posts of special responsibility e.g. D.H.T/A.H.T. The Building & Facilities Manager and Site Supervisor(s) are responsible to the Headteacher for the implementation of the Health and Safety Policy within their own department/area of work.

To fulfil their responsibilities they will assist the Headteacher:

- In the monitoring of health and safety by: inspecting their areas on a regular basis to ensure that safety measures are being maintained and that safety instructions and safe working practices are being followed by staff and students, and making any necessary changes in practice and procedures.
- By informing their staff of any hazards to health and safety that they are likely to encounter in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and students are aware of the emergency procedures.
- By ensuring that personal protective clothing and equipment is provided, utilised and maintained as necessary.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

Building & Facilities Manager

The Building and Facilities Manager will assist the Headteacher to ensure that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and also with the monitoring of contractors on site to ensure that their working practices do not endanger the health or safety of employees, students or other persons on the premises.

Class Teacher

Teaching staff in charge of classes have the responsibility to assist the Headteacher by:

- Ensuring the safety of pupils in classrooms, workrooms etc. whilst in their charge.
- Being aware of, and adopting, relevant safety measures within their own teaching areas.
- Following safe working procedures and ensuring that pupils (where applicable) in their charge have received adequate instruction in, and always follow, safe working procedures.

- Requesting protective clothing, equipment, guarding, special working procedures etc. where necessary and ensuring that any such item provided are correctly used.
- Removing from use, and reporting to the relevant member of staff, any piece of defective or unsafe equipment.
- Making recommendations on safety equipment or improvements to plant, equipment, tools, machinery etc. which is considered to be potentially dangerous.
- Being aware of emergency procedures in respect of fire, bomb alert, first aid, injury etc.

Site Staff:

As part of their responsibilities, Site staff will, so far as is reasonably practicable:

- Take a lead role in security of the premises e.g. locking and unlocking of doors and gates, attention to alarms and security systems etc.
 - Check for damage to property and respond to items brought to their notice through the 'Maintenance Log & Premises Audit'.
 - Report faults or breakdowns to the Head teacher, Building & Facilities Manager, Building Liaison Officer, or Service Contractor as appropriate.
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- Monitor the working practices of contractors on site.
 - Monitor cleaning standards
 - Carry out routine checks on fire equipment and take part in emergency evacuation procedures.

Health and Safety Working Group

For details of Health and Safety working group and Terms of Reference please see Appendix 2 on P38

SECTION 3

ARRANGEMENTS

ACCIDENT REPORTING

Minor Accidents:

(Note: 'Minor Accidents' in this case applies only to those accidents where the person involved does not require any medical attention or first aid treatment and there is no significant injury as a result of the incident).

All Other Accidents to Staff and Students:

All concerns or incidents are recorded on Newfield School Accident/Incident Form available from main School Office.

- Complete the Blackburn with Darwen Accident/Near Miss/Violence to Staff Report Form (BP/209) giving as much information as possible, particularly in the event of a more serious incident.
- Send the completed Accident Report form to :

**Corporate Health and Safety Unit
Floor F, Town Hall,
Blackburn BB1 7DY**

If an accident is considered minor, the report form can be sent via school post. However, if the accident is considered to be of a more serious nature, or if the person involved is sent to hospital for treatment, the Corporate Health and Safety Unit should be informed as soon as possible by telephone on (01254 585219/585633/585493).

Type of Accident/Incident:

'Bumps' to Head:

Must be reported to school nurses who will take all necessary action including informing parents.

Visitor and Contractor Accidents:

All accidents to visitors and contractors must be reported to the Head teacher and should be recorded and reported in line with the above procedures.

Off-Site Incidents:

Injuries to staff and students occurring on school sponsored or controlled activities off the school premises (e.g. field trips, sporting events, holidays etc.) must be reported if the incident arose out of, or in connection with these activities.

Other Major Incidents: Newfield School will follow protocols agreed with Blackburn with Darwen Children's Services in the event of any other major incident in school.

CRISIS MANAGEMENT

Introduction

Although schools are considered to be low-risk establishments in the area of major crises, emergencies can, and do arise. At the lower end of the scale, the most common crisis faced by schools is the need to help individuals cope with bereavement after the sudden death of a pupil or member of staff. If schools

are unprepared for the aftermath of such crises, the after-effects can be as traumatic as the incident itself.

