


Green Park School Health and Safety Policy

Policy written by:	Lorraine Dawney
Role:	Headteacher
Committee approving Policy	Standards
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Signed by Chair of Committee	 Rev S Skidmore , Chair of Standards committee

Our Mission

Green Park aims to provide access to high quality education and learning experiences, both in school and in the community and seeks to maximise each pupil's achievement as part of his or her lifelong learning. It is the school's aim to be a centre of Educational Excellence in the heart of the community.

Introduction

This policy will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities, and arrangements at a local level.

There are three parts to this Policy: -

1	Statement - Declaration of intent by the Chair of Governors/Headteacher
2	Organisation & Responsibilities - The management structure and defining roles and responsibilities within the school
3	Arrangements - The systems necessary for implementing the Policy (including monitoring and management systems)

Statement of local health and safety intent

Good health and safety management will be an integral part of the operation of the school, the governing body, headteacher, employees, partners, and all other people with whom we do business. We will meet all the requirements set out in the corporate health and safety policy.

Green Park School will ensure compliance with legal standards/approved codes of practice, along with, where relevant, health and safety guidance provided by the City of Wolverhampton

Council (CWC). Wherever possible, and where statutory standards and requirements are not in place, the school will meet best practice standards.

It is furthermore the policy of the school to ensure that:

- We will plan for health and safety within our school improvement planning activity.
- Relevant safety actions are included during the staff appraisal process.
- We will develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to this school.
- We will review with the Governing Body all progress against our plans and take appropriate action.
- We will provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- We assess and control risks to all school staff.
- All plant, equipment and premises meet appropriate safety standards.
- Appropriate health and safety training is in place for all staff.
- Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members.

The school will expect employees to show a proper personal concern for their own, pupils' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Organisation & Responsibilities

This section details the organisation and responsibilities required to maintain and continuously improve our school's health and safety management system. The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

The Governing Body

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. This is a strategic role and governors are not expected to be involved in the day-to-day management of the school.

The governing body of Green Park School is responsible for the following:

- a) A school safety policy is produced, and the policy is regularly reviewed in the Governors Monitoring Committee, ensuring that the requirements of health and safety legislation are met, that corporate health and safety standards are met, where relevant, and to promote best practice.

- b) Appropriate information, instruction, training, and supervision to assist all staff, pupils, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- c) The safety of plant equipment, buildings, and safe systems of work.
- d) Safe arrangements for the use, handling, storage, and transport of articles and substances.
- e) A safe workplace and safe access and egress.
- f) A healthy working environment.
- g) Procedures for fire evacuation, first aid cover and other emergency situations are in place.
- h) The safety policies will be brought to the notice of all employees.
- i) Ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare are maintained.
- j) Ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, auditing and reviewing of health and safety performance is undertaken.
- k) Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations.
- l) Ensuring effective communication with the headteacher, the Children and Young People's Service, staff, parents and pupils in respect of health and safety matters.
- m) Ensuring that the governing body and headteacher recognise and set out the roles of specialists (Health and Safety Officers, Education Advisors, Fire Officers etc.) and the means of effectively liaising with them.
- n) Health and safety issues concerning the school are identified and appropriate action taken.
- o) Ensuring effective communication with the Head Teacher, staff, parents, and pupils in respect of health and safety matters.
- p) Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- q) Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- r) All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, the governing body will delegate the functions necessary to discharge these responsibilities to the headteacher and senior management team of the school. However, they will ensure that they have adequate monitoring of these functions in place.

The Headteacher

The CWC and School Governors have placed responsibility on the headteacher to achieve the objectives of the health and safety policy. The headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met, within their area of control. The Headteacher will ensure that:

- a) Policies and procedures with regard to health, safety, and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff.
- b) Any health and safety matters raised, and guidance from Wolverhampton Corporate Health and Safety, are brought to the attention of the Governing Body.
- c) Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body.
- d) Accidents, incidents of aggression, near miss accidents, ill health conditions and dangerous occurrences are investigated and reported according to the Local Authority as well as legal requirements.
- e) Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- f) Training needs are identified, and arrangements are made for those needs to be met.
- g) Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- h) All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- i) Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- j) Any unsafe items which are reported to the Site and Safety Officer and any item which constitutes a health and safety hazard are taken out of use.
- k) Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience, and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- l) Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the

- health and/or safety of employees, pupils or other persons working on the premises.
- m) Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
 - n) Provide an effective risk assessment process which:
 - o Eliminates accident potential as far as is reasonably practicable.
 - o Regularly reviews and updates risk assessment as appropriate, including post-accident risk assessment.
 - o Conforms to statutory regulations, Local Authority policies and procedures, codes of practice and guidance, and to best practice.
 - o Takes account of individual personal requirements, such as disabled people, individuals with poor literacy skills and those for whom English is a second language.
 - o Pays particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks.
 - o) Provide the instruction, information, training and supervision necessary to secure the health and safety of all persons under their control.
 - p) Ensure that health and safety responsibilities are identified within job descriptions, as required.
 - q) Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
 - r) Ensure that the Local Authority and school governors are informed of any breach of health and safety statutory requirements or Local Authority policy.

The Leadership Team

The leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the headteacher.

Managers, deputy headteachers, assistant headteachers and any other members of staff with supervisory responsibility will:

- a) Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input are provided, as required.
- b) Ensure that health and safety is considered in routine meetings with staff.
- c) Identify any employee health and safety training needs and ensure that these are communicated to the headteacher.
- d) Ensure that any new staff receive specific health and safety induction training and record that this has been done.

- e) Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety
- f) Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the headteacher
- g) Ensure that the headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them
- h) Ensure that all defective equipment or plant is taken out of use or disabled or made safe until repaired or replaced.
- i) Ensure that protective clothing or equipment is issued and used where necessary.
- j) Ensure that all areas of work are maintained to a high standard of housekeeping.
- k) Respond immediately to all hazards brought to their attention by employees
- l) Undertake appropriate health and safety courses.

