

Health and Safety Policy

FEBRUARY 2015

1. ORGANISATION AND ARRANGEMENTS

Introduction

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the schools normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

The Duties of the Governing Body

The Governing Body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document and ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Headteacher

The Headteacher has day to day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors, the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document and ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. They must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law and use all work equipment and substances in accordance with instruction, training and information received. They must report to their immediate Line Manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure and act in accordance with any specific health and safety training received. They must inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Unions Representatives are entitled to certain information, e.g. Information relating to accidents and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

Temporary Staff

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc, and are suitably inducted into their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with the Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst class is in session.

The Duties of the Educational Visits Co-ordinators (EVC)

The EVC ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to SHE webpages and Local Authority guidance.

The Duties of the Site Manager, Business Manager and Caretaker

The Site Manager has a day to day responsibility for ensuring compliance with this School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

Arrangements

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.

Communication

The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors, etc.

Consultation with Employees

The school recognises the importance of consulting with employees on health and safety matters as stated in the procedures at the end of this policy.

2. RISK ASSESSMENT

Risk Assessment

The school uses a risk assessment process as a standard for risk assessment. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The Health and Safety Co-ordinator is responsible for overseeing the completion of risk assessments throughout the school in consultation with the Headteacher.

School Trips/Offsite Visits

The school complies with DFE Guidance and GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.

Working at Height

The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit.

Noise

The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk, the school ensures appropriate control measures are put in place.

Violence to Staff

The school are aware of their responsibility for assessing the risk of violence to staff and where violence is identified as a significant risk, the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise System.

Security Arrangements Including Dealing with Intruders

Risks to security of the premises and property are assessed through the risk assessment process. The personal safety of all those working in the school is of prime importance. For the majority of the time staff are working within visual contact of other adults and should remain vigilant about their own and other people's safety. Staff must be prepared to challenge anyone in the building who is not wearing appropriate identification. If there is any cause for concern then help should be summoned immediately. There is an emergency call system in place to facilitate this.

To enhance the safety of all users the building has an access control system which allows access to each zone. Staff are responsible for their own 'fobs' and should not give them to other users. Doors with controlled access should never be propped open.

All visitors to the school are required to sign the book in the reception area and to wear a badge. Staff must not admit anyone to the building without ensuring these procedures are followed.

The security of the building must always be regarded as secondary to personal safety but is never the less important. There are currently six registered key holders with access to the intruder alarms. This alarm is linked to a call centre for maximum security.

Staff are asked to take reasonable precautions by closing windows and switching off lights and electrical equipment when they leave the building. The Premises staff have the responsibility for checking and securing the building at the end of the day. Any difficulties or signs of intrusion should be reported. Valuable items should where possible be stored out of sight.

Individual possessions are not covered by the school's insurance. All areas have been provided with a secure storage facility and it is the responsibility of individual staff to use this for their belongings.

The external area is protected by fencing and coded padlocks. The car park area is subject to intrusion. Users of the building must ensure that their vehicles are secured. A secure barrier for use outside of the school day has also been fitted.

Personal Security/Lone working

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

Hazardous Substances (Control of Substances Hazardous to Health – COSHH)

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. COSHH Data Sheets are kept in a folder and also some are saved on the school network.

Hazardous substances can be liquids, solids, fumes, vapours, gases or dusts and include things in everyday use such as cleaning materials, photocopier toner etc. Staff should avoid using hazardous substances if possible but when they are necessary substances must:-

- only be used with the correct equipment
- be stored in appropriate containers which are clearly labelled and stored in securely locked cupboards
- be removed/disposed of safely

Staff who are required to use such substances in the course of their work are given the appropriate information and if necessary training.

Personal Protective Equipment

Employees/Managers assess on the basis of risk assessment and COSHH assessments where the need for PPE is identified as a control measure.

School Transport

The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and the GCC guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.

Use of Minibus

The principles for safe use of the minibus are contained in the policy document "Use of the Minibus" to which further reference should be made. It can be used for educational purposes only for the benefit of pupils attending Bettridge School. Loan arrangements may be made with other educational users where out of hours use can be made without detriment to the pupils.