Many different types of crises can affect schools and they fall broadly into two categories:

In-school crises

- Death of a pupil or staff member, through illness or accident.
- Fire
- A deliberate act of violence such as a knife attack or the use of a fire-arm.

Out of school crises

- Deaths or serious injuries on school trips
- National tragedies affecting many schools (e.g. Lockerbie, Hillsborough, etc.)
- Civil disturbances including acts of terrorism.

There is also the possibility of a local crisis (e.g. major flooding, fire etc) where families may have to leave their homes and the school is required as a communal base. There are three stages of crisis management and these will need to be considered by the Senior Management Team & the Health and Safety working group.

Pre-incident Management

The SMT and / or the H & S working group should:

- Make risk assessments of activities in as many areas of school life as possible so that hazards are identified.
- Ensure that all and pupils know what to do and where to find help in an emergency
- Establish evacuation procedures and control actions for events other than fire drills (e.g. bomb alerts, major gas leaks) and, if possible, carry out drills and discussions with pupils and staff.
- Identify support agencies and others who can help (see 'Procedure and Contact Telephone Numbers' for Directors).

Teachers outside school borders with a group of children must leave all essential information with the school, and for residential trips that information should go home with a senior member of staff.

Incident Management

Uncertainty leads to rumour and counter-rumour. In consequence, the first task, should a crisis occur, is to gather as much evidence as possible and to relay it to those who will be involved in controlling the flow and exchange of information, those dealing with enquiries and those who must inform relevant personnel. It is essential that the truth is told simply and without fabrication.

A room should be designated as an incident centre with, if possible, telephone and email communication.

Roles and responsibilities for staff should be established:

- One member of staff should be responsible for co-ordinating and liaison with the emergency services once they arrive.
- A nominated member of staff should deal with pupils and staff on site and make decisions which will keep disruption to a minimum and keep staff informed.

- A nominated member of staff should deal with those directly affected, being responsible for compiling lists of casualties, finding out who was involved and keeping close families informed
- One person should be responsible for communicating with the media and it is advisable for that person to have training, as it is easy to make very public mistakes.

Managing the Media

It is important for children, parents, staff and especially the Headteacher to be protected from the glare of publicity which will ensue, since reporters are always looking for a story and any tiny piece of information will be used to make headlines. Rumour and supposition will be treated as fact; therefore, good, clear communications are imperative. If possible, a press officer, skilled in dealing with the press and, hopefully with some training should be appointed to deal with media attention. Anyone emotionally involved should not talk to the press.

If possible, good relationships with the media should be built up before any crisis, so any opportunities for the schools successes to be celebrated should be used to develop the support of the press.

Post-crisis Management

A major crisis will have traumatic effects upon people's lives. Such an incident should not be forgotten or ignored. Anniversaries serve as a reminder, funerals and legal processes will need to be attended and people supported.

- Initially, it is important to restore a sense of security to the school and to those whose lives were affected.
- Staff should be debriefed and then normal routines returned to as soon as possible.
- Support systems should be set up for children, staff, parents and members of the community who need to talk and to share their feelings (counselling services and specialist treatment may be necessary).

Monitoring the situation on a regular basis is important. Survivor guilt and major behavioural changes due to post-traumatic stress disorder must be watched for, while young children may show signs of regressive or anti-social behaviour.

Those most likely to be affected by a crisis are:

- Those whose lives were at greatest risk
- Those who witness death and carnage (either a violent act or accident).
- Children from unstable homes.
- Less able children.
- Very young children who may continue to relive the event until they are mature enough to cope with it.

Staff Training

Staff should:

- Be aware of the contents of this policy and be given opportunities to discuss it,
- Be given opportunities to discuss various scenarios and how to deal with them,
- Practice and test procedures until they work.

- Know and understand their roles and that of others.
- Be given alternative roles in the case of staff being made unavailable by the crisis.
- Where possible, be trained to handle their responsibilities.

EMERGENCY PROCEDURES

Please see Newfield School Fire Policy.

FIRE SAFETY IN SCHOOL

On discovery of a fire

- If a person(s) suspects fire or sees smoke they should raise the alarm by contacting the Main Office or activating the nearest alarm call point by pressing firmly on the glass.

