

- To maintain the premises in a condition that is safe and without risks to health, and the maintenance of access to and egress from the premises.
- To provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff and pupils/students.
- To ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed across the Federation, for the safe use of machinery, equipment and substances.
- Maintain a close interest in all health and safety matters in so far as they affect activities in the premises under the control of the school.

It is recognised by the Governors that whilst the City of Birmingham Education Service would be responsible for major capital expenditure, central administration and subsequent professional advice and information in health and safety matters are their responsibility, any change in those responsibilities may involve the federation seeking outside specialists/consultants.

The Governors will require the Executive Head Teacher to present regular reports on health and safety matters in order to determine the strengths and weaknesses and to determine the way forward.

Organisation:

The Governing Body recognises the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. It must also ensure that school budgets reflect the finance necessary to implement health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

The Executive Head Teacher:

The Executive Head Teacher is responsible and accountable to the Governing Body for implementing the school Health & Safety policy and for all matters relating to health, safety and welfare within the establishment.

- The day-to-day management of health and safety matters (N.B.- duty not responsibility) will be delegated to the Senior Staff responsible for different areas of the schools. This is written into job descriptions.
- The Executive Head Teacher must be aware of all contracts and/or third parties entering the school to undertake maintenance, service, or works contracts. Again this duty will be delegated to the Strategic Business Manager/Site Manager. When building or plant maintenance work is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.
- The Governing Body will require the Executive Head Teacher to ensure the school's Health & Safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- The Executive Head Teacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- The Executive Head Teacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

- The Executive Head Teacher will be a member of the school's Health, Safety & Buildings Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.
- The Executive Head Teacher will seek advice, when appropriate from outside agencies who are able to offer expert opinions.
- The Executive Head Teacher, or designated Senior Staff, shall have the right to stop what is considered unsafe practices, or the use of any plant tools equipment, machinery etc, which he/she considers to be unsafe.
- The Executive Head Teacher shall make arrangements for improvement to premises and (with appropriate members of staff) plant, tools or equipment which are the establishment's responsibility.
- The Executive Head Teacher, with the Health, Safety & Buildings Committee shall review from time to time:
 - The provision of First Aid in school.
 - Fire and evacuation procedures.
- The Executive Head Teacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
- The Executive Head Teacher will ensure that in all schemes of work for pupils/students, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
- The Executive Head Teacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.
- The Executive Head Teacher will be responsible for emergency procedures and bomb warnings evacuation of school premises.

Strategic Business Manager & Site Manager:

- To be responsible for co-ordinating all contractual work and maintenance carried out on school premises.
- To liaise with the Senior Teaching (Administration) to ensure safety procedures and policy agreements are adhered to.
- To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- To ensure good communication exists within the school.
- To be responsible for health and safety matters regarding "Grounds Maintenance Service Contracts".
- To be responsible for compiling a school "Buildings Register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).
- To be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out in accordance with details in Section F2.8 of Health and Safety Manual. They should also be aware of the HSE Guideline HS(G)70 "The Control of Legionellosis" and of the need to carry out risk assessment of the premises.
- To be responsible for repairs and general maintenance of the school swimming pool at Victoria. To ensure that procedures are adhered to by users of the pool in accordance with "Safety in Swimming Pools" "Sports Council" and City's Health and Safety Manuals and the Education Service *Health & Safety Guidance Notes for Schools*.

es 3

- To be responsible for ensuring competent person(s) or specialists are consulted as necessary; to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- To be responsible for ensuring that a property survey of the school buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.

Heads of School/Strategic Business Manager/Key Stage Managers & Post Holders:

Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders are responsible and accountable to the Executive Head Teacher for all matters relating to health, safety and welfare within their departments.

In the exercise of this responsibility Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders must ensure that:

- All staff under their control receive instruction in their duties, regarding health and safety matters.
- All staff under their control are adequately trained to carry out their duties efficiently and effectively.
- Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders are responsible for defining safe working arrangements in their respective areas and bringing them to the attention of members of staff including new entrants, supply teachers etc.
- Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- Under Section 6 of the Health and Safety at Work Act etc. Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc - is accompanied by adequate information and instruction prior to use (N.B. "Use of Manufacturers Data Sheets").
- Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders must report to the Executive Head Teacher (or the Senior Staff) all problems, defects and hazards.
- Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.
- Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders must carry out regular safety inspections of the department/school/unit or area of responsibility. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders are also required to carry out regular risk assessments in their departments - the assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work, including lifting & handling.
- All post holders must report, and if appropriate make recommendations to the

Executive Head Teacher or her representative on any practices, premises, equipment etc, which give rise to risks to health and safety.

Teachers/ Technicians/Welfare Officers:

Teaching staff and Technicians are responsible and accountable to their Head of School/Key Stage for the implementation of the school safety policy in the performance of their duties.

- They must be familiar with the school's safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department or area of work.
- They must ensure that where conditions apply, all pupils/students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- They must report to their Head of School/Key Stage Manager, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

Supply Teachers and all relief or temporary staff must be made aware of the school Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work.

Kitchen Manager/Manageress:

- Must familiarise him/herself with the school's Health & Safety Policy and what it means to their work activities.
- He/she must work in conjunction with any Policy Statement, health and safety rules and guidance issued by the (DSO) Direct Services Officer "Catering".
- He/she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- He/she should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
- The Kitchen Manager/Manageress must inform the Executive Head Teacher of the school of any potential hazard or defects.
- It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

Safety Representative(s):

The Safety Representative(s) will be encouraged by the Executive Head Teacher to fulfil his/her duties as well as being released for any appropriate training. The Strategic Business Manager will also consult regularly with the Safety Representative on health and safety matters, and report as necessary to the Executive Head Teacher.

- He/she/they will be entitled to inspect the school in accordance with the agreed Trade Union procedures/agreement.
- The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school's Health & Safety Committee.
- The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

ad

Other School Staff/Employees:

- All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
- All staff/employees have responsibilities under the Health and Safety at Work etc Act and are asked to report any possible hazards, defects to the Executive Head Teacher (or Senior Teacher (Administration)).
- All staff/employees will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections of the City's Health and Safety Manuals and the Education Service *Health & Safety Guidance