Eligibility to Drive

Records are maintained in school of eligible drivers who are tested every three years by the Gloucestershire Road Safety Unit and successfully complete their MIDAS Course. Special medical checks are made on drivers over the age of 45. The Occupational Health Unit monitors this requirement and arranges the necessary test. The bus can only be driven by those over the age of 25 with a "clean" driving licence. It is the responsibility of drivers to notify the Headteacher should they receive any endorsement to their licence. Licences are checked annually by administrative staff.

Maintenance of the Vehicle

A weekly inspection of the school minibuses is undertaken. The vehicles are maintained at prescribed intervals through a contractual arrangement with the Local Authority Service Depot. They also carry out the statutory vehicle test and provide roadside assistance. As agents of the Local Authority, the transport unit implements any legislative matters referred by the Health and Safety Department of the County Council in terms of vehicle construction and use.

All drivers should remain vigilant to any daily faults that may occur and should report them to the designated TA. No member of staff should drive the vehicle under any circumstances if they are unsure about its safety.

Pupils should always be seated in the minibus. Where the child is transported in a wheelchair reference should be made to the Department of Transport (VSE 87/1 1987) regarding passengers in wheelchairs and the Medical Services Directorate (MDD/92/07) regarding the transport of pupils in special seats. Chairs are "badged" by LA transport staff as suitable to use in a vehicle. This includes appropriate restraint arrangements. Harness and wheelchair clamps must only be used if in good condition. Any member of staff fitting such equipment should ensure that they are conversant with its use and follow the prescribed advice available in the vehicle. In addition they should ensure that adequate time is allowed to permit them to have due regard to their own health and safety during this process.

Breakdowns and Accidents

A copy of Emergency Procedures for breakdowns and accidents are available in each bus.

- In the case of a breakdown, telephone the AA for assistance. The school is a member of the fleet relay system.
- In the event of an accident follow the Emergency Procedures as specified in the Educational Visits policy.
- Report any damage to a bus to the Headteacher as soon as reasonably possible.
- Drivers should endeavour to observe all traffic regulations but should they have a minor infringement such as parking fine or speed check this should be reported to the Headteacher or School Business Manager immediately.

Liaison with Home/School Transport

Those undertaking home/school transport have a contractual responsibility to the Local Authority to work within health and safety guidelines drawn up by them. Due to the special needs of our pupils, Bettridge maintains a duty of care in providing advice on delivering an

optimum service for each child, although it should be stressed that this is only in an advisory capacity. The Road Transport Unit undertakes routine checks on all transport contractors vehicles on school premises.

Use of Staff Vehicles

On a voluntary basis staff may use their own car for the transport of a pupil. In this case they are bound by the same code of practice concerning the use of special seats. Insurance cover is normally available on existing private policies by having specific Business Use cover. Any individual member of staff should ensure that they have the appropriate insurance before transporting a pupil in their vehicle. This is checked annually by administrative staff along with their driving licences.

Pupils needing to be transported to hospital in the event of a medical emergency should normally be taken by ambulance or by their parents.

Manual Handling

The school refers to the GCC SHE Manual Handling Risk Assessment Toolkit and risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Moving and Handling Co-ordinator is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Therapist as necessary.

The school recognises its responsibilities under the Health and Safety at Work Act to develop safe working practices in respect of any manual handling operations in which staff are likely to be involved in order to take steps to prevent reasonably foreseeable injury to employees from the handling of loads at work. As part of this responsibility the school has developed safe systems of work which include:

- Advice to avoid manual handling wherever practicable
- Provision of aids and equipment, eg hoists
- Regular assessments and where necessary written advice with regard to safe lifting and handling operations.
- Certificated training for staff most likely to be engaged in manual handling operations on a regular basis.
- "Cascade Training" and on going advice to all staff.