On hearing the Fire Alarm:

- Staff will assist pupils to leave the building using the nearest available fire door and proceed to the assembly point advised on the Fire Action Notice.
- All visitors should leave using their nearest available exit and make their way to one of the assembly points where Office Staff will check personnel against the Visitors Book and liaise with Fire Marshals.
- Only if it is safe to do so and where training has been given are staff expected to operate fire fighting equipment.
- Do NOT stop to collect personal belongings.
- Do NOT use the lift.
- Do NOT re-enter the building until you are advised that it is safe to do so by a Fire Marshal

Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke. These doors should be kept shut at all times and never propped open or self closing devices tampered with.
- Corridors and stairways must be kept clear of any storage or waste materials and final exit doors must be clear of obstruction and must not be blocked on the outside.

EQUIPMENT AND MAINTENANCE

All equipment used in school is checked for suitability and obtained through approved suppliers. All electrical appliances used in school are regularly checked and labelled according to LEA recommended guidelines on the use of portable electrical appliances.

Any defective equipment must be immediately removed from use and reported for repair or disposal to the site staff. A log book is held in the door to the Premises Managers office where any reports for repair and maintenance can be logged.

Please also see Newfield School Equipment Policy

FIRST AID/MEDICAL

Please see First Aid Protocol(s)

General

Newfield School has school nurses on site who deal with any pupil related medical issues. In addition there are other members of staff who are first aid trained and a First Aider accompanies all trips off site

First Aid boxes can be found in various locations around school and the contents are checked and renewed by a nominated person(s). See Appendix 3 on P39 for location of First Aid boxes.

The school essential information forms take account of medical matters such as family doctor, allergies, physical problems etc. The school nurses hold details of all pupil medical records.

Asthma :

Please see Newfield School Asthma Policy

Epilepsy :

Please see Newfield School Epilepsy Policy

Enteral Feeding :

Please see Newfield School Enteral Feeding Policy

Highly infectious diseases (e.g. meningitis):

As soon as Newfield becomes aware that a pupil or member of staff is affected, we shall seek the advice of the Public Health Service and act upon it, keeping parents, staff and others informed as fully as possible.

In the event of a Pandemic the Blackburn with Darwen Pandemic plan is activated.

Allergies:

The school should be made aware of children with allergies and this is likely to occur through the normal admissions channels. Any food allergies will be notified to the catering staff and specific diets will be catered for.

Administration of medicines:

Medicines brought into school should be handed directly to the school nurse. All medicines are administered by appropriately trained staff.

Please see Newfield School Medication Guidelines.

Any medication which staff bring into school for their personal use, either prescribed by their GP or over the counter medication must be locked securely in lockers or store cupboards to prevent unauthorised access.

Hand Washing

Effective hand hygiene is the single most important procedure for significantly reducing/preventing infection. National guidance relating to the Prevention and Control of Infection identifies hand hygiene as the most important single procedure in reducing the risk of cross infection.

There is no set frequency for hand washing – it is determined by actions which are completed and those to be performed.

Hand washing must take place:

- Immediately before and after each and every episode of direct contact or care e.g. toileting and bathing.
- Before contact with susceptible pupils
- Before putting on and removing gloves
- Before and after administering medication
- After handling soiled/contaminated clothing and clinical waste.

Liquid soap (in sealed cartridges) and water is effective for the removal of physical dirt or soiling. Bars of soap are not acceptable as bacterial contamination can occur. Nail brushes must not be used for routine hand washing. Disposable paper towels must be used to thoroughly dry the hands effectively.

Alcohol hand rubs provide a useful alternative when there is a need for rapid hand disinfection or when access to facilities is difficult or inconvenient. However, the use of an alcohol hand rub is not an alternative to hand washing and hands must be washed with soap and water wherever possible. The use of an alcohol hand rub is not effective if hands are physically dirty.

When using an alcohol hand rub you must:

- Apply to clean, dry hands
- Ensure all skin surfaces of the hand come into contact with the solution.
- The hands must be vigorously rubbed together paying particular attention to the fingertips, thumbs and between the fingers until the rub has evaporated.

INSURANCE COVER

The Borough Council has a public liability insurance which covers the Council's legal liability to pay compensation to any person for accidental bodily injury, or accidental damage to any property, as a result of the activities of the Council.

