



HALL GREEN SCHOOL

HEALTH & SAFETY POLICY

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| Adopted: | 9 December 2020 |
| Next Review: | 9 December 2023 |
| Governing Committee: | Full Governing Body |
| Responsibility: | Mr D Adams - Headteacher Mrs M Shellis - Chair of Governors |

Policy Statement

The Governing Body of Hall Green School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

The Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

COVID 19 – Health and Safety Policy Update

Hall Green School is committed to ensuring the health and welfare of staff, pupils and visitors to our establishments during the current Coronavirus Pandemic. The school will ensure robust protocols are implemented to minimise the risk of infection by ensuring;

- Staff are made aware of the school's infection control procedures and contents of associated risk assessments in relation to coronavirus. They will receive the necessary instruction and training where necessary to help minimise the spread of infection.
- Where vulnerable persons are identified, the relevant support will be provided, e.g. home learning or working from home.
- The school will conduct a risk assessment and implement control measures to minimise the risk of infection.
- Pupils will be made aware of the school's infection control procedures in relation to coronavirus via school staff.
- Visitors to site will be kept to a minimum and will be required to adhere to the school's infection control procedures.
- Parents will be kept informed of the school's infection control procedures in relation to coronavirus via letter, website, posters or social media.

Health and Safety

Organisation Responsibilities

The Governors

The Governing Body is responsible for:

- Complying with Health and Safety legislation.
- Formulating and ratifying the school's Health and Safety Policy and health and safety arrangements;
- Reviewing and updating the health and safety arrangements at least once each year;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the school's work and activities on and off the school site;
- Ensuring that all staff are kept informed of the health and safety policy and relevant documents are accessible;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting high standards of health and safety within the school;

The Headteacher

The Headteacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy;
- Ensuring that risk assessments are made where appropriate and recorded of all the school's work activities;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Monitoring the purchasing and maintenance of equipment and materials to ensure that it complies with current health and safety standards;
- Ensuring that a procedure is in place to safely deal with the persons on the premises who may be under the influence of alcohol or drugs.

- Ensuring that the School meets its obligations under the DFE guidelines document.
- Ensuring appropriate procedures for authorisation of school visits is followed, in consultation with the Educational Visits Co-ordinator.

Note: in the absence of the Headteacher these responsibilities fall to a Deputy Headteacher.

The Health and Safety Co-ordinator

Responsible to the Headteacher for:

- Seeking specialist advice on health and safety matters where appropriate;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbooks, Asbestos Log and other necessary health and safety records are kept up to date;
- Carrying out termly health and safety inspections and ensuring follow up action is completed;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

Building Site Supervisor

Responsible to the Headteacher for:

- Monitoring contractors and ensuring that only competent contractors are engaged to work on the school site;
- Monitoring contractors on site and ensuring they comply with school procedures.

Heads of Department and Managers of other Groups

Heads of Department and Managers are responsible for:

- The day to day management of health and safety within their department/area in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Ensuring follow up and remedial action is taken following health and safety inspections;

- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.

All staff

All staff employed at Hall Green School are required to comply with the school's Health and Safety Policy and have responsibility for:

- Co-operating with the School Governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- All staff have a duty of care responsibility to ensure a safe working environment for adults and pupils. Staff remain responsible for the safe use of an area even where a fault has been previously reported;
- Reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use.

Pupils

All pupils are expected to behave in a manner that reflects the school behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

Health and Safety

Arrangements

Health and Safety Co-ordinator

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| The Member of Staff in the school with special responsibility for Health and Safety Matters is: | Health and Safety Co-ordinator |
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Fire and Emergencies which require Evacuation

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations: Staff handbook and in every room.

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| Person responsible for reviewing Fire and Emergencies procedures annually | Health & Safety Co-ordinator |
| The person responsible for arranging, recording and monitoring fire drills at least once per term is: | Health and Safety Co-ordinator |
| Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: | First Copy Emergency Evacuation Pack – School Exams Office and Headteacher’s Office |
| | Second Copy Health and Safety Co-ordinator |
| The competent person responsible for carrying out and updating the fire risk assessment for the premises is: | Health and Safety Co-ordinator |

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

| System | Location of Test Records | Person Responsible |
|---------------------------|-------------------------------------|--------------------|
| Fire Alarm | Building Services Supervisor Office | Site Supervisor |
| Emergency Lighting System | Building Services Supervisor Office | Site Supervisor |
| Smoke Detection System | Building Services Supervisor Office | Site Supervisor |

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| The person responsible for carrying out a monthly visual inspection of all emergency fire-fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is: | Carried out by: Site Supervisors and fire marshalls Reported to: H&S Officer and Headteacher |
| The approved contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is: | Chubb |

