



Policy Name	Health and Safety
Contact Person	Deputy Headteacher
Committee	Buildings, Personnel
Date of Approval	May 2017
Date of Next Review	May 2018

Moor Hall School is in the process of expanding with the new building due for completion in Summer 2019. Therefore, this policy will remain in place until the completion of the new building at which time there will be a full review.

MOOR HALL SCHOOL - HEALTH & SAFETY POLICY

Moor Hall Mission Statement

Moor Hall is a caring school which aims to create a stimulating learning environment in which every individual has the opportunity to be the best that they can be.

Health and Safety Policy Statement

- 1-1 The Governors and management of the school are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro- active approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.
- 1-2 This policy supplements and operates in conjunction with Birmingham City Council policy statement on Health and Safety.
- 1-3 It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.
- 1-4 All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.

- 1-5 A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
- 1-6 Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from Birmingham Health & Safety Officer, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer
- 1-7 All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
- 1-8 A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

Chair of Governors Mrs P Garrington .

Headteacher; Mr A Steggall

Signed

Signed

Date

Date

ORGANISATION

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

Governors

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and will include such matters on the Agenda for Building Committee meetings.

Governors Must Ensure:

- a) That in co-operation with the Headteacher, an individual school Health and Safety Policy is produced, and this policy is regularly reviewed and revised as and when necessary;
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- c) That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc;
- d) That regular health and safety inspections of the premises are carried out on a termly basis;
- e) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher;
- f) That a positive health and safety culture is established and maintained.

Headteacher

The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his operational duties include the following:

- a) Ensuring that all members of staff (including new staff, supply staff, NQT's, students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- b) If deemed necessary, appointing a members of staff to undertake specific duties in relation to health and safety. At Moor Hall School, this is Miss G M Jones.
- c) Ensuring that risk assessments are carried out on any activity that has significant associated hazards. Birmingham City Council recommends that a group approach to risk assessment be executed. Where significant risks are identified, appropriate measures and/or safe working practices be introduced to reduce/eliminate such hazards.
- d) Undertaking inspections of the school premise, plans, equipment and working practices on a termly basis. Where necessary implement any changes and improvements.
- e) Providing an annual report to the Governors of the school regarding safety performance. - E.g. what risk assessments have been carried out? how many fire drills have been carried out? how many accidents have occurred?
- f) Making recommendations to Governors where Health and Safety funding is required, and to advising on any safety policies that need to be introduced.
- g) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Education Health & Safety Officer.

Deputy Head

Miss G m Jones is responsible to the Headteacher for the health and safety of all staff, workplaces and activities under her control. To achieve this duties include the following:-

- a) Ensuring that all staff, NQT's /students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- b) Actively encouraging the participation in health and safety and welfare matters of all pupils.
- c) Making known to the Headteacher any identified training needs.
- d) Establishing and regularly reviewing safe working practices for activities under their control.
- e) Taking effective action and/or immediately referring to the Headteacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- f) Ensuring that all defective or damaged equipment is isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
- g) Checking the adequacy of fire precautions and procedures in liaison with the Headteacher.
- h) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that all students, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. They should ensure that these procedures are explained in terms that they can readily understand.
- c) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
- d) Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- e) Setting an example by personally following safe working practices.
- f) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment be visually checked before use.
- g) Reporting to the Headteacher or Head of Department any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.)
- h) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons. (e.g. The use of equipment in technology lessons)

Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training.

Health & Safety Executive

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

Arrangements

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

All staff should be aware of the following arrangements:-

FIRE AND EMERGENCY PROCEDURES

Each week the fire alarm will be tested to ensure that it is effective.

Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.

In each room there should be a diagram showing exit and line up points.

The location of explosive substances such as gas and paint should be known and the Senior Fire Officer informed upon arrival.

At present gas cylinders are stored N/ A (None on site).

Temporary heaters are located in HT's office / secretaries office / reception area / PPA room / KS1 medical room.

Other highly flammable/explosive substances are stored in an outside cupboard, located 20m away from the school building.

Fire exits and fire exit routes will be kept free from obstruction. At all times all exit doors must be unlocked whilst there are people in the building.

All fire exits must be clearly labelled and comply with legislation e.g. should be pictorial rather than just writing.

All visitors spending any length of time in the school should be made aware of arrangements in case of fire.