All staff have a responsibility under the act to ensure their own safety by co-operating with school systems in the following ways:

- Observing the prescribed safe working practices.
- Assisting in assessments as appropriate.
- Using safety equipment provided.
- Participating in instruction and training.
- Reporting any injury sustained through normal accident reporting procedures.
- Reporting circumstances where safe handling techniques cannot be used to the health and safety representative.

Moving and Handling of Pupils

The nature of the pupils at Bettridge means that many require assistance that includes moving and handling in a variety of contexts. It is recognised that this creates an additional risk in that failure to observe advice may result not only in an injury to a member of staff but may also place a pupil or pupils at risk. The school has developed a procedure for carrying

out risk assessments and producing written guidance in respect of each pupil who requires lifting or assistance in transferring position. These assessment sheets form part of the pupil profile document.

Assessment sheets should be updated at least annually by the class team in liaison with the Moving and Handling Co-ordinator and the Occupational Therapist. Where possible, pupils should always be encouraged to assist in their own transfers of position and to be aware of the safety issues involved.

Staff should not put themselves at risk by attempting to lift or move a pupil with independent mobility who is exhibiting challenging behaviour. The only exception to this would be if the child were in immediate danger. In this event assistance should be called for to carry out a safe manoeuvre.

Moving and Handling of Equipment

Staff should have due regard to the general advice in the previous sections when moving equipment and should not place themselves at risk. Where the need to move heavy equipment is identified, advice should be sought in the first instance from a colleague who has followed a full training programme and if necessary referred to the Health and Safety Representative/Headteacher for further risk assessment.

Equipment to Assist Handling

No equipment should be used to aid handling and lifting unless specifically purchased and approved for the purpose. All such equipment should be visually inspected before use. The school arranges the regular maintenance of all hoists according to the manufacturers recommended schedule. This also applies to all slings which are checked by a suitably qualified contractor.

Curriculum Safety (including extended schools activity/study support)

Risks related to curriculum areas are identified and controlled using GCC SHE Guidance. For any activity falling outside this guidance a risk assessment is carried out. An inventory of all equipment is kept and all tools/equipment/machinery are checked, maintained and stored correctly. The demands of some subject areas need specific consideration and where this is so, reference should be made to the guidance given in the Curriculum Policy. In particular, aspects of Science, Technology, Physical Education and Art fall into this category. Subject Teams are responsible for disseminating and updating information in this respect and their advice should be sought as appropriate.

It is the responsibility of staff to identify any risk in a planned activity and if necessary to complete a written risk assessment. The Health and Safety Representative is available to support this.

Work Experience

No student placed in school for work experience should be left to supervise pupils. They must follow school procedures to ensure their own and other people's safety and should wear clear identification at all times. All students are provided with written information about their placement.

Bettridge Students undertaking work experience placements are usually accompanied by a member of staff. External placements are risk assessed through the provider. Work related visits would fall within this policy and procedures for educational visits. The guidance given in this policy should be followed.

Display Screen Equipment

The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC policy, guidelines and procedures. The school ensures that DSE workplace assessments are conducted for all relevant users. DSE assessments are reviewed as necessary and where equipment changes or office layouts change, or when there are staff changes.

Friends of Bettridge Incorporated (F.B.I.)

The school offers support to F.B.I. and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for F.B.I. run events and adequate insurance is in place.

Playground Supervision/Play Equipment and Maintenance

Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken. All fixed playground equipment is inspected by a contractor on an annual basis. Pupils are supervised at all times.

3. PREMISES

Buildings

Staff should be alert to any defect or potential hazards, which may become apparent to them, in the buildings themselves or in the fixtures and fittings which may jeopardise the safety of pupils, staff or visitors. Any problems presenting an immediate hazard should be reported to the Headteacher once emergency action has been taken to make the area safe. Any area judged unsafe is taken out of use at once until a repair can be affected and/or advice can be obtained from the Local Authority.

Defects judged as lower risk are discussed at regular meetings between the Headteacher and the Health and Safety Representative and appropriate actions identified. A record of these actions is retained and presented to the Governing Body on a regular basis.

The Site Manager is responsible for regular maintenance checks and liaising with external contractors re safety checks as identified in the O&M manuals. This includes the generator, lifts, air conditioning units, mansafe system, fire and security systems etc.