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

| Service | Location of Isolation Point Details |
|-------------|-------------------------------------|
| Water | Shed area inside front gate |
| Electricity | Alarm Room |
| Gas | Shed area |

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee, who witnesses an accident, will make an entry on an accident report form as soon as possible after the event:

Accident report forms are kept by the following people at the location(s) specified:

| Location of Accident Forms | Person in Charge of Accident Returns |
|----------------------------|--------------------------------------|
| First Aid | Lead First Aider |
| Health and Safety | Health and Safety Co-ordinator |

Accident reports should be drawn to the attention of and counter-signed by the Health and Safety Officer. Monthly meetings for Health and Safety are held and each accident report will be discussed and any remedial action as a result will be communicated to the Headteacher and Site Supervisor.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are trained aiders, qualified for 2020-21

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| Adrian Adams | Katie Garner | Samantha Jones | Shelley Paxton- |
| Amjed Ali | Palminder Gosal | | Gault |
| | | Yasin Khan | |
| Nathan | Shahid Hussain | | Maariyah Qureshi |
| Bressington | Neilam Jassell | Simon Lamba | |
| | | | Hannah Reed |
| Reena Dhillon | Sheila Souakri | Cathryn O'Neill | |
| | David Sutheran | | Lynn Rist |
| Laura Smallbone | Paul Trigg | Kay Davies | |
| John Sheard | | | |
| | Kevin Webb | Victoria Webster | |
| Emma Smith | | | |
| Teresa Smith | | Ben White | |
| | | | |
| | | Huma Zulfiqar | |

First aid boxes and first aid record books are kept at the following points in the school.

| Location of First Aid Box(es) | First Aid Record Book(s) |
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| Learning Hub, Food Technology Rooms (R2, R3 and R4), Medical Room, Science Prep Rooms, R20, R22, R23, PE Office, Design and Technology Block (PD1 and PD2), D1, Prep Room, D2 and D7 | First Aid Room Maintained and monitored by the Lead First Aider |

Travelling first aid boxes are kept at the following points in the school.

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| Location of Travelling First Aid Box: | First Aid Office – unlocked drawer |
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| A termly check on the location and contents of all first aid boxes will be made by: | Lead First Aider |
| Use of first aid materials and deficiencies should be reported to: | Lead First Aider |
| The address and telephone number of the nearest hospital with accident and emergency facilities is: | Heartlands Hospital 999 or 0121 424 2000 |

Risk Assessment

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| The persons responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities. | Headteacher Educational Visits Co-ordinator |
| Work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments are produced and appropriately communicated is: | Health and Safety Co-ordinator Site Supervisor |

Maintenance of Site, Premises, House Keeping and Hazard Reporting

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| All employees and governors must report any hazards that could be cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to: | Site Supervisor The Headteacher |
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Safeguarding Children

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| The person responsible for ensuring pre-employment checks including Enhanced DBS disclosures are obtained and relevant records kept: | School Office Manager |
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House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

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| The person who should be contacted if circulation routes are obstructed by rubbish is: | Site Supervisor |
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

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| When rubbish needs to be disposed of it should be reported to: (Who will arrange for its safe disposal) | Site Supervisor |
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Repairs and Maintenance

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| A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: | Site Supervisor |
| Defective furniture should be taken out of use immediately and reported to: (Who will arrange for its replacement or repair) | Site Supervisor |
| The person responsible for ordering repairs which are the school's responsibility is: | Site Supervisor |

Premises Security

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| The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc. is: | Site Supervisor and Deputies |
| The person(s) who has/have been trained to deal safely with burglar alarm call out is/are: | Site Supervisor |

Severe Weather

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| During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by: | Headteacher in consultation with the Site Supervisor |
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Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools and hand tools

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| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Site Supervisor - for school equipment Cleaning Contractors (Accuro) for their equipment |
| Person(s) authorised to operate and use are: | Site Supervisor Staff employed and authorised by Cleaning Contractors (Accuro) |

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

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| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Catering services are provided by an outsourced company (Chartwells). The Canteen Manager is responsible to Chartwells for the safe management of catering equipment |
| Person(s) authorised to operate and use is/are: | Trained canteen staff |

Design and Technology Equipment (Resistant and Compliant Materials)

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| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Head of Department D&T Technician |
| The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are: | Head of Department D&T Staff |
| The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are: | Head of Department D&T Technician D&T Staff |
| The person responsible for taking out of use any equipment which is inadequately guarded is/are: | Head of Department D&T Technician |