The fire log book is kept in the Site Supervisors room, KS2 corridor.
Full and detailed records are kept of evacuations, call point testing, alarm system servicing, fire fighting equipment checks etc.

If you discover a fire:-

- Operate the nearest alarm call point
- Go to the nearest telephone and dial 9 for outside line then 999. We are also connected by automatic alarm to a call centre, who will notify the relevant emergency services.
- Carry out any previously arranged duties to be done in the event of fire or go to the nearest line up point.

On sounding the alarm the fire brigade will be summoned if necessary by senior management. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.

Lines up points have been designated and all staff and pupils are made aware of this.

Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

The mains isolator for gas can be found outside kitchen, in a locked brick built cupboard, and the mains isolator for electricity can be found in the main cupboard in the Reception area.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams located in each room).
- Proceed to line up point in the

- Children should be reminded to walk quickly and not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line up points by the secretary and distributed to teachers for roll call.
- If the fire brigade have been called there must be clear access to the site by emergency services.

LETTINGS

Details of fire procedures will be given to hirers.

Precautions must be taken for large gatherings (e.g. plays)

All emergency exits must be unlocked.

Access to a telephone is advisable, however if access is not given this must be communicated to hirers so that they can make their own arrangements.

The Site Supervisor must inspect premises after their evening use and check for possible fires.

The school no smoking policy must be communicated to the hirers.

If the Site Supervisor discovers a fire when the school is unoccupied, he must sound the alarm and call the fire brigade.

The Headteacher must be informed immediately.

RUBBISH AND COMBUSTIBLE WASTE

Such materials should be put in a metal or non-combustible container and be disposed of as soon as possible.

If bins stored outside, where possible, they should be stored 6 metres away from the building.

SMOKING

Moor Hall School has a no smoking policy.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labeled for repair. (See Equipment and Materials for electrical testing of equipment)

BOILER ROOMS

Boiler rooms must not be used for storage.

PORTABLE HEATING

A convector heater is situated in the SEN room, School Office and occasionally the Staff room. Oil radiators are located in the Reception area.

FIRST AID

The appointed person(s) who holds the nationally recognised qualification are:-

1) Mrs Susan Russell

These named persons are qualified to administer first aid to casualties. The responsibilities of appointed persons are:-

- i) To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- ii) To ensure that the first aid boxes/cupboards are fully stocked with designated items only.

In addition, Mrs S Glare, Mrs S Evans, Miss G Jones, Mrs A Kelly, Mrs S Howis, Mrs L Curwen Mrs L Conrad, Mrs J Crump and all Lunchtime Supervisors have undertaken Paediatric First Aid training.

In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.

The first aid boxes/cupboards in this school are located in:-

Key Stage 1 - Medical room

Key Stage 2 - outside Year 3 classrooms

Additional First Aid supplies are located in the office area / Year 4 classroom + ICT suite / Moorhens

All teaching staff act in loco parentis during the time that the school is open for children.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

All injuries, whether to staff, pupils or visitors, must be recorded via the school accident book or for more serious injuries, on the accident report forms. Birmingham City Councils guidance for accident reporting should be followed at all times.

Parents/guardians or next of kin must be contacted as soon as possible.

No attempt to move an injured person should be made until a proper examination and assessment has been completed.

Any serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.

In the event of fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until a thorough examination has been carried out.

Medicines

Please refer to our separate medications policy.

DESIGN/TECHNOLOGY - CRAFT

Members of Staff should ensure that:-

Children are well supervised at all times.

Protective clothing is worn when appropriate.

Sharp edged tools are stored so that the cutting edge cannot be accidentally touched. .

Tools must be used for their intended purpose.

Scissors must be handled correctly and be of the round edged type.

Glue Guns

Only low temperature glue guns should be used. Glue guns should be located on stands ready for use. Electrical testing must be carried out annually.

DESIGN and TECHNOLOGY - FOOD

The floor should be kept clean, and 'clean as you go' practices should be adopted

Spillages must be cleared up immediately and the area dried with paper towels.

Windows and ventilation should be properly controlled.

Staff should note various means of exit from the cookery area.

There must be no displays, pictures or pinboards near the cooker.

Fire fighting equipment e.g. fire blanket extinguisher should be in close vicinity.