The person making the claim must establish that their loss has arisen due to acts/errors/ omissions committed by, or on behalf of, the Council and that, as a result of this, they are entitled to receive compensation from the Council.

The Borough Council is not required to arrange personal accident cover for school pupils, and indeed does not do so. However, you are free to arrange their own personal accident cover if you wish to do so. If you require any further information, please contact: Linda Haworth

Tel - 01254 585611

linda.haworth@blackburn.gov.uk

LONE WORKING

Lone working is identified as those who work by themselves without close or direct supervision.

All situations where lone working may occur are identified and risk assessments completed on the tasks or activities that may be undertaken with appropriate control measures implemented e.g. restriction on working at a height.

MANAGING CONTRACTORS

Contractors on site must observe their own Health and Safety Code of Practice (or equivalent) whilst having due regard for the Health and Safety of all staff, students, pupils and visitors within the school.

MANUAL HANDLING

Introduction

Manual handling of loads is the most common single cause of injury at work. The Manual Handling Operations Regulations 1992 (as amended 2002) set out specific requirements for an employer to follow when manual handling activities are undertaken.

Please refer to the Safer Moving and Handling Policy

Scope

Manual handling operations include such activities as lifting, lowering, carrying, pushing, pulling and supporting when done by physical means. This applies to all workers who may engage in the process of Manual Handling in their work activities.

Aims/objectives

This document aims to:

- Identify the roles of employees within School who have responsibility for controlling the risk associated with manual handling operations
- Identify duties as set out in the Regulations
- Provide specific direction to enable the effective management and control of risk associated with manual handling operations.

Responsibilities

Senior management have a duty to:

- ensure that local management and all relevant employees are appropriately trained and provided with the resources to undertake satisfactory assessments,
- ensure that all significant manual handling risks are assessed where necessary,
- address large resource requirements identified by the assessments.

Managers have a duty to:

- manage manual handling risks and, where possible avoid or reduce the need to perform manual handling activities.
- ensure that suitable training has been provided for risk assessments to be undertaken,
- ensure a risk assessment is carried out for all significant manual handling risks,
- provide suitable work equipment and ensure that it is subject to adequate maintenance/testing regimes,
- ensure that relevant Personal Protective Equipment (PPE) is provided as required.

All employees must:

- comply with any control measures identified in the manual handling risk assessment,
- use equipment provided as instructed,
- work to a safe system as identified in the control measures,
- wear relevant Personal Protective Equipment (PPE),
- carry out routine checks and report any defects or faults in equipment, including PPE, or procedures to local management as soon as they are identified,
- raise concerns and/or report any health related issues as soon as identified with local management.

Training

All employees who engage in manual handling operations must be provided with relevant information, instruction, training and supervision in relation to their activities.

Specific training must be provided for employees who are expected to carry out manual handling risk assessments.

Corporate Health and Safety Unit (CHSU) offer a range of health and safety training.

<http://cms.intra.blackburn.gov.uk/chsu>

Risk assessment

- A suitable and sufficient risk assessment must be completed for all significant manual handling risks.
- A risk assessment must only be completed by a trained/competent person.
- A Risk Assessment should identify what features of a particular task can be improved to reduce the risk to as low as reasonably practicable.
- The need for Personal Protective Equipment (PPE) must be considered in line with the manual handling activity and any work equipment being used. Findings must be communicated to all relevant employees.
- Reasonable timescales and responsible persons for completing the actions should be identified as part of the risk assessment action plan.
- Risk assessments must be reviewed at least annually, and or where significant changes occur in the work processes, equipment or those performing the task(s).

The risk of injury arising from manual handling depends on a number of factors. In most cases it is possible to control or modify some of these factors, although it is rarely possible to eliminate risk by simply acting to control one factor in isolation. In general, manual handling risks are reduced by a series of relatively small measures rather than a single solution.

Generic manual handling assessments

Generic assessment of the risks from manual handling in a particular work context (e.g. moving bulky household waste) should be undertaken to identify control measures required to protect employees and equipment from the risks associated with the manual handling task; however, line managers will need to ensure that employees receive sufficient training and supervision to enable

them to apply the generic assessment and to recognise when a Dynamic assessment may need to be applied to a particular manual handling task.