Class Teachers (or Person in Charge of session)

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- a) To follow safe working procedures personally.
- b) To ensure the safety of students in classrooms and other areas of the school whilst in their charge and ensure students are provided with health & safety information during lessons as required.
- c) To assist in developing risk assessments and ensuring their classrooms fit for purpose and compliant with school guidelines e.g., Essentials guidance, fire risk assessment, accessibility.
- d) To be aware of and to adopt safety measures within their teaching areas.
- e) To request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- f) To make recommendations to the headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which is potentially dangerous.
- g) To ensure health and safety training courses are attended, as appropriate, and they have knowledge of all relevant processes, materials, and substances they use.
- h) To be sensibly dressed for their working environment and always conduct themselves in an orderly manner in the workplace and refrain from any horseplay, improvisations or shortcuts that could create unnecessary risks to health and safety.
- i) To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident code blue for pool rescues etc. and to carry them out.

School Business Manager

1. The postholder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements

detailed in the school Health & Safety policies.

2. To manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, pupils' needs and health and safety regulations. This includes ensuring.
 - a. The Site and Estates officer makes regular verbal and written reports of concerns in school, taking into account planned and preventative actions and urgent remedial work and submits these to stakeholders.
 - b. The Site and Estates officer works with you to update an annual maintenance plan for the school with costs and a schedule of planned work.
 - c. The Assistant SBM make effective arrangements for lettings.
 - d. The Site and Estates officer works with the Health and Safety consultation group and listens to their views and opinions.
3. To make arrangements for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported.
4. To ensure effective service level agreements are in place, negotiating quotes, tender processes and contracts for external services including grounds, catering, and cleaning for the Headteacher to approve.
5. Prepare the disaster recovery plan and ensure all emergency policies are understood by all staff and pupils e.g., fire, missing children, PSOP
6. To undertake responsibilities as defined in the LA's Health and Safety Policy and schools Health and Safety Policy.
7. Working with external providers to develop policies and ensure appropriate risk assessments are undertaken for the effective operation of the site and school life. To support accidents and incidents on site.
8. To manage, monitor and review the range, quality, quantity, and use of all available resources to improve the quality of education, improve students' achievement, ensure efficiency, and secure value for money.

Site and Estates Officer

The Site and Safety Officer will have responsibility for:

- a) Ensuring security of the school site and that the site is clean and tidy
- b) Ensuring that the school fire alarm and equipment are properly maintained and checked regularly.
- c) Monitoring of work by contractors on site
- d) Ensuring that hazardous substances are suitably stored; the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them.
- e) Ensuring all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them or others from being harmed.
- f) Ensuring staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals.
- g) Ensuring risk assessments have been carried out on all hazardous activities undertaken by the department i.e., using ladders, entering boiler rooms etc. Assist in the development of other school risk assessments.

- h) Undertaking all relevant checks relating to the premises and the swimming pool in accordance with training undertaken
- i) Ensuring the fire logbook is up to date and all fire alarm related checks and inspections are undertaken and reported electronically via Stat Shelf.
- j) Using and maintaining in a good condition all personal protective equipment issued by the school.

Educational Visits Coordinator (EVC)

Follow guidance provided where full responsibilities are outlined:

- a) Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- b) Attend training courses and ensure visit leaders are competent and approved to support the planning and running of visits.
- c) Undertaking the functions outlined in the DfE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits
- d) The school uses Evolve recording systems.

Employees general responsibilities

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk. Every employee has a legal duty to:

- Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- Co-operate with their employer in allowing the employer to fulfil their health and safety obligations.
- Correctly use work items or anything provided in the interests of health and safety.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at Green Park School must:

- a) Report any hazard or malfunction to their supervisor and log this on Parago. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
- b) Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service users who may not have sufficient maturity or understanding to have due regard for their own health and safety.

- c) Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- d) Be sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- e) Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
- f) Maintain tools and equipment in good condition, reporting all defects to a supervisor.
- g) Report to a supervisor all accidents, incidents of aggression, work-related ill-health and near misses.
- h) Attend appropriate health and safety training courses and have knowledge of all relevant processes, materials and substances they use.
- i) Understand all fire evacuation procedures and the location, position and function of fire safety equipment. Understand the risk assessments in their areas and comply with the control measures arising from them.

Arrangements for health and safety (see local arrangements section)

- **Document Control**

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Head Teacher and School Business Manager.

- **Co-operation**

Local systems and documentation will be implemented following consultation through our school's health and safety consultation group and Standards Committee

- **Communication**

Local systems and documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

Communication channels have been established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings at site.
- Provision of information relating to safe systems of work and risk assessments.
- Communication of advice from schools Advisors and Educational Officers.
- Communication of health and safety bulletins or information from Wolverhampton Corporate Health and Safety.
- Communication of Wolverhampton Corporate Health and Safety and City Council advice, guidance, and policies.
- Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

- **Financial Resources**

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate action.

- **Competence**

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g., risk assessment techniques.

Planning and Prioritising (Setting Standards)

- **School Health & Safety Plans**

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

- **Risk Assessments**

Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

- **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school (see local arrangements section).

Measuring H& S Performance

- **Active Monitoring**

Our school leadership team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

The school will receive monitoring inspections from the following:

- * OFSTED
- * Health & Safety (Wolverhampton Corporate Health and Safety)
- * External third-party health and safety professionals.

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

- **Reactive Monitoring**

The school leadership team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

Reviewing Health & Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by the school leadership team **termly** and reported to school Governors at Standards committee and Full Governing Board.

Auditing / Inspecting Health & Safety Performance

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management.

The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff, are aware of them.

Local Arrangements

- Appendix 1 - Accident & Incident Reporting Procedures
- Appendix 2 - Administration of Medication
- Appendix 3 – Asthma & Allergens
- Appendix 4 - Asbestos
- Appendix 5 - Auditing of the Safety System
- Appendix 6 – Behaviour
- Appendix 7 - Blood, avoiding contamination (also see Intimate Care policy)
- Appendix 8 - Control of Contractors
- Appendix 9 - COSHH
- Appendix 10 – Communication
- Appendix 11 – Covid 19
- Appendix 12 - Curriculum
- Appendix 13 - Display Screen Equipment
- Appendix 14 - Driving at Work & Minibuses
- Appendix 15 - Educational Off-Site Visits
- Appendix 16 - Electricity
- Appendix 17 - Emergency Management Plan
- Appendix 18 - Fire
- Appendix 19 - First Aid
- Appendix 20 - Flammable Substances
- Appendix 21 - Health & Safety Assistance
- Appendix 22 - Health & Safety Inspections
- Appendix 23 - Health and Safety Information and Training
- Appendix 24 - Legionella
- Appendix 25 - Lettings, external agencies and shared users
- Appendix 26 - Lone Working
- Appendix 27 - Moving & Handling