Risk Assessments have been carried out on any areas of the building identified as having specific hazards for users such as the balcony area. These are available on the school network and it is the responsibility of all staff to familiarise themselves with the contents.

No school staff should access roof areas. This should be done by approved contractors using the roof access plan. The Premises staff have undertaken training to work on ladders and are responsible for keeping a ladder register. All other staff should only use step stools.

Mechanical and Electrical (Fixed and Portable)

The school takes the appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of any other person, as low as reasonably achievable.

All staff should be alert to the condition of leads, plugs, sockets etc. and any concerns should be reported immediately to the Headteacher/Deputy Headteacher. If there is any doubt to the condition of a piece of electrical equipment it should be immediately taken out of use and clearly marked until arrangements are made for it to be checked.

In setting up and using equipment, care should be taken to avoid trailing wires and cables. In the limited circumstances where this may occur on a temporary basis wires should be covered. Sockets must not be overloaded under any circumstances. The school environment contains a large quantity of IT equipment. Whilst this is generally of a low electrical load the main concern is the overall proximity of mains voltage as with other electrical services.

“Homemade” electrical items must not be used under any circumstances. Electrical items from home may only be used in school following PAT testing and the specific approval of the Headteacher. Mains operated electrical toys, musical instruments etc must, in common with all other electrical items, conform to approved European standards.

Persons carrying out the testing and/or repair of electrical equipment must have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Site Manager’s office. All items are identified by the serial numbers and marked with the date of testing. Arrangements are made for portable appliances to be tested on an annual basis.

Use of Non Electrical Equipment

A wide variety of equipment – wheelchairs, standing frames, hoists and changing beds are used throughout the school. Staff are responsible for familiarising themselves with the approved procedures for use and the individual features of any equipment they are required to use. An appropriate colleague should be asked in the first instance with any remaining difficulties being identified to their team co-ordinator. Staff should pay particular attention to the correct use of safety straps, harnesses etc. at all times. It is necessary for staff to be aware of the characteristics of individual pupils’ chairs, particularly with regard to outdoor usage. Written information should be taken from parents if they have been supplied directly with specialist equipment for their child to be used in school.

Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis, however, the frequency of these inspections is much dependent on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

Asbestos

The school was built in January 2010. There is no asbestos present and therefore no associated risks.

Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact on staff, students and other visitors on site. The school provides details of all its safe systems at work to the contractors where relevant and all contractors are consulted over emergency arrangements.

Health and safety arrangements within the school kitchen are the responsibility of the contractor. School staff should not normally enter this area and pupils should never do so.

Building Contractors and Small Scale Works

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site. This includes day to day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

Any visitors working within the school are required to sign the book in the reception area and to wear a badge. Risk assessments are completed as necessary dependent on the work being carried out.

Swimming Pool

The swimming pool is an area of the school that should be considered as potentially hazardous at all times. Normal Operating Procedures have been drawn up and are available in the pool area. A copy is also supplied to any group hiring the pool. All staff working in the pool area should ensure that they are aware of these procedures and routinely follow them.

There is an emergency alarm situated within the pool to summon support from other areas of the school during the working day. On hearing the alarm, which is regularly tested, all available staff, who can safely do so, without endangering other pupils should report immediately to the pool area to offer assistance. There is always a member of the Leadership Team and Management Team on duty.

Lettings

The school follows GCC guidance for Terms and Conditions of Hire. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept. Risk assessments have been written for the pool and soft play areas. There is also a Lettings Policy.

Slips/Trips/Falls

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

Cleaning

A cleaning schedule is in place which is monitored by the Site Manager. All waste is disposed of according to the appropriate health and safety guidelines. Deep cleaning is also undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage. Also the checking of general equipment such as ladders, etc. All members of staff adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace. There is a risk assessment in place.