Special case handling operations

Particular care should be taken if those performing manual handling tasks are at higher risk for some reason e.g. new and expectant mothers, young persons, people with disabilities or people who are recovering from injury or illness. Additional consideration should be given in such circumstances e.g.

- exclusion from manual handling activities,
- reduce lifting limits,
- rests,
- others.

People handling

Please note this Document does not cover people manual handling, specialist advice is recommended.

Please see Safer Moving and Handling Policy.

Definitions

Manual Handling Operations - means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

Further guidance and advice is available from

Corporate Health and Safety Unit

t. 01254 58 5219

e. health.safety@blackburn.gov.uk

w. <http://cms.intra.blackburn.gov.uk/chsu>

Occupational Health – Health Business Limited

t. 01254 825600

References

Health and Safety at Work etc Act 1974

Manual Handling Operations Regulations 1992 - as amended 2002

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992

MINIBUSES

Trips out of school are an important part of Newfield's curriculum. School operates three minibuses and all drivers undertake the MiDAS assessment and are trained in first aid. School also has its own MiDAS trainer who can advise staff in the event of any query.

First aid boxes and fire extinguishers are located on all school minibuses.

Please also see Newfield School Minibus Policy

PREMISES ISSUES

The Building & Facilities Manager and Site Supervisor have responsibility for the security of the premises, i.e. that the school is securely locked. Site Staff will ensure that the buildings and grounds are secured each evening.

If doors are not locked, locks are broken or windows will not fasten, please report these either to the Building & Facilities Manager or the Site Supervisor as a matter of urgency. It is important that any damage to the building, fences, gates, out buildings and paths etc. are reported, with special regard to anything which may cause injury i.e. broken steps, broken flags, missing grids etc. All maintenance issues should be logged with the Main Office.

Newfield School employs the services of a Key holding company (Top Marks) who are the first point of contact in the event of any out of hours call outs

RISK ASSESSMENT

General

Assessments of the risk to the health and safety of the staff, pupils and other visitors to the school site will be carried out in accordance with the guidance notes issued by the Corporate Health and Safety Unit. Training in risk assessment techniques etc. is available from the Corporate Health and Safety Unit on request.

Risk assessments are also legislative requirements in the following areas:

Display Screen Equipment

The provision, use and assessment of all workstations and display screen equipment shall be in accordance with the Safety Procedural Documents and Guidance Notes issued by the Corporate Health and Safety Unit

Operator and Workstation Assessments will be carried out on request by a member of the Corporate Health and Safety Unit or by a member of staff who has undergone appropriate training.

Manual Handling

Please also see Arrangements – Manual Handling and Safer Moving & Handling Policy(s).

Newfield School is committed to the safer moving and handling of its pupils and loads by its employees.

School ensures that the appropriate resources are available to develop a minimal handling environment, e.g. a range of fixed and mobile hoists is available. All staff receive training and the techniques of Safer People Moving and Handling and school employs a number of Centaur Trained Assessors who can give advice on any moving and handling issues. Where any task requires persons to carry, lift, or otherwise handle a load where there may be a significant risk of injury, an assessment will be made in accordance with the guidance notes issued by the Corporate Health and Safety Unit.

Any member of staff who may be required to participate in any type of manual handling operation will receive training in assessment and manual handling techniques.

In the event of a complex handling task or a task which involves significant risks the Corporate Health and Safety Unit should be requested to carry out a formal assessment and any control measures identified will be incorporated into a written procedure for that task.

Fire Risk Assessment

Please see Newfield school Fire Risk Assessment

Advice to assist individual schools to meet their statutory commitments can be obtained from the Corporate Health and Safety Unit.

Schools should ensure that:

- There are adequate means of detecting fire.
- There are adequate means of raising the alarm.
- All escape routes and fire exits are available and unobstructed.
- All fire doors and fire exits are adequately maintained and not wedged open, or otherwise retained.
- All fire safety systems are regularly tested and also inspected by a 'competent person'.
- All personnel are aware of the fire procedures, evacuation routes and assembly points.
- All personnel should take part in a fire drill at least once every term.
- Combustible waste materials should not be allowed to accumulate inside or outside.
- External waste bins are adequately secured away from the building.
- All operations or equipment that may provide a source of ignition are adequately controlled.