There must be adequate and safe working practices drawn up for this area all pupils should:-

Children should wear clean aprons.

Long hair should be tied back.

Children must not carry hot substances

Children must use plastic graters only Etc.

EQUIPMENT AND MATERIALS

Kettles

Kettles should not be used in classes or activity areas. (Unless hot water is required for Science experiments)

Installations

Only approved contractors will be used after consultation with Building Services.

Extension Cables

They must not be used permanently - only as a temporary measure.

Those with multi sockets may be used for computers and keyboard lessons.

Electrical Equipment

All equipment should be tested on an annual basis and labelled by the electrical technician undertaking the test.

Any defective equipment must be isolated and labelled for repair.

Gas

There must be access to the isolator at all times. Keys are kept in main key cupboard, located in the School Office.

HAZARDS

P.E. and Swimming /after School activities

Staff are reminded that:-

1. If a parent has put a restriction on a child's activity on medical grounds, it is the

PARENT ALONE WHO CAN REMOVE IT.

2. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), rigorous supervision should be maintained.

If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.

A note of consent must be received from the parent/guardian before a child may take part in swimming and any after school activities.

Cancellation of Activities

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

Equipment

Any defects or damage should be reported immediately, and taken out of use awaiting repair if necessary.

Swimming Supervision (See also S4 Health & Safety Manual).

There should be continuous supervision by at least one fully qualified lifeguard patrolling the pool for each 50 bathers at all times.

There should also be adequate qualified cover for this lifeguard should he/she have to leave the poolside for any reason. The instructors working with swimmers cannot be the lifeguard but may be used to provide cover if they are adequately qualified. In this case the instructor must stop teaching and their pupils must leave the water.

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

Animals in School

It is felt that pupils can benefit from caring for, and observing animals.

The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976.

Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included on this schedule are:-

- All canines, except domestic dogs

- All cats, other than the domestic cat

- Monkeys, Apes, Crocodile and Alligator family

- Poisonous snakes, including adders

- Some birds

If in any doubt please check with Education Health & Safety Officer.

Pianos

The school has 3 - one in the hall / one in SEN room and one outside Moorhens on the veranda.

Only adults should move them.

There should be one person at each end and then it should be on a smooth, level surface. Specific care should be taken when moving a piano backwards or forwards, as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear of obstructions and people.

A visual check on castors should be made to check that they are adequate for the load.

The piano must NOT be moved up or down stairs/steps.

A risk assessment needs to be carried out before the piano is moved.

Violence to Staff

The Governors are concerned about the possibility of staff being subjected to violence of any kind whilst working in school.

If any member of staff is subjected to **any** aggression on school premises they **must** inform the Headteacher immediately.

Staff are asked to keep written records of such episodes.

An accident report form should be completed and sent to the Education Health & Safety Officer at the LEA.

Appropriate steps will be taken by the Headteacher to deal with such a situation.

If necessary, the Governors and LEA will be informed and involved.

Accidents

All accidents must be reported to the Headteacher and entered into accident book which is located in the School Office

Fatal or Major Injuries must be reported immediately by telephone to Health and Safety Officer and also to the Chair of Governors. This must be followed up by the completion of an accident report form and sent to the Education Health and Safety Officer.

HIV/AIDS

There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

Infectious Diseases

Advice should be sought from the Health Authority

SECURITY

The school has CCTV, with cameras located outside the headteachers office / facing staff car park / facing towards the ICT suite and one looking onto the field. In addition the school has automatic gates for access to car park and the entrance path.

CONTRACTORS ON SITE

Before any contractors are engaged to work on this school site for any jobs other than routine maintenance, we will check with Building Services/Asset Management, to make sure that the job can go ahead.

When Contractors arrive on site to commence work the following Safe Systems of Work will be followed...

1. All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
2. Ensure that any changes to the job are discussed with the Headteacher or representative, and any changes affecting timing, or health and Safety be looked at and action taken where necessary.
3. Ensure that any contractors working on site or sub contractors are familiar with our Health and Safety Policy and are aware of any local safety rules.
4. Monitor the contractors performance during the works and take appropriate action when necessary. If you believe there to be a detrimental effects on Health and Safety then the job should be stopped until you are satisfied with the Health and Safety practices.

This policy shall be reviewed regularly and amended as necessary.

Signed : Chair of Governors

Headteacher

Date