- Appendix 28 - Missing Pupils
- Appendix 29 - New & Expectant Mothers
- Appendix 30 - Noise & Vibration
- Appendix 31 - Premises and Work Equipment
- Appendix 32 - Personal Protection Equipment (PPE)
- Appendix 33 - Physical Restraint
- Appendix 34 - Risk Assessments
- Appendix 35 - Security
- Appendix 36 - Sun Protection
- Appendix 37 - Swimming pool
- Appendix 38 - Trees
- Appendix 39 - Violence
- Appendix 40 - Waste
- Appendix 41 - Wellbeing & Stress
- Appendix 42 - Work Equipment
- Appendix 43 - Work at Height
- Appendix 44 - Work Experience/Young Workers/Agency/Temporary

Accident and Incident & Near Miss Reporting

App.1

Introduction

This arrangement outlines responsibilities for the reporting of accidents, near misses, personal safety incidents and dangerous occurrences across City of Wolverhampton Council.

Under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) City of Wolverhampton Council will ensure that all incidents are recorded and reported, where appropriate, to the enforcing authority. In addition, all accidents reported to the health and safety team will be investigated and where appropriate recommendations for improvements made and put in place to prevent recurrence.

Legal and Regulatory Context

The primary aims of these arrangements is to ensure that the City of Wolverhampton Council fulfils its legal obligations for the reporting of injuries, diseases and dangerous occurrences and for each such occurrence establish how and why the occurrence happened and to identify the corrective measures necessary to prevent reoccurrence of similar or related accidents.

Legal requirements dictate that employers should take all steps reasonably practicable to ensure the health, safety and welfare of their employees and for these employees to co-operate with their employers in their endeavours to meet this requirement. In this respect City of Wolverhampton Council through its organisational health and safety arrangements, aims to ensure so far as is reasonable the safety, health and well being of its employees and other people who may be affected by its acts or omissions.

Responsibilities

Role	Responsibility
Headteacher or their nominee e.g., Business Manager	<p><i>The designated person shall;</i></p> <ul style="list-style-type: none"> • Notify the health and safety team by the quickest means possible if the accident results in a fatality or there has been a dangerous occurrence. • Ensure all accidents to staff and pupils are recorded in the school accident book and notify the Health and Safety team of those accidents, incidents and near misses to staff and public (which includes pupils, visitors, clients etc.) where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises. Accidents arising due to a medical condition, are not reportable. This can be done by emailing the completed <u>IR1</u> form to healthandsafety@wolverhampton.gov.uk within 3 days of the accident occurring if there is any injury or absence or within 7 days if there is no injury or absence. • Ensure that the health and safety team is advised if a member of staff is absent for over seven days as a result of any work-related incident. • In all cases investigate the circumstances surrounding the accident and in appropriate cases carry out a detailed investigation into the accident and its occurrence, putting in place reasonable measures to prevent a recurrence, with the assistance of health and safety team. • Review the IR1 form, ensuring that all the relevant sections are completed appropriately and undertake an initial investigation into the incident, documenting the outcome/action taken to prevent recurrence. The extent of the investigation should be proportionate to the risk/outcome of the incident. • Ensure the investigation and prevention of accidents is regularly reviewed by the Site and Safety Officer, Head Teacher and the Health & Safety Governors. • School accident reports will be monitored for trends and a report made to the Governors, as necessary. • Ensure that all staff have been made aware of the arrangements for accident / incident and near miss reporting and have access to an IR1 form. • Copies of reports are maintained in the relevant personal file of the injured.
Employee	<p><i>The employee shall;</i></p> <ul style="list-style-type: none"> • Report all incidents they are involved in immediately to their line

	<p>manager or as soon as possible after the incident has occurred, and in any case by the end of the working day.</p> <ul style="list-style-type: none"> • Report all incidents to non-employees (visitors, service users, contractors etc) immediately to their line manager as soon as possible after the occurrence.
Health and Safety Team	<p><i>The Health and Safety team shall:</i></p> <ul style="list-style-type: none"> • Be responsible for notifying the Health and Safety Executive of all reportable incidents notified to them. • Ensure that an appropriate investigation with recommendations is undertaken by the appropriate person, or in appropriate circumstances, assist the school with the investigation and recommendations.

In addition, incidents of work-related violence to staff must also be reported. The H&S Team at CWC is only required to record violent incidents to staff by the public or by other members of staff where the incident is in connection with their work. The following are not reportable.

- Staff on staff incidents (non-school related) – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Staff on public incidents – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Public on public (for example pupil on pupil) incidents – these should be recorded locally as they are outside the remit of health and safety and do not need to be reported to the health and safety team.

Training Requirements

Although there is no specific duty under RIDDOR to provide training the Health and Safety at Work etc. Act 1974 requires that suitable information and training be provided for the purpose of health and safety. This includes accident reporting and investigation.

To give effect to the above arrangements two main levels of awareness and training are required.

Firstly, for all employees who will need to know:-

- Which incidents need reporting
- To whom do they need to report
- How and when to report the incidents
- The legal duties of employees in reporting accidents
- The purpose and benefits of accident reporting

Secondly for Managers and Supervisors who will need to have additional

knowledge in: -

- The procedures for notifying the health and safety team.
- The information that must be recorded following an incident.
- Statutory reporting and recording requirements.
- The need and scope of follow up action by managers, the health and safety team and the Health and Safety Executive.

New employees should receive information and instruction in line with the training policy on induction. Existing employees should be trained by short informal sessions within each section by the manager responsible. Management training will consist of a formal/ informal briefing on the law, and Council policy and procedures in relation to accident/ incident occurrence.

Guidance and Information

RIDDOR Reporting – HSE Guidance <http://www.hse.gov.uk/riddor/>

Administration of Medication

App.2

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

The school accepts the need for some pupils to receive medication during school hours for conditions **such as diabetes or epilepsy**. To this extent, the following guidelines apply which can be found in the

- Medicine will be administered by school nurses and **staff who have been trained in the administration of medications**.
- **Medication should only be administered at school when it would be detrimental to a child's health or school attendance if it wasn't administered.**
- **Only medication prescribed by a doctor will be accepted for administration. Non-prescription medication may be administered in exceptional circumstances agreed through consultation with the Head Teacher.**
- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration.
- A standard form will be issued by the school for this permission to be given **or from the school nurses**. The form includes a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.