Control of Substances Hazardous to Health (COSHH)

These can include:

- substances labelled as very toxic, toxic, harmful, corrosive or irritant,
- substantial concentrations of dust of any kind,
- micro-organisms that can cause illness,
- Substances not included above but which present similar hazards.

The presence of any of these substances must be kept to a minimum, less harmful alternatives provided where possible and suitable control measures adopted i.e. potentially harmful substances should be kept locked away to prevent access by children and only used in strict accordance with the manufacturers guidelines.

An inventory of all potentially harmful substances used in school should be compiled and maintained with the Building & Facilities Manager. Only substances that are included on the inventory and for which suitable safety information has been obtained (i.e. hazard data sheets), and appropriate control measures developed, should be used in school.

Working at a Height

All work at height that cannot be avoided must be risk assessed and adequate controls put in place to prevent persons falling. It is important that anyone working at height is competent to do so, and that appropriate access equipment is used. Work at height legislation is deliberately general with respect to height levels, so that even work at relatively low levels must be considered.

Stepladders and ladders may be used but must be assessed to confirm suitability for the task. If the user is unable to maintain '3 points of contact' i.e. both feet and a hand on the ladder, then a work platform should be provided. Ladders and stepladders need to conform to relevant standards and require regular inspection by competent persons.

Additional measures such as safety harnesses, safety nets, and air bags should also be considered. Working at Height should not be undertaken while Lone working

New and Expectant Mothers

Risk assessments are required for new and expectant mothers to ensure that the mother and her baby are not exposed to risks to their health and safety. Assessments will need to be regularly reviewed as pregnancy progresses, and also after the birth if the new mother returns to work and continues to breast feed.

Where risks cannot be avoided by normal preventative control measures, the employer must:

- Alter her work conditions or hours to avoid the risks, if this is not possible,
- offer her suitable alternative work, or if that is not feasible,
- she must be suspended from work on full pay.

Further advice and guidance on this issue is available from HR and also from the Corporate Health and Safety Unit.

School Pool

Newfield School employs qualified swimming teachers who, together with site staff are fully trained in pool maintenance procedures.

Please see Newfield School Pool policy and Risk Assessment.

Young Workers

Risk assessments are required to protect young workers (i.e. under 18's) from risks to their health and safety as a consequence of their lack of experience, immaturity and unawareness of risks. Where risk assessments are already in place these may need to be reviewed to determine if additional control measures are required for young and inexperienced workers.

If significant risks remain then no child under the compulsory school leaving age can be employed to do this work, and young workers (above minimum school leaving age but under 18) cannot do the work unless it is required for their training, and under the supervision of a competent person, and the risk is reduced as far as possible. For further advice on this issue contact the Corporate Health and safety Unit.

SAFETY AND SECURITY

Philosophy:

A safe and secure environment is a prerequisite to quality teaching and learning. At the same time that environment needs to be warm and inviting to children, staff, parents and visitors. A legal responsibility also rests with both employers and employees

Aim:

To create and maintain a safe and secure environment, which is conducive to high quality teaching and learning.

Objectives:

- To develop and maintain safe working practices and procedures with afford the maximum level of safety and security and minimise both personal risk to pupils, staff, parents and visitors and intrusion to school premises.
- To identify specific areas of responsibility relating to safety and security.
- To sustain relationships with parents based on confidence and trust.
- To monitor and evaluate practices and procedures in the light of experience and respond to changing circumstances.
- To maintain school premises to the highest possible standards.
- To liaise with external bodies and agencies, including Property Services, Fire and Police Services and wider community, as appropriate.

Newfield shall endeavour to achieve our objectives by:

- Agreeing guidelines for all staff which raise awareness and indicate best practice.
- Maintaining a Personal Safety Incident Log.
- Enlisting the help of parents, neighbours and neighbouring premises and providing information for them.
- Conducting Risk Assessments as appropriate.
- Identifying safety and security matters for consideration by the Health & Safety working group.
- Maintaining good relationships with external agencies and the wider community.

