



# Coppice Primary School

Shawhurst Lane  
Hollywood  
Birmingham  
B47 5JN

Tel Number: 01564 826709

## Health and Safety Policy

Responsibility: Headteacher.

Agreed on: September 2020.

Signed:

Review frequency: 1 year.

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<b>Preface</b>	

This is the Health and Safety Policy for Coppice Primary School, who will be referred to as 'the School'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the School's employees, pupils, contractors and visitors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.

- The Arrangements for Managing Health and Safety.

## **Health and Safety Policy Statement**

This is a general statement of the intentions of the School with regard to Health and Safety. The policy statement is signed and dated by the most senior member of Staff, Trustees or Governors the indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the school.

## **The Organisational Duties**

This section commences with a chart showing the safety structure of the School. It is followed by a list of individual responsibilities of Staff, Trustees and Governors.

## **Arrangements for Managing Health and Safety**

This section will contain information that will need to be followed by all levels of management, to ensure that the school complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the School's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the School's undertakings.

Where help is needed, the School engages the Health and Safety support services of M<sup>c</sup>Cormack Benson Health and Safety Ltd, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The School	-	Coppice Primary School
MBHS	-	M <sup>c</sup> Cormack Benson Health and Safety Ltd
HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice

## **Health and Safety Policy Statement**

At the school we are committed to providing and maintaining an environment that ensures the Health and Safety of our employees, pupils, contractors and authorised visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at the school to actively take part in and support this policy.

Our staff, employees and subcontracted personnel are of paramount important. The school recognises that the talent and energy of the men and women, who work for it, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Trustees, Directors and Governors. The school will keep all personnel advised of their responsibilities and those of the School, with regard to health and safety matters.

The school recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities. In order to comply with the associated Regulations, the school will:

- ✦ Provide the necessary information, instruction, training and supervision to ensure the Health and Safety of its employees and others.
- ✦ Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work.
- ✦ 'So far as reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives.
- ✦ Ensure that effective planning, control and monitoring of all activities are maintained.





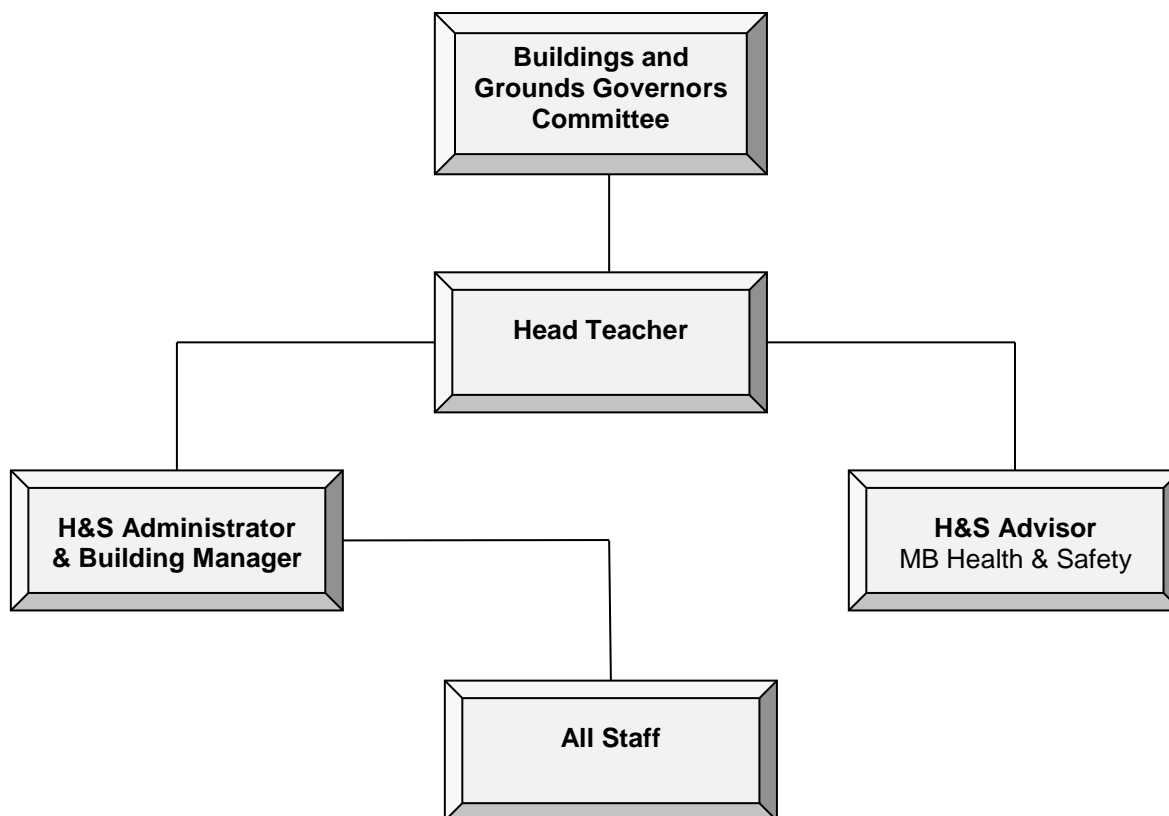
Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine the policy  Plan for implementation	Define and communicate acceptable performance and resources needed  (Policy)
Do	Identify risks  Organise for health and safety/implement your plan	Identify and assess risks  Identify controls  Implement and manage control measures  (Risk Assessment)
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance  (Inspections & Audits)
Act	Review performance  Act on lessons learned	Learn from measurements and findings of investigations  (Make improvements where necessary)