Transport Arrangements (On-Site)

Clear speed limit and directional signs are displayed. Parking areas are clearly defined. Management and loading of pupils is closely controlled at the start and finish of the day. Regular reminders are sent to transport companies and parents about speed limits and the need to be careful on site. There is no access allowed at the front of the school for unaccompanied pupils. There are set times for transport to be allowed on site. There is a risk assessment for traffic on site.

Arrival and Departure of Pupils

Most pupils are transported to and from school by contractors who are directly responsible to the School's Transport department and the LA. A few pupils are brought to school and collected by their parents or other relatives. Arrival and departure times are particularly busy and at congested times of the day all staff need to be especially vigilant. Staff are asked to be proactive in ensuring as much separation of vehicles and pedestrians as possible.

Arrival: Unless specifically authorised by the Headteacher, pupils must not enter the school building until 9.00am. Transport staff are responsible for the pupils in their care until they are handed over to a member of school staff at this time.

Departure: Teachers and Teaching Assistants have a responsibility to supervise pupils until they are handed over safely to the transport staff. If any problem should arise over the departure of a pupil, this should be brought to the immediate attention of a Senior TA or the Headteacher.

All staff need to be alert to the identity of those bringing and collecting pupils. If there is any cause for concern then a pupil should not be released until further checks have been made and any difficulties clarified.

Some members of staff may, by private arrangement with parents, be responsible for pupils before or after school. The parameters of these arrangements should be cleared with the Headteacher prior to this taking place.

Grounds Maintenance/Grounds Safety

The school identifies risks associated with grounds maintenance and identifies the risk through the risk assessment process using the GCC SHE General Risk Assessment Toolkit. There are risk assessments in place.

Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also visually checked on a regular basis and subject to appropriate formal inspection.

Glass and Glazing

All glazing on site complies with current safety standards. All low level glazing (below 800mm) such as glazing in doors and high risk glazing such as glazing within PE Departments is toughened laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure that all broken glazing is reported through a known procedure and that the area is made safe immediately with repairs being carried out as soon as possible. Glazing is also assessed during a regular site inspection.

Water Supply/Legionella

An effective water hygiene management system is in place to control the risks of Legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, and has undertaken training in Water System Management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. An anti-legionellosis automated system kills bacteria daily at 5.30pm. Shower heads are cleaned weekly. Regular documented water checks are undertaken and a system is in place to ensure that an annual check is carried out. These results are kept in the Site Manager's Office. A process is also in place to deal with any actions should they arise.

Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site. eg.access/egress routes. The Headteacher determines what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools (such as a wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

4. MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

Infectious Diseases

The school follows the National Guidance produced by the Health Protection Agency.

Health Related Issues

The school Nurse has a co-ordinating role in all health related issues in school in liaison with the Headteacher.

First Aid and Emergency Procedures

In the event of an accident or an emergency in school the guidance issued in the separate policy should be followed. The nature of some of the pupils at Bettridge means that some individuals may routinely require not only medication but also the administration of oxygen, suction to aid breathing and feeding by tube. These procedures would normally be administered by staff who have received the relevant training in relation to the needs of an individual pupil. Any member of staff who is unsure about such interventions should seek guidance from the Headteacher.

The school ensures that at least two members of the school staff hold current training in First Aid at Work (first and foremost for staff) and there are approximately 50% of class staff who are First Aiders trained to give CPR and Emergency First Aid.

Medication

Many pupils at Bettridge require routine medication during the school day. Procedures for the administration of this are covered in a separate policy. This policy must be followed at all times.

Reporting of Accidents, Hazards, Near Misses

Any accident/injury occurring in school other than very minor incidents should be reported on an "Accident Report Form" and given to the Headteacher.

If there is any doubt about the full extent of any injury, referral should always be made for medical advice, either through the Accident and Emergency Department of the Hospital or in the event of more minor occurrences through the GP. In the case of a pupil, parents should always be informed no matter how small the injury and if appropriate requested to seek medical advice.

The school report and investigate all accidents, incidents and near misses and adhere to GCC SHE procedures.

In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and Line Managers investigate such incidents and identify and implement means to prevent a recurrence.

All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise Accident Database.