PERSONAL RISK FROM VIOLENCE:

An act of violence is defined as:

any form of physical injury, threatening and aggressive behaviour, verbal abuse, sexual abuse

See also: Accident/Incident Reporting Procedures

GUIDELINES FOR STAFF:

- Be aware of visitors (including other children & youths) using the school grounds - they may or may not be a danger to the children or staff.
- If a visitor becomes abusive or aggressive ask for assistance from other members of staff.
- Try to remove any children from a potentially difficult situation.
- Remain calm - retaliation may make the situation worse.
- Be aware of your own safety.
- Report any suspicious person or occurrence
- Report any serious incident of abuse or aggression to the so that action can be taken
- Should a stray dog enter the school grounds send for help, try to remain calm, try to remove children from the area and be aware of your own safety.

GUIDELINES FOR SITE/CLEANING STAFF:

Personal Safety:

- Be aware of members of the public using the school grounds - they may or may not pose a threat.
- Ensure that school is as secure as possible whilst at work, as well as before and after the normal school day.
- The Dog Warden should be contacted for assistance in the removal of stray dogs. Other dog owners may be invited to remove their animals and the Dog Warden informed.

If a visitor becomes abusive or aggressive:

- Try to remain calm retaliation may make the situation worse.
- Ask for assistance, if necessary
- Be aware of your own safety.
- Report all incidents.

GUIDELINES FOR ADMINISTRATION STAFF:

- Ascertain as far as possible the names and reasons for visit of all persons entering the school.
- Maintain a record of the above by ensuring that appropriate entries are made in the Visitors Book.
- Be prepared to telephone for help from Police/Ambulance/Fire Services and other sources such as the Dog Warden etc.
- Ensure that you are aware of who the school first aiders/nominated persons are, and how to contact them.
- Ensure that you are aware of the school accident/incident reporting policy and that any such incidents are reported promptly.
- If a member of the public or a member of staff becomes aggressive or abusive :
 1. Try to remain calm - retaliation may make the situation worse.
 2. Ask for assistance, if required
 3. Be aware of your own safety.
 4. Report all incidents.

MONEY

Money should always be counted out of sight of children and members of the public.

Never leave money unattended in the school office.

Money must be banked regularly and not allowed to accumulate.

Never put your own personal safety at risk in order to safeguard money.

SMOKING

Newfield School has a no smoking policy where smoking is strictly prohibited in the school building, grounds or on any of the transport vehicles.

Please see Newfield School Smoke Free Policy

TRIPS AND VISITS

All visits are approved by the Educational Visits Co-ordinator (EVC) who receives regular training to fulfil this role.

Please see Newfield School Educational Visits Policy.

Approval of Educational Visits

All visits must be locally approved by the EVC and Headteacher. Governing body approval/ endorsement/ checks should take place as required in accordance with the school's Educational Visits Policy.

Sufficient time must be allocated for submission of visit forms and the approval process.

Schools are encouraged to use the EVOLVE website or Form EV1 for all visits. Records of visits must be kept as details may be requested by BwDBC for monitoring purposes. The Educational Visits Checklist must be complied with.

It should be confirmed that the Visit Leader is appropriately trained, has appropriate experience and is competent to lead the visit.

Appropriate professional judgement must be exercised when assessing and approving visits, with further advice sought from BwDBC where necessary.

Any visit that is not approved must not proceed.

Where the visit does not include travel overseas, overnight stays, or adventurous activities as defined in Section Y of the BwDBC Requirements, the Headteacher is authorised to approve such trips and visits.

Visits that include travel overseas, overnight stays, or adventurous activities must additionally be approved by BwDBC.

Procedures for BwDBC approval of Educational Visits

The Visit Form should be submitted to BwDBC through the EVOLVE online approval system (www.blackburnvisits.org) 30 days prior to departure date. BwDBC may request additional information to be forwarded prior to granting approval.

Note: For overseas expeditions as defined in Section Q of the BWDBC Requirements, a different procedure applies and Outline Approval should be sought 18-24 months prior to the expedition taking place.

Adventurous Activities

A member of staff intending to **lead or instruct** an adventurous activity must be specifically approved by BwDBC to do so. Contact BwDBC's Educational Visits Adviser for further advice.

Emergency Procedures for School Trips

Please refer to BwDBC Requirements for Educational Visits, Section X on Emergency procedures.

Schools should draw up an emergency action plan within their Health and Safety policy for Educational Visits.