The overall aim of this policy is to set out the framework for securing the Health, Safety and Welfare of all Staff, Pupils, Contractors and authorised Visitors. The implementation of this policy relies on all members of staff cooperating on all Health and Safety matters. To enable this to work the school have given responsibilities to certain job roles which are detailed below.

### **Organisation – Duties, Roles and Responsibilities**

#### **Organisation Chart**

The School have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



### Coppice Primary School

Shawhurst Lane  
Hollywood  
Birmingham  
B47 5JN

### M<sup>c</sup>Cormack Benson Health and Safety Ltd

Unit 1, Hedley Avenue,  
Grays,  
Essex,  
RM20 4EL

#### Telephone Numbers:

Office 01564 826709

#### Telephone Numbers:

Office: 01375 398998  
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Martin O'Neill: 07507 720968

## Responsibilities

### Head Teacher and Building and Grounds Governors Committee

The Head Teacher will be responsible for ensuring the effective day-to-day implementation of the Health and Safety Policy. The Head Teacher, Building and Grounds Governors Committee are responsible for:

- Ensuring the necessary resources are available to allow this policy to be implemented.
- Ensuring staff, pupil and visitor safety in respect of compliance to specific arrangements, applicable to all activities within the school. Ensuring that safe systems of work are identified and adhered to.
- Ensuring the schools appointed competent person is alerted of any new activities, so that Risk Assessments can be completed/reviewed.
- Ensuring training needs are identified with respect to health and safety.
- Health and Safety information is communicated to relevant staff.
- Health and Safety inspections of the school are carried out at regular intervals.
- When using services of other contractors (self-employed persons etc.) on school premises, ensure the appropriate procedure is adhered to which will incorporate the:
  - Exchange of safety policies
  - Safe systems of work will be used
  - The safety of all persons affected by their activities
  - Obtaining of contractors' risk

- assessments ○ Assessing competent of contractors.

## **Management Team (Head Teacher, Deputy Head Behaviour & Safety, H&S Administrator and Building Manager)**

The Health and Safety Management Team are responsible for:

- Ensuring the effective implementation of this Policy of Health and Safety within their area of control including consideration to changes in legislation, the workplace, work activities and individuals.
- Promoting and developing a positive attitude towards health, safety and welfare throughout the school.
- Keep themselves informed of incidents/accidents occurring within their respective areas of control and ensuring that the procedures for reporting, recording and investigating are adhered to.
- Ensuring arrangements are implemented for the appropriate health and safety training of all staff.
- Ensuring that new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures.
- Ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.
- Ensuring that substances that may be hazardous to health are assessed under COSHH are handled, used and stored safely.
- Ensure arrangements are implemented for employees' involvement in health and safety matters by the organisation and encouragement of good communication.
- Ensuring that staff adhere to all health and safety arrangements at all times whilst at work.
- Ensuring that this Policy is effectively communicated to all existing and new members of staff.