- Medication will be administered in the presence of another member of staff.
- The medication will be stored in a secure place; and kept cool if it is necessary.
- On school trips, the trip leader will accept responsibility for the administration of medication with the qualified first aider on the visit.
- This medication policy will be brought to the attention of all parents **on the school website**.
- Inhalers are normally outside of this procedure and other arrangements are made such as them being stored in a classroom or central location. At Green Park School inhalers are kept with the school nursing team in their office unless pupils go offsite then an appropriate adult trained in the child's care plan will control the medication.

The Supporting Pupils with Medical Conditions Policy is based on the following document produced by City of Wolverhampton Public Health team and Royal Wolverhampton NHS Trust:

Supporting children and young people with their medical conditions in early years' settings, schools, academies and other education establishments

Model Medicines Policy for Schools

Asthma & Allergens

App.3

Some pupils in the school are likely to have an asthmatic condition **and/or allergens**.

Guidelines for dealing with an asthmatic attack **or anaphylaxis** are found in the **'Supporting Pupils with Medical Conditions Policy'** and should be made known to all staff. Staff should be aware of children's Education Health and Care plans including the Single page profile which provides this information.

Details of all of the pupils in the school who have an asthmatic **or allergic** condition are contained with the nurses, on SIMs system on personal pupil information and within the EHCP.

All staff should be aware of the location of each pupil's inhaler **or epipen** and where spare ones are stored.

Asbestos

App.4

The Willows Campus which includes Green Park School was built in 2011 and therefore there are no asbestos containing materials on site.

Auditing of the Safety System

App.5

Once the health and safety systems have been established and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by an audit. Health & Safety Audits are carried out by a Health and Safety advisor from the LA. The system should be audited regularly and at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are aware of them.

Behaviour

App.6

The school Behaviour & Learning Manager is Mrs Angie Esson, Mr Simon Spragg and Miss Jennifer Parker. The school has a behaviour policy in place, this is held by the PROACT-SCIPr-UK® trainers identified above and shared with staff in the learning platform and through termly training sessions.

Blood , Urine or Vomit , avoiding contamination

App.7

All staff are familiarised with this procedure before having to handle blood.

- Wash hands first.
- Put on non-permeable disposable gloves.
- Clean any wound as necessary and dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.
- Wash hands thoroughly again.
- Record incident in the accident book.

For dealing with the spillage of blood, urine or vomit (spill packs are available in all clusters) – see guidelines issued by corporate health and safety team and please inform the Site and Safety Officer and /or SBM of an incident to ensure effective post incident cleaning.

Control of Contractors

App.8

Contractors are appointed by the LA or directly by the school. Method statements and risk assessments are obtained from the contractors in order to assess their ability to undertake work safely before any work commences. (Risk Assessment and Methods Statements – RAMS)

Contractors are provided with information on any matter that may affect their health and safety while working in the school, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc. All contractors are required to report to the school office/reception where they will be asked to sign the visitors' book and wear an identification badge.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g., hot work. Permits are issued by their own employer with assistance from the Local Authority.

The Site and Safety Officer is responsible for monitoring the safety performance of contractors while the work at school is in progress. Should there be problems with the safety standards this should be reported to the Headteacher / School Business Manager / Site and Safety Officer All work is checked at completion.

Control of Substances Hazardous to Health (COSHH)

App 9

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there is a substance which is less hazardous. When new substances are purchased, material safety data sheets will be obtained from the supplier and the substance inventory updated.

A substance inventory is in place and is maintained by the Site and Safety Officer and overseen by the School Business Manager. The school uses the Councils online system for managing chemicals, EOA System

Hazardous substances should be kept locked away from not in use.

Guidelines:

- Staff should not keep their own small stocks of hazardous substances e.g., cleaning solutions, salt, disinfectant bottles. Staff room cleaning materials should be kept securely in the appropriate staffroom or **classroom lockable** cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the warning symbols on products, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

To be read in conjunction with CWC corporate COSHH assessment guidance.

The Senior Leadership Team are responsible for disseminating information on health and safety issues. Staff will be made aware of how they can assess information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire during inductions and at regular update meetings.

Health and safety will also be a regular item on the agenda of team / committee meetings.

The Health and Safety Law poster is displayed in staff room and main reception.

Where appropriate, the 'Shared Drive' will be used to communicate health and safety information in order to keep the school staff updated on the preventive and protective measures taken by the school e.g. [Staff news](#), [Staff Announcements on the learning platform](#), [TEAMS general chat](#)

A copy of the Health & Safety Policy is located '[All staff / Policies / Health and safety](#) ' and on the [Health and Safety icon on the Learning platform](#).

Our Induction programme ensures that all new employees know key information from the health and safety policy and where to find copies of the health and safety policy.

Staff are reminded of this during induction and during termly health and safety updates completed on INSET days or staff training and weekly via the staff news and briefings. Staff, receive updates about procedures such as manual handling, working at heights etc. and fire procedures during these meetings.

Temporary/agency/volunteer staff given information about health and safety prior to commencing work or on the day of commencement. Staff are aware of who the competent person is for health and safety advice and how to raise health and safety concerns (verbally if urgent to the designated member of the Leadership group or to the Site and Safety Officer).

All, staff are consulted on new procedures in staff meetings and reminders are given at the start of each term or via weekly briefings. Representatives from shared users (catering and cleaning) of the site can raise health and safety issues to the Head Teacher / School Business Manager / Site and Safety Officer. Staff also have access to all health and safety documentation via the school learning platform and paper copies are available on request.

The responsibility for Health and Safety is delegated to the Standards Committee and Full Governing Committee and will be a standing item on each committee agenda. The Head Teacher / Site and Safety Officer will report on school buildings and premises items each term in their report to the Full Governing Body.

Covid

App.11

The school has in place a Covid 19 supplementary policy setting out the arrangements in relation to the health and safety of our children, staff and the wider school community which has been written in accordance with guidance from the DfE and the Local Authority in relation to managing the risk associated with Covid 19.

Curriculum

App.12

Health and safety arrangements for any curriculum subjects with increased levels of risks, such as PE, science and technology are detailed in **individual risk assessments**.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

The school has a subscription to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), an advisory service providing support and documentation in science and technology that is recognised by the Health and Safety Executive and the Department for Education. Membership benefits for the school are:

- **CLEAPSS telephone and email helpline:** - Access throughout the year to a team of dedicated subject experts for up-to-the-minute advice and support.
- **Termly newsletter** for all secondary schools and primary science which provides a range of information on practical work in science and technology and on current health and safety issues.
- **CLEAPSS web site** (www.cleapss.org.uk) which makes advice and guidance for science, D&T and art & design, available to all relevant staff on demand, subject to annually changed log-in details. CLEAPSS is committed to regular review and updating of these resources so that they always offer members the most relevant advice.
- **Hazcards and Recipe sheets**
- **Model Risk Assessments for Technology**
- **CPD courses:** - Access to an extensive range of practical science and health and safety training courses at discounted rates.
- **[Radiation protection service:** Access to a Radiation Protection Adviser (RPA) to meet responsibilities under the Ionising Radiation Regulations (1999)] ****Delete if not applicable to your school****

- **Primary guides** on practical science and technology.

More information on CLEAPSS services can be found [here](#).

CLEAPSS can be accessed [here](#)

Display Screen Equipment

App.13

All staff who habitually use computers, laptops and tablets as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g., admin staff, office manager and Head Teacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution towards the total cost of spectacles will be provided. Details of this can be obtained from the Head Teacher.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

The School Business manager is responsible for co-ordinating display screen equipment assessments.

Driving at Work and Minibuses

App.14

The school will follow the council's driving at work policy (dated February 2020).

School Business Manager will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance, MOT (if applicable) and tax **and will record these checks with the Councils Fleet Services team.**

The Head Teacher, or designated representative, will require Staff to access DVLA and give the school a code to enable them to view their licences. Driver's licences will be checked online annually via the Gov.UK website which will be logged in the school office.

Any staff member not processing the above will not be permitted to drive on school business.

Vehicles on the school site - vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities a pedestrian gate will always remain open.

Minibuses:

Teaching and other staff who drive minibuses as part of their work must possess a D1* Passenger Carrying Vehicle (PCV) category on their driving licence where it is a requirement in their job description.

Volunteers and other staff members are permitted to drive a minibus under a Section 19 Permit.

*If you obtained a full car driving licence before 1997, you will have a D1 (101) entitlement to drive minibuses. However, should this be the case, before you can drive a minibus you must undergo a competency assessment organised through Fleet Management at Culwell Street.

The staff at our school that are authorised to drive a school vehicle, license dependant are:

Minibus & MPV's – Lorraine Dawney, Angela Esson, Sally Brown, Louise Horton, Jan Dunnett, Matthew Pryer, Ian Radford, Andrew Smith

Staff responsible for undertaking daily checks on the minibus are: anyone who drives the vehicles.

Staff responsible for undertaking weekly checks on the minibus is the School Site and Safety Officer, Mr Ian Page

All defects are reported on Parago or if it is critical include an immediate verbal report to the School Business Manager.

Where the minibus is fitted with lifting equipment (tail lift) **appropriate training will have been received, contact Fleet services.** and this must be maintained and inspected in accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER).

Educational Off Site Visits App.16

The EVCs for the school are Lorraine Dawney (or Angela Esson in the Headteachers absence), Heather Martin and Sally Brown who have attended the Local Authority training.

The Educational Visits Coordinator (EVC) for the school is responsible for:

- Ensuring all category visits (A, B and C visits) are sent to the Local Authority.

- Liaising with the LA to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits.
- Undertaking the functions outlined in the DfE publication "Health and Safety of Pupils on Educational Visits" and the LA Off Sites Visits Manual.
- Ensuring All procedures identified in the Management of Off-Site Visits guidance are followed including submitting visit forms to the LA.

The school follows LA guidelines for educational visits and has in place a separate Educational Visits Policy. For tailored help and support on adventurous activities or residentials the school utilises the services of Nick Dixon, Off Site Visits Advisor who is either contacted by telephone on 07766 003404 or email nick.dixon3@wolverhampton.gov.uk

Risk assessments are completed and documented for all off-site visits using EVOLVE. Where the visits are regular visits, such as to the park or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

The following members of staff are Visit Leaders and have attended Local Authority training:

- All teachers have attended Visit Leader training and new teachers into school will have this training as part of their induction training.
- The following Teaching Assistants have VLT training Claire Burkitt, Kathryn Howells, Louise Horton, Matthew Pryer, Nicky Urso, Rachel Spragg, Sally Brown, Sharon Lees, Wayne Lopez.

Electricity

App.16

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training. Headteacher, School Business Manager and Site and Safety Officer will ensure that the statutory 5 yearly check of the electrical system is carried out by a competent person, and that a record of this test is kept. Electrical socket outlets must not be overloaded. The use of extension leads will be minimised.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads, and outer castings are free from defects. Look for signs of burning, damaged cables, loose covers etc. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged, or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance, and repair to equipment.

The Site and Safety officer is responsible for maintaining an inventory of portable electrical equipment used at school and for keeping this inventory up to date and when new equipment is procured (Parago). Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways. Four-way extension blocks should be secured to the wall or computer trolley or placed off the floor where possible to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

Emergency Management Plan

App.17

The definition of what this plan is for; *'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences'*.

The plan covers:

- ◆ A deliberate act of violence
- ◆ A school fire or laboratory explosion
- ◆ A pupil or teacher being taken hostage.
- ◆ The destruction or serious vandalising or part of the school
- ◆ The death or member of staff through natural causes or accidents
- ◆ A transport-related accident involving pupils and/ or members of staff
- ◆ A more widespread disaster in the community
- ◆ Death or injuries on school journeys or excursions
- ◆ Civil disturbances and terrorism

Within the school's plan there is a flow chart which details whom should be contacted in an emergency. This plan will be reviewed annually by Senior Leadership Team.

Fire

App.19

Fire safety and evacuation procedures are set out in the School's Fire Emergency Evacuation Plan. This plan also details the responsibilities of staff within the school.

In summary:

- Fire drills will be carried out at least once per term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time investigate and consider carrying out the drill again. The time should normally be less than two minutes.
- Any faults on the systems to be reported to the contractor immediately.
- All checks as defined in the Fire Log book will be undertaken.

Regular reporting that these measures are in place is a requirement of the LA, whose role is to monitor and assess levels of risk attached to fire safety in its schools. Schools are required to provide a twice termly return to the Local authority to confirm that appropriate measures are in place. The return should consist of the completion of a 'Fire Safety Checks' form and a copy of the Fire Risk Assessment Action Plan and be made using an electronic form accessed via 'Stat Shelf'

Registers must be taken to the assembly point to carry out a roll call.

The fire marshals list is available in reception and updated each day.

- ◆ Lorraine Dawney
- ◆ Angela Esson
- ◆ Heather Martin
- ◆ Rachel Kiffin
- ◆ Lynne Handley
- ◆ Sharon Banger (pending)
- ◆ Simon Spragg
- ◆ Michelle Keay
- ◆ Sam Chapman
- ◆ Lynne Handley
- ◆ Ian Page
- ◆ Kerry Hall
- ◆ Katrina Evans
- ◆ Laura McGoldrick (pending)
- ◆ Michelle Madziak (pending)

At the beginning of each school year, teachers should make their class aware of the fire procedures.

All electrical equipment that need not be left on, such as, photocopiers, printers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended. Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

The Senior Leadership Team and Site and Safety Officer is responsible for ensuring the Fire Risk Assessment is up to date and communicated to staff and shared users of the school site. The fire risk assessment is regularly updated to reflect changes within the school.

Fire alarm system

Fire alarm call points will be tested weekly in rotation.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer. Details are available next to the panel.

A fire alarm maintenance contract is in place through a service level agreement with the Local Authority and the system tested annually / 6 monthly by them.

Firefighting equipment

Weekly and monthly in-house checks are made that all firefighting equipment remains available for use and operational.

A contractor appointed through a service level agreement with the LA undertakes an annual maintenance service of all fire-fighting equipment. Details of the contractor are available from the Site and Safety Officer and listed on SharePoint.

Defective equipment or extinguishers that need recharging should be taken out of service by the Site and Safety Officer and reported directly to the appointed contractor.

Emergency lighting systems

These systems are checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by a contractor appointed through a service level agreement with the LA.

MEANS OF ESCAPE

Daily checks are made for any obstructions on exit routes and to ensure all final exit doors are operational and available for use.

First Aid

App.19

The School has a duty as an employer to assess its requirements for first aid and ensure that there is adequate provision to meet those requirements **To make this assessment of need a first aid assessment has been carried out.**

Current first aiders -

- Simon Spragg, Angela Esson, Heather Martin, Jenny Parker
- A list of First Aiders is displayed in main reception corridor and in key places e.g. toilet facilities.

Paediatric First Aiders

- There are several Level 3 qualified first aiders with paediatric element on the school premises: Sarah Till, Louise Horton, Tina Bate, Michelle Keay
- School nurses are also available for children's health and wellbeing.

Our CPD leader is responsible for ensuring first aid training is up to date and refresher training is undertaken in a timely manner. **The Site and Estates Manager will also ensure mandatory training is tracked.**

In the event of an injury or ill health, the first aider in the building should be summoned.

A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply teachers are made aware of the first aiders and their location.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

First aiders are responsible for ensuring first aid boxes are sufficiently stocked and missing items should be reported to Assistant School Business Manager.

A list of the qualified first aiders is available in strategic places throughout the school. It is also on the learning platform. All staff, including supply teachers are made aware of the first aiders and their location.

In the event of a more serious injury, such as:

- unconsciousness.
- severe bleeding.
- object stuck in throat.
- deep cut that may require stitching.
- suspected fracture.
- severe asthma attack.
- severe reaction to bites or stings.
- swallowing or suspected swallowing of toxic substance.

Dial 999 and ask for an ambulance. If the first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult (a first aider) will be designated in situations where the parents cannot be contacted. Health care plans are in place for those pupils with complex medical needs e.g., chronic or on-going medical conditions (e.g., diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually, and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g., diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Flammable Substances

App.20

The school do have some flammables, particularly flammable liquids. Some cleaning items, paints and associated solvents are flammable. Where these items are used, no large quantities are stored.

Deliveries and orders are kept to a minimum.

Where such items are required in the school, they are stored by the **Site and Estates Officer in a locked cupboard.**

Health and Safety Assistance

App.21

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the Local Authority health and safety department along with a third party health and safety consultant. The health and safety practitioners will provide advice and guidance on health and safety law and what the school needs to do to comply with that law. Other relevant agencies such as police, fire service, HSE etc. will be asked to provide guidance, advice or inspection as appropriate.

Health and Safety Inspections

App.22

The school are working towards developing proactive management systems for recorded site inspection checks to be undertaken *and have adopted and embedded the LA policy; 'Responsibilities and duties for buildings safety in schools – Policy and Procedures'*

Periodic site inspections are also undertaken by the LA.

Statutory inspections such as those for the fire alarm system, lift, mechanical stage, boiler, ventilation system etc. are arranged through the Local Authority / Crest Safety / Concept - Certificates of the conformity are retained by Site and Estates Officer and School Business manager.

A named governor, Miss K McCardle is involved in monitoring the academy's health and safety management system on an annual basis and report back to Governing Body Meetings.

Health and Safety Information & Training

App.23

Health and safety induction will be provided and documented for all new employees, temporary workers, and contractors. A signed and dated copy of the induction for staff will be held on their individual personnel file.

The Head Teacher is responsible for ensuring all staff, are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner and in particular:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held in personnel folders in secure offices. The Headteacher, School business manager and CPD leader will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first

aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

The Head Teacher will with the support of the School business manager and CPD leader

- Ensure that details of health and safety training are retained and will arrange refresher training as necessary.
- Assess the effectiveness of training received.
- Ensure those H&S training courses that have been identified as mandatory by the LA have been undertaken by the relevant staff members.
- Complete a training matrix as necessary and reports on training to the Governors monitoring committee at least annually.

A report on training to the Standards Committee for Governors is provided at least termly by the CPD leader.

Each member of staff is also responsible for drawing the Head Teachers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Details of all health and safety training will be recorded in the training folder/database by the School Administrator and/or **Data manager for S4S**

Legionella

App.24

The school employs the services of external contractors who provide the school with assessments and monthly monitoring. The Site and Estates officer will ensure that the system is flushed at the appropriate intervals where necessary and this will be recorded in the legionella logbook.

Lettings, external agencies and shared users

App.25

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. They must carry out risk assessments for their use of the buildings and provide copies to the school. All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Assistant Business Manager or School Lettings – school.lettings@wolverhampton.gov.uk tel: 555205

All hirers are provided with specific inductions relating to the area being let e.g., swimming pool.

All certification is obtained from the hirer. All hirers are required to present a minimum of £5m Public Liability Insurance prior to the hiring.

Lettings are arranged through School Lettings
school.lettings@wolverhampton.gov.uk tel: 555205 –

Lone Working

App.26



Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone.
- Out of hours activities - cleaning, maintenance, etc

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance are risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

Office Procedure - Where staff are lone working in offices particularly out of normal working hours, they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder, they must NOT put themselves at personal risk. Where appropriate, ensure their own security and contact the Police or raise the alarm.

Working Off Site - (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the student/family being visited.

Check Potentially Violent Persons Register (PVPR) held by the LA.

Avoid lone working where possible. Managers must ensure they are aware of where their staff are working and the procedures to take should a staff member not return to school.

A risk assessment is in place and staff are expected to return to school site before the end of the day to report back they are safe and well.

Moving and Handling

App.27

Manual handling is considered to be all operations requiring lifting carrying, pushing, pulling.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely. The school has qualified trainers in Centaur to ensure all staff have regular updated moving and handling training and support.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment is retained in the risk assessment file to be accessed by all.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use). (Seek advice from the Moving and Handling Team with any questions or concerns Angela Esson, Rachel Spragg, Dawn Bagley, Laura McGoldrick, Nicky Urso)

All moving, and handling of pupils has been risk assessed and recorded by a competent member of staff (Moving and Handling Team)

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor. (Disabled Aids and Symmetikit for Acheeva platforms)

Missing Pupils

App.28

If a pupil goes missing and cannot be located, the Headteacher or other senior staff should be informed immediately.

All staff have copies in classrooms of emergency procedures including a Missing Child procedure known as Code Pink. This details all the processes to follow as soon as a child is identified as missing.

If necessary, a search of the school and local environments should be made urgently. Check with reception (Entrysign). If it appears that the child may have left the school site or have been abducted, parents and police should be informed immediately.

On educational visits it is the responsibility of the visit leader and other staff to maintain a check on pupil numbers and to be aware of the location of pupils at all times. If a pupil goes missing, staff at the venue should be informed immediately, the school and LA contacted.

New and Expectant Mothers

App.29

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the Deputy Headteacher.

The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Participation by a pregnant student in routine PE and educational visits will need to be reviewed by the school, the student's parent/guardian, and medical adviser.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers.

Some risks (some chemicals, physical risks, and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

Noise and Vibration

App.30

The school will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection is provided. The school will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible. Noise and vibration will be considered as part of site maintenance risk assessments.

Premises and Work Equipment

App.31

The school have adopted and embedded the LA policy; 'Responsibilities and duties for buildings safety in schools – Policy and Procedures' which aims to bring together the various reporting requirements for schools into one easy to refer to document that clearly lays out responsibilities, the legal position, and the Council's reporting requirements.

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept on **Parago system**

All, staff are required to report any problems found with plant/equipment to the Site and Safety Officer on a verbal basis or leave messages in the office. Defective

equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

Area of Need leaders are responsible for reporting maintenance requirements for equipment in their areas to the Head Teacher or Deputy Head

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Electrical Safety

Staff must not undertake any work on electrical equipment or installations, including resetting tripped fuses, without receiving sufficient training.

PAT testing is undertaken on a two-yearly basis.

The contractor is responsible for maintaining the PAT inventory and a copy will be given to school.

The School Business Manager and Site and Safety Officer will ensure that the statutory five-year check of the electrical installation is carried out by a competent person. A record of this test will be kept, and the necessary action plan drawn up in response.

Electrical sockets will not be overloaded in this school and, where it is necessary to use an extension lead, these will be of the fused and switched type to prevent overloading.

Before using any piece of electrical equipment staff will conduct a visual inspection to ensure that the plug tops, leads, and outer casings are free from defects. Where defects are detected, the equipment will be immediately labelled and isolated. The equipment will be securely locked away and not used again until the defect has been rectified or disposed of.

Repairs to any electrical equipment belonging to the school will only be undertaken by a trained and competent person. Records are kept of any repair to electrical equipment required.

The electrical equipment will be suitable for the environment in which it is being used and portable appliance testing will be conducted as necessary, depending on the type of equipment.

Welfare

The workplace is clean and tidy; lighting in the workplace is reasonable and suitable toilets and washing facilities are available. Drinking water is available and there is an adequate supply of both hot and cold running water. Suitable facilities are available for rest and for pregnant women. Floors and traffic routes are kept clean, dry and are non-slippery. Windows can be opened and lower-level windows can be safely cleaned. Pedestrians and vehicles are separated at the main entrance with pathway leading to the main reception. Doors and gates are suitably constructed and incorporate appropriate safety device.

Play Equipment

All play equipment is only be used when supervised. Equipment is checked daily or before use for any apparent defects.

The P.E. equipment is inspected on an annual basis by an approved contractor.

A visual inspection of fixed outdoor play equipment is carried out by the appointed health and safety consultant; a termly inspection should be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RP11).

Smoking

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

Personal Protective Equipment

App.32

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Assistant School Business manager.

Physical Restraint

App.23

Detailed arrangements are included in the Behaviour and Discipline policy document. This policy relates to Intervention and Physical Restraint. Risk assessments are undertaken should the need arise relating to managing pupils' behaviour. Contact our PROACT-SCIPr-UK® for concerns relating to physical restraint. If individual bespoke training is identified as a need, the trainers will provide support.

Training is undertaken prior to using any intervention strategies.

Intervention training is recorded, and refresher training carried out in accordance with the training provider's recommendations. Training providers are appropriately accredited.

All incidents where poor behaviour results in physical intervention are recorded. Other information e.g., factors which may have triggered the event, are used to review any risk assessments and management plans.

Risk Assessments

App.34

The School will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The Headteacher and School Business manager are responsible for ensuring that risk assessments are carried out for activities with significant risk and for appointing a sufficient number of risk assessors in order to assist in carrying out the assessments. Risk assessments should be carried out by trained, competent staff. Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary.

Risk assessments are reviewed **at least annually by the Headteacher, School Business Manager and relevant staff**. When an accident/ incident has occurred, the risk assessment will also be reviewed.

Risk assessments are shared with staff as part of the consultation process and are available to view on the Learning Platform or **via the Staff news**.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, staff may use them as a template for a more detailed assessment.