All staff involved in a visit should be aware of the action to be taken in the event of an emergency.

For all visits:

EV7 Form **Emergency Card – Visit Leader** must be with Visit Leader at all times

EV8 Form **Emergency Card – School Contacts** must be with the School Emergency Contact(s) at all times.

The Visit Leader and Base/School Contact should also have all medical and emergency contact details for all members of the group.

Appropriate First Aid provision should be in place for all visits.

For further information, help or advice please contact the Educational Visits Adviser.

SECTION 4 MONITORING ARRANGEMENTS

General

In order to assist the Head Teacher in managing their responsibilities, Health and Safety monitoring should take place on a regular basis and monitoring reports should be submitted to the School Health and Safety Working Group and the Governing Body.

Regular checks of the premises are undertaken by the Site Staff on a rolling programme and any maintenance is arranged immediately. Support is available from Corporate Health and Safety Unit as required.

Safety Representatives:

Details of Newfield Safety Representative(s) can be found at the Staff Information Board.

Appendix 1

The Governors Statement of Intent for Health and Safety

The Governors shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, students and other persons on their premises, in accordance with the Health and Safety at Work Act 1974.

To meet these responsibilities the Governors will, so far as is reasonably practicable, pay particular attention to the provision and maintenance of:

- The safety of plant, equipment, buildings and safe systems of work;
- Arrangements for the safe use, handling, storage and transport of articles and substances;
- Appropriate information, instruction, training and supervision to assist all employees, students and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
- A safe workplace with safe access and egress;
- A healthy working environment;
- Emergency procedures for evacuation, first aid and other situations;
- Adequate welfare facilities and suitable protective clothing and equipment;
- Arrangements for the safe introduction of new plant, machinery, substances and procedures.

The Governors will, so far as is reasonably practicable, ensure that:

- The LEA Health and Safety Policy, Safety Procedural Documents and Guidance Notes are observed, with regular monitoring of compliance;
- A school Safety Policy, detailing all local arrangements for health and safety, is developed, brought to the notice of all employees and regularly reviewed;
- A Health and Safety Committee is established
- The school has properly considered its health and safety obligations and has made provision for meeting those obligations;
- The school staffing structure appropriately reflects the responsibilities for carrying out the stated arrangements for health and safety;
- Health and safety issues concerning the school are identified and appropriate actions taken.
- Regular safety reports are provided by the Headteacher or his representative so that safety arrangements can be monitored and evaluated.
- Appropriate facilities and information are provided for Safety Representatives to enable them to carry out their functions effectively.
- All reasonable facilities and information are provided to officers of the Education Authority, Inspectors of the Health and Safety Executive, Borough Council Safety Officers and any other health and safety official.

Signed :**Chair of Governors**

Date:

Appendix 2

Health and Safety Working Group

The Health and Safety Working Group comprises:

Bill Tresize – Building & Facilities Manager

Jenny Riley – Deputy Head teacher (Responsible for the Health & Safety of Pupils.)

The Health & Safety Working Group will:

- Monitor the implementation of Health and Safety procedures throughout the school.
- Review safety measures and to advise the Head Teacher and Governing Body of any necessary changes to those measures.
- Advise on arrangements for the dissemination of information on Health and Safety matters to all staff and pupils.
- Receive reports of accidents and dangerous occurrences and to draw the attention of the Head Teacher and Governors to any necessary preventative/remedial actions.
- Receive reports from the LEA, Safety Representatives and external Health and Safety agencies and advise the Governors and Head Teacher of any necessary preventative and/or remedial actions arising from those reports.
- Advise on the arrangements to protect the Health and safety and welfare of staff, pupils and visitors to the school and to review/revise these as necessary.
- Review progress on specific health and safety objectives that may have been set by the Governing Body and/or the Health and Safety Committee.
- Assist the regular reviews of the School Safety Policy.
- Participate in school Health and Safety Inspections and contribute towards internal reports.
- Ensure that Risk Assessments are carried out and implemented.

Appendix 3

First Aid Boxes are currently located in the following areas:

Outside Nurse's Office

ARC Office

Hydrotherapy Pool side

1st Floor Services staircase

Staff Lounge Corridor

One on each Minibus

Pupil Services Office x5 (Used for school visits/trips)