Fire Safety and Emergency Evacuation

A Fire Risk Assessment of the building has been carried out by an approved person and is available in the Fire Procedures File held at Reception. All testing is also recorded here. There is clear signage in all areas. A sprinkler system is fitted.

Clear guidance is on display in each class area in respect of action to be taken in the event of a fire. **All staff should make regular reference to this information to ensure that they are aware of their responsibility if a fire should occur and the Escape Routes.** Lettees are reminded to familiarise themselves with this information by a notice on arrival.

Fire safety equipment is available throughout the building as appropriate. Regular drills are held, these take place at times when the outside weather conditions do not present a hazard to the health of pupils. Fire alarms and emergency lighting are regularly tested according to the prescribed schedule. Equipment, including emergency lighting, is inspected on a routine basis by an approved firm.

As well as two fire refuges there is a clearly marked lift that can be used for emergency evacuation from the first floor. The Premises staff make regular weekly checks to ensure all signage is still in place and that fire exits are not obstructed. Staff are advised that they should not block open fire doors.

Crisis and Emergency Management

Crisis Management is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Leadership team acts as the decision making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency, which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis and appropriate building plans. The emergency plan is reviewed on an annual basis and if deficiencies are found immediate corrections are made.

5. MONITORING AND REVIEW

Monitoring

Procedures are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors. Please see the 'Procedures' section at the end of this policy.

Inspections

Regular safety inspections are carried out by the Health and Safety Co-ordinator using the GCC recognised format found in the Good Stewardship Guide. Members of the Governing

Body carry out an annual inspection of the premises, departments, furnishings and fittings. Inspections of the grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

Review

The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections. The school also has inspections in place to check all health and safety documentation including risk assessments, policies and procedures. The Health and Safety Policy Document will be reviewed annually and approved by the Governors.

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete Health and Safety Audit by competent persons. This is carried out by the SHE unit on a 2 year rolling program.

6. TRAINING

Staff Health and Safety Training/Competence

The school is committed to ensure staff are competent to undertake the roles expected of them. Training needs are identified with regards to specific job roles in terms of health and safety to ensure that appropriate training is delivered and records held centrally. Training is reviewed on an annual basis or on the introduction of new legislation. Managers conducting the Appraisals consider health and safety and address areas of concern with employees.

Supply, Students and Volunteers

The school's expectations are made clear to supply staff, students and volunteers through induction. A Senior TA is responsible for liaising with them on general school organisation and routines.

Supply, students and volunteers must observe all the school's safeguarding and health and safety arrangements which are covered through the induction process. They are expected to wear a visitors badge at all times and to follow school procedures. The teacher is the principal point of contact and they will remain under his/her direction at all times. They are bound by the same rules of confidentiality which apply to all members of the school community.

7. HEALTH AND WELLBEING

No smoking is allowed on any GCC Site.

Pregnant Members of Staff

Members of staff who are pregnant are required to inform the school so that an appropriate risk assessment of their work routines can be carried out with reference to GCC SHE guidance. There is a generic "Pregnant Staff" risk assessment in place.

Health and Well Being Including Absence Management

The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. There is a network available to support colleagues involved in an accident or who need to talk to someone. Posters detailing the contacts are displayed around school.

8. STRESS MANAGEMENT

The school places a high value on maintaining a healthy and safe working environment for all its employees and recognises that its duty of care extends to mental health as well as physical health at work. Staff with management responsibilities play an active role in managing stress and should use sensitivity and tact when dealing with individuals that they suspect may be suffering from stress, or who have been diagnosed as such.

Pressures can arise from an individual's personal life as well as from work and people vary in their capacity and ability to cope with different types of pressure

The school seeks to provide a positive and supportive working environment by:

- Establishing, promoting and maintaining a culture of consultation, participation and open communication throughout the school, particularly during times of change.
- Providing opportunities for all staff to participate in Appraisals and CPD.
- Providing opportunities for employees to maintain and promote their health and well-being.
- Maintaining "zero-tolerance" of any form of bullying or harassment.
- Take a proactive approach to the management of staff absence.
- Identify internal and external sources of advice for employees with stress, including a supportive referral to Occupational Health if appropriate and a commitment to act on any advice given.