Specific risk assessments relating to individuals, e.g., staff members or pupils are held on that person's file and will be undertaken by School Human Resources Officer, Mrs Sam Chapman.

The LA approved risk assessment pro forma will be utilised to record risk assessments.

The school has a subscription to CLEAPSS (through the LA) in science and DT their publications can be used as sources of model risk assessment.

Security

App.37

The school is secured throughout the day. Doors should not be left open where this would allow access to intruders.

Visitors.

- ◆ Visitors to the school are directed to the main reception by signs outside.
- ◆ Visitors, even regular visitors, contractors etc, should sign in at the Entry sign screen at reception. The school issues badges for all visitors.
- ◆ If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.
- ◆ Visitors should sign out at the end of the visit.

Valuable equipment.

- ◆ All valuable equipment should be security marked and an inventory compiled and maintained by the school secretary.

Personal property.

- ◆ Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day. Staff are provided with lockers and are encouraged to store valuables securely in these.
- ◆ Pupils are discouraged from bringing valuables into school.
- ◆ Pupils can ask the secretary to look after small quantities of money they may bring in to school.
- ◆ Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling.

- ◆ The school has a safe in which cash should be stored. The largest amounts of cash are likely to be the regular collections of dinner money. Provision is made for a security company to handle cash on behalf of the school. Cash should not be stored on the premises for longer than necessary.

Intruders.

- ◆ In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- ◆ All legitimate visitors should be identifiable from intruders by their visitors' badge.
- ◆ Parents should not enter the building without reporting to the office.
- ◆ If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- ◆ If the intruder appears threatening or dangerous the Headteacher or another senior member of staff should be sought. If necessary, evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of pupils is paramount, and they should be moved from the presence of the intruder immediately.

Office Safety App.33

Offices are checked by the Assistant School business manager / CREST to ensure that trailing cables from computers do not cause tripping hazards. A HSE Display Screen Equipment workstation checklist will be carried out by relevant employees and checked by the School Business Manager to ensure that employees are not exposed to risks from repetitive strain injury or work related upper limb disorder. Adequate storage is provided for files and equipment etc. and offices are maintained in a tidy state. Space under the desk and open floor areas will not be used for storage. Deliveries should be stored appropriately so as not to present a trip hazard. A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and

equipment is kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items should be cleared out and not allowed to accumulate in such ways as to congest the working areas.

Personal Protective Equipment App.35

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Assistant School Business manager

Sun Protection

App.36

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double the risk of skin cancer.

This school has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn.
- Aim to cover up with a t-shirt, hat and sunglasses.
- Remember children burn more easily.
- Use factor 15+ sunscreen.

At Green Park School we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils, and parents to achieve this through:

Education:

- We will talk about how to be sun smart in assemblies at the start of the summer term.

- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Where reasonably practicable children will play outside out of direct sunlight.

Shade:

- The trees provide summer shade.
- Canopies

Clothing:

- Pupils are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:

- Children encouraged to, have sun-cream applied by parents before school.
- Children allowed to, bring sun-cream in but where possible apply it themselves. Staff will assist where required.
- Sunscreen use will be encouraged on school trips

Swimming Pool

App.37

The school have developed Pool Safe Operating procedures including the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP). Risk Assessments are also in place. These documents are held by the Site Manager and Swimming instructor and stored on the platform under 'All staff / HealthandSafety / Pool safe operating instructions.

A number of staff have attended training in Swimming Pool Plant Operations including Wayne Lopez, Kathryn Howells, Ian Radford

Trees

App.38

The school has in place arrangements for the management of all trees on site. This consists of:

- Appointing a qualified arborist, who has the necessary competencies and insurances in place, to carry out a 2 yearly inspection of all trees on school property.
- Having regard to any trees not on school site but overhang onto school property.
- Keeping a written record of reports for each tree.
- Taking account of advice given and acting upon the findings and recommendations of the arborist.
- Incorporating tree management into the school's health and safety management / improvement plans and associated grounds inspection records.
- Providing assurance to the LA that appropriate arrangements are in place.

Violence

App.39

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they

are at work. Such incidents must be reported to the LA using an IR1 form. Each incident is investigated by Assistant Educational Psychologist and/or Headteacher in order to prevent a recurrence of a similar incident.

Staff with responsibilities for undertaking risk assessments must consider activities that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

Waste

App.40

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are chained and stored at least six metres from the building.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals are disposed of using a specialist contractor.

Wellbeing and Stress

App.41

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Headteacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with him / her.

All staff have 'Appraisals' using Perspective at least annually. *We also offer access to an employee wellbeing programme SAS (Schools Advisory Service)*

Regular team meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have.

Staff absence is monitored and Human Resources officer who holds 'back to work' interviews following staff absence.

By its nature employment will bring times of stress and pressure to employees. Governors and the Headteacher have a duty to minimise levels of stress caused by work and assist staff in maintaining work / life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress, they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff that need it.

Work related stress and wellbeing will be considered as part of the risk assessment process.

Work Equipment

App.42

The Site and Estates Officer is responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order with records of maintenance being kept.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Staff are responsible for:

- Working in accordance with safety procedures.
- Not tampering with any safety equipment provided.
- Reporting any faulty equipment to PA H&S and clearly identifying the equipment as being out of service. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Area of Need Leaders and Specialist leaders are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented.

Working at Height

App.43

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment which is properly inspected and maintained. Work at height will wherever possible be avoided.

When working at height for short durations (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs or tables to do this.

Staff will be provided with information and instruction in the use of step ladders to ensure that they are aware of the correct use.

All equipment for work at height will be logged and an inspection programme implemented by the Site and Estates officer and documented.

Work at height will not be undertaken whilst lone working.

The following staff members have attended training in Work at Height:

- Ian Page

The following staff members have attended training in 'The Safe Use of Steps and Ladders':

- Ian Page

The following staff members have attended PASMA training: N/A

Young and Inexperienced Workers (including Work Experience) App.44

A 'young person' is defined as anyone who is under 18 years old.

The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/ inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a school get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

Work experience:

Our school do have students on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction and training will be provided, and a member of staff assigned to the work placement student as a Mentor.

Temporary Workers:

All agency or temporary staff will be inducted by our Safeguarding DDSL, Mrs Handley. A brief induction will be given covering fire procedures, first aid, accident reporting and welfare arrangements. In addition to this risk assessment that relate to the staff members area of work will be covered.