### **All Staff**

It is the responsibility of every member of staff to have regard for the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

- To read and understand this Health and Safety Policy and to carry out their duties in accordance with its requirements. Staff should communicate with their Department Managers regarding any area of the policy they do not understand, to enable clarification.
- To know the safety procedures in the event of fire.
- To be aware of the location and identification of First Aid personnel.
- To report any accident or near miss to the appropriate authority who will complete the accident book as necessary, in accordance with the accident procedures.
- Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Department Manager.
- To use and wear all protective clothing or appliances applicable to the task, as determined by good practise and risk assessment.
- Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional manual handling training and/or risk assessment where necessary.
- To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- To ensure the health, safety and welfare of any person, including pupils, within their care.
- To notify the Health and Safety Management Team of any changes in health or welfare, which may affect working activities.
- To notify the Health and Safety Management Team of pregnancy once it is confirmed.
- To report any hazards in the workplace to the Health and Safety Management team.
- To attend any training course given in order to inform or instruct where a need has been identified by risk assessments.

### **Building Manager (Specific Duties)**

The person given this job role is responsible for ensuring the health and safety of the site, in particular they are responsible for:



- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied.
- Undertaking the weekly test of the fire alarm system.
- Undertaking the weekly test of the emergency lighting system.
- Undertaking the weekly test of the magnetic door release mechanisms.
- Conducting monthly assessments of the outdoor play equipment.
- Checking the hazard reporting system, rectifying those issues and notifying their line manager of unresolved issues.
- Undertaking regular inspections of the communal areas of the school to identify hazards.
- Undertaking regular visual inspections of the outdoor playground and play equipment to identify any hazards.
- Liaising with lettees/community groups etc. to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.
- Liaising with contractors to ensure that they are aware of relevant school procedures, including but not limited to fire, hazard and accident reporting and asbestos control.
- Ensuring the school is secure outside of normal working hours.

### **Fire Marshals**

Appropriate training will be given to all Fire Marshals before taking up the position. This will include the use and application of Fire Fighting Equipment.

Fire Marshals responsibilities are to:

- Assist in a quick and safe evacuation of the premises.
- Be familiar with all the exit points for their area(s) of responsibility.
- Go to the assembly point and make themselves visible.
- Confirm that the fire brigade has been called and a full, accurate address given.
- Get the rollcall completed and identify any absentees.
- Report to the person in charge to confirm whether or not everyone is accounted for.
- Participate in a de-briefing exercise following the evacuation.

### **First Aiders**

First Aid personnel will be in possession of a current First Aid Certificate and the school will undertake to provide First Aid personnel with the facilities to attend regular retraining. An appropriate number of trained First Aid personnel will be nominated and the appropriate training (i.e. paediatric for early years) will be given.

First Aid personnel will be responsible for ensuring that:

- First Aid boxes are correctly stocked, and the contents have not passed their expiry date.
- Correct personal protective equipment is used by them whilst administering first aid within the course of their duties.
- Telephone numbers for the emergency services are prominently displayed.
- Any medical equipment used is correctly disposed of.
- Accidents beyond the capability of a First Aider are referred, immediately to the local hospital. In cases where the ambulance service is required, the First Aider must remain with the casualty whilst

awaiting assistance. The First Aider will notify The Health and Safety Management Team who will ensure that the next of kin are informed.

- Accidents are recorded in the Accident Book and details of treatments given. Under no circumstances must any form of medication be administered by First Aiders without consent from the Health and Safety Management Team.

### **School Appointed Health and Safety Advisor**

The School has appointed MBHS as their Health and Safety Advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the Health and Safety Management Team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the School is aware of statutory obligations and recommended Codes of Practice.
- Advising the Health and Safety Management Team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the Health and Safety Management Team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the school.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

### **Educational Visits Co Ordinator**

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Schools Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

### **School-Appointed Contractor/Consultant**

The School may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or nonroutine work activities which School employees are unable to undertake. All Contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency. A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Health and Safety Management Team and/or MBHS to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety on site.

- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the Health and Safety Management Team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

## Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Head Teacher and Building and Ground Governors Committee <i>(supported by MBHS)</i>
Health and Safety administration	Health and Safety Management Team
Facility administration	Health and Safety Management Team
Health and Safety training	Health and Safety Management Team
Premises risk assessments	Health and Safety Management Team, Staff <i>(supported by MBHS)</i>
Work activity risk assessments	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
Display screen equipment assessments	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
Manual handling assessments	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
COSHH assessments	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
Fire risk assessments	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
Expectant/New mother risk assessments	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
Young Person risk assessments	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
First Aid	Health and Safety Management Team
Emergency Planning	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
Vetting Contractor/Consultants	Health and Safety Management Team, <i>(supported by MBHS)</i>
Monitoring of Health and Safety in the workplace	Health and Safety Management Team, Employees <i>(supported by MBHS)</i>
Site inspections	Health and Safety Management Team <i>(supported by MBHS)</i>
Audits	Health and Safety Management Team <i>(supported by MBHS)</i>
Accident, Incident and Near Miss investigations	Health and Safety Management Team <i>(supported by MBHS)</i>

### Management Arrangements

#### The Management of Health and Safety at Work Regulations 1999

The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Health and Safety Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
  - Change in legislation.
  - Change in control measures.
  - Significant change in work carried out.
  - Transfer to new technology.
  - Original assessment is no longer valid.
- Assessments are recorded and copies held at the school.
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The School have appointed MBHS as their source for Health and Safety assistance and competent advice.

MBHS will conduct a certain number of site visits once agreed with the School. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed MBHS Advisor will compile a report following each visit, detailing topics discussed, and any actions required for completion.

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider:

- The proper supervision of the children in their case.
- Equipment: Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses, tools etc.
- Storage: Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible. Coats and bags should be hung on hooks provided so as not to present a trip hazard.
- Behaviour: When discussing the behaviour of pupil's considerations of personal safety and the safety of others must be paramount. Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

## **Visitors and Third Parties**

### *School premises*

Visitors to the School premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the School requirements and rules for visitors if working alone proof of a DBS check may be required.
- If not working alone be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visits are aware of any hazardous process or situation they may be exposed to.
- Wear a visitor's badge.

### *Site locations/work areas/premises*

Any visitors to work locations that are under the control of the School may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a School representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Visitors who are in frequent or intensive contact with children as part of their visit, are required to undergo an enhanced DBS check.

Frequent – is understood to be once a week or more

Intensive – is understood to be 4 days or more in any month.

## **Safety Training**

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The School recognises that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the Health and Safety Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Health and Safety Management Team will be responsible for ensuring that the School and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

## **Lone Working**

The School endeavours to avoid lone working whenever possible. However, the Health and Safety Management Team are aware that employees may be required to work alone on the School premises. The School recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the Health and Safety Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the School at the end of the last visit, notify their appointed member of the Health and Safety Management Team to inform them that they have left their client/location and they are okay (or otherwise).

## **Refusal to Work on the Grounds of Health and Safety**

The School will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The School will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the School will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following: If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of the Health and Safety Management Team, so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the Health and Safety Management Team cannot be immediately contacted the relevant work should stop.

- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the Health and Safety Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the School.

### **Accident, Incident and Near Miss Reporting**

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the School premises. An appropriate investigation of any accident, incident or near miss will be carried out by a member of the Health and Safety Management Team, assisted by the appointed Health and Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the School to instigate additional control measures to prevent re-occurrence. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.

The timescales for reporting and/or recording accident information is:

- Accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). **A report must be submitted to the HSE within 10 days of the incident.**
- Over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. **A report must be submitted to the HSE within 15 days of the incident.**
- Over-three day-injuries will be recorded using the School accident book/form and filed securely to protect any personal information. This information must be held as a record for 5 years

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

The School will contact MBHS for further advice and guidance if required.