It is in the interests of all to recognise the possible signs of stress. These may be:

- Persistent or recurrent moods
- Physical sensations/effects.
- Changed behaviour – difficulty concentrating or remembering things, unable to switch off, loss of creativity, making more errors, loss of motivation.
- High blood pressure, heart disease, ulcers, anxiety, long term depression.

Employees have a responsibility to:

- Recognise the importance of CPD as a means of developing competence and well-being in the job.
- Use the formal system of performance appraisal openly and honestly to have a one to one discussion about their own work.
- Alert their line manager immediately if they are struggling with work based duties to discuss issues with him/her. If individuals believe that they are suffering from stress in their personal life, they may wish to share this information on a confidential basis with the Headteacher or line manager.

9. ENVIRONMENTAL MANAGEMENT

Environmental Compliance

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

Disposal of Waste

All waste classified as “hazardous” is collected by specialist firms and disposed of in an approved manner.

10. CATERING AND FOOD HYGIENE

All catering contractors have in place a Food Hygiene Management System and competent Health and Safety advice. All contractors are registered with the Local Authority (District/Borough Council)

11. HEALTH AND SAFETY ADVICE

Information

Health and Safety advice is obtained from the Gloucestershire County Council Occupational Health and Safety Unit (SHE) 01452 425349/50

12. PROCEDURES FOR MANAGING HEALTH & SAFETY ISSUES

The Headteacher has overall responsibility for the day-to-day management of health and safety within the school. A Senior TA has a whole school responsibility for Health and Safety Issues in liaison with the Business Manager (SBM). The Senior TA has also completed TUC Health and Safety Courses and works closely with the SBM over these issues. She/He has received appropriate training in work place health and safety issues and assists in the flow of information both in identifying and raising concerns with the SBM and in passing relevant information to other members of the team.

The Health and Safety Representative undertakes a regular termly review of the physical environment and collates any staff concerns. This is followed by a meeting with the SBM, the outcome of which is recorded on a standard proforma. This proforma forms part of the regular reporting procedure to the Governing Body by the Headteacher.

This meeting has four main functions:-

- To consider any issues raised by staff.
- To review any accidents which have occurred.
- To prompt a rolling program of risk assessments on all areas of activity taking place in school.
- To identify training needs.

Any member of staff who has a serious concern requiring action should report it to the Headteacher immediately. Less urgent matters should be reported through the health and safety representative. Issues raised are discussed during the termly meeting and a course of action agreed. Action may be at a number of levels:-

- A simple modification of working practice by an individual or group of staff
- Identification of a need for further training for an individual or group
- A more major review of working practice across the school
- Significant additional training for a group or all staff
- Provision of additional/new equipment/taking out of use

- Additional written advice
- Minor maintenance
- Minor building adaptation
- Minor repair work

Any issues which have a substantial resource implication are brought to the attention of the Governing Body and if necessary the Local Authority by the Headteacher.

Accidents of a minor nature are routinely considered and any implications/actions identified in the same way as issues raised. Major accidents are notified immediately to the Local Authority for investigation/advice.

The school has a responsibility to consider all its activities in terms of the risk they present. This task is managed in the first instances through the Health and Safety meeting and activities are deemed as high, medium or low risk. Those thought to present a medium or low risk are kept under review. Where an activity is deemed as high risk, the activity is ceased until further guidance is sought from the SHE unit or relevant organisation.

There is a commitment to provide the appropriate training to any member of staff engaged in an activity as part of their designated duties which may present a risk to their own or other people's health and safety. Such training needs are identified either on appointment, through the appraisal process or at the routine health and safety meeting.

The Governing Body and Headteacher seek to fulfil its responsibilities in respect of the health and safety of all pupils, staff and visitors in close consultation with the Local Authority. Informal professional advice is taken by the Headteacher in respect of day to day management from the Health and Safety Department as necessary.

ORGANISATION OF RESPONSIBILITIES FOR HEALTH AND SAFETY