PE Equipment

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| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Head of Department |
| Person(s) responsible for daily visual inspection is/are: | PE Staff |

Portable Electrical Appliances

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| The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is: | Site Supervisor |
| Person(s) responsible for carrying out formal visual inspection and testing are: | Site Supervisor |
| Staff must not bring onto the premises any portable appliances unless they have been authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is: | Site Supervisor |

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The person responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:

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| Science | Senior Science Technician |
| Design and Technology | D&T Technician |
| Caretaking and Cleaning | Site Supervisor & Accuro Team Leader |
| Catering | Canteen Manager |
| Intimate Care | SENCO |
| First Aid | Lead First Aider |
| Additional Requirements during Covid-19 Pandemic | Health and Safety Officer |

Hazardous substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

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| Science | Senior Science Technician, Prep Room, Evac Pack |
| Design and Technology (Materials) | D&T Technician, D&T Office, Evac Pack |
| Caretaking and Cleaning | Site Supervisor, Site Supervisor Office, Evac Pack |
| Catering | Canteen Manager, Canteen Office, Evac Pack |

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| The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking | Heads of Department Senior Science Technician D&T Technician |
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| machines etc.) will be examined annually and tested by an approved contractor is: | |
| The reports will be kept available for inspection by: | Health and Safety Co-ordinator |

Asbestos

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| The person responsible for making arrangements for dealing with asbestos in compliance with Government policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is: | Site Supervisor |
| The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is: | Health and Safety Co-ordinator Site Supervisor |

Radioactive Sources

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| The Radiation Protection Supervisor is: | Head of Science |
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The location of the following records is:

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| DFE permission to purchase letter | Science Department |
| History of the sources | Science Department |
| Use of log | Science Department |
| Monitoring/Test records | Science Department |
| Risk assessments for use | Science Department |
| LEA Science Code of Practice | Science Department |

Waste Management

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| Waste will be collected from classrooms and offices daily by: | Cleaning Team |
| The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is: | Site Supervisor |
| All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to: | Senior Team |

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Supervisor who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

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| A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to: | Senior Team Site Supervisor |
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Health and Safety Inspections

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| The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is: | Health and Safety Co-ordinator Headteacher |
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Provision of Information

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| The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the maintenance of a health and safety information reference system is: | Health and Safety Co-ordinator |
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Educational Visits and Journeys

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| The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including or not including an overnight stay is: | Headteacher Deputy Headteacher Educational Visits Co-ordinator |
| The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is: | Headteacher Deputy Headteacher Educational Visits Co-ordinator |

Staff who carry pupils in their own vehicles must obtain Class One insurance cover from their insurers. There is normally no charge for this endorsement.

Staff who carry pupils under the age of 11 years and less than 135 cm tall in their own vehicle should ensure that a suitable child restraint is used. In an emergency e.g. taking a pupil to hospital, it may be inappropriate to wait for such a restraint to be found.

All pupils are required to use any fitted safety restraint. It is legally the responsibility of staff who carry pupils under the age of 14 years to see that they use a safety restraint while the vehicle is in motion.

Lettings

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| The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is: | Site Supervisor |
| The person responsible for informing other users of the building of the presence of any hazards which have not be rectified is: | Site Supervisor |
| The person responsible for checking that the premises are left in reasonable order by other users before locking up is: | Site Supervisor |

Visitors

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| <p>On arrival all visitors should report to: Where they will be issued with:</p> <ul style="list-style-type: none"> • an identification badge • and will sign the visitors book • any new visitors will be given a copy of the safeguarding advice and health and safety leaflet (including details of Asbestos and additional Covid-19 arrangements). | Receptionist |
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All employees seeing an unidentified person should contact the Main School Office or Senior member of Staff immediately.

Contractors

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| The person in control of contractors is: | Site Supervisor |
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Smoking

Hall Green School has prohibited smoking on the school site and in vehicles under its control.

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including employees, pupils, parents and other visitors.

Vehicles

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the Local Authority policy.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

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| Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger. | Deputy Headteacher - A Simson |
| The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the Local Authority training is: | Deputy Headteacher - A Simson |

For all other Health and Safety matters, please refer to the following policies, available in the Bursar's office or in the Policy Documents Folder in the staff Common area on the school network:

- Health and Safety Policies for the following Departments: 2020
- PE, Science, D&T (to include Food), Art, Linc
- Fire Safety and Evacuation 2020
- Risk Assessments: 2020
PE and Science, LINC, D&T and Art
- Safeguarding Policy and Procedures (keeping children safe in education) 2020
- Hall Green School Guidance for Pupil users of the School Network 2020
- Staff Handbook 2020