### **The Workplace (Health, Safety & Welfare) Regulations 1992**

The Health and Safety Management Team ensures that the School premises meet the health, safety and welfare needs of all its employees, pupils, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

### **The Manual Handling Operations Regulations 1992**

The School is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the School will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Health and Safety Management Team, assisted by the Health and Safety Advisor, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the School are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell their line manager if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

### **The Health and Safety (Display Screen Equipment) Regulations 1992**

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation selfassessment form depending on the length of time they spend at their workstation. Completed forms are reviewed by the Health and Safety Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation setup, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The Health and Safety Management Team ensure that all relevant information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

### **The Health and Safety (Consultation with Employees) Regulations 1996**

The Health and Safety Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the School will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the School competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Health and Safety Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The School fully involves, or will involve, non-English speaking employees, including labour only. The Health and Safety Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

### **The Electricity at Work Regulations 1989**

The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be checked when required by a competent person to ensure it is safe to use.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Health and Safety Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.



## **Maintenance of Equipment and Systems**

Maintenance and inspection contracts will be put in place for all essential systems (boiler, fire detection/alarm, security alarm, water etc.) so that they are checked at set regular intervals.

## **The Health and Safety (First Aid) Regulations 1981**

The School ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located within the school and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

## **The Control of Asbestos Regulations 2012**

All asbestos in the school has been identified in a survey carried out by a competent person and an asbestos management register is held in the School office. Any contractors wishing to work in the School are alerted to the locations of ACM's beforehand. It is the policy of the School to make regular checks of the condition of any ACM's and to remove any ACM's that may be damaged.

## **The Regulatory Reform (Fire Safety) Order 2005**

The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working on the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The completed risk assessment will be reviewed regularly by the Health and Safety Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Health and Safety Management Team will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure. The fire procedures will be under the control of the Health and Safety Management Team.

## **New and Expectant Mothers**

The School is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the School stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Health and Safety Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, the School will conduct a specific assessment for the employee in question. If this risk assessment identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the School will take action to remove, reduce or control the risk. If the risk cannot be removed, the School will take the following actions:

**Action 1** - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

**Action 2** - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

**Action 3** - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

## **The Control of Substances Hazardous to Health Regulations 2002**

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by

a member of the Management Team, assisted by the Health and Safety Advisor. Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the school premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

## **Violence and Aggression**

The School will not tolerate harassment and violence of any kind. This stance is followed throughout the School and includes the relationships between colleagues, employees and between staff and any other third party such as parents of pupils.

Issues of harassment and violence between colleagues will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). Issues of harassment (including physical and verbal) and violence towards a member of staff from a third party will be dealt with as a Police matter. The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the Health and Safety Management Team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the School and may result in the accuser facing disciplinary action.

The School will provide support, via the Health and Safety Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The School will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The School will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the School will develop a procedure which will clearly define the School's views and their stance on zero tolerance towards violence and aggression in the workplace.

## **Workplace Transport Safety**

All vehicles provided and used by the School will be suitable for the purpose for which they are provided.

The School will ensure that vehicles are provided with a safe way to get into and out of the cab, and any other parts of the vehicle that need to be accessed regularly. All School vehicles will have a valid MOT and Road Fund License.

Drivers of School vehicles are required to hold the relevant license and to conduct a pre-use visual inspection. This check includes ensuring all lights and indicators are working and that they have clear and unobstructed visibility around the vehicle. The driver is responsible for ensuring the vehicle is roadworthy.

The School will authorise nominated employees to drive school work vehicles. This authorisation will only be given on the proviso that the employee is suitably trained, qualified (where appropriate) and competent to drive the vehicle.

Members of staff must ensure that before they take pupils in their cars on any school business, e.g. sports activities, they are properly insured to do this and have correct booster seats if required.

### Stress Management

As an employer, the school is required to take reasonable care to protect the psychological health and safety of its staff. Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

The School acknowledges that people react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable to cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The School supports systems to prevent, lessen and alleviate stress:

- **Job Descriptions** to bring certainty to the individual’s tasks and responsibilities.
- **Performance Management** to regularly review staff performance and to identify early, problematic or stressful areas.
- **One to one interviews** are available to all staff, to assist in promoting good communications and a positive health and safety culture.

### Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school’s GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Health and Safety Policy	Health and safety responsibilities and arrangements	To comply with Section 2 (3) of the Health and Safety at Work Act 1974	All Staff	p-drive, School website Autotask Workplace H&S Manual Folder

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
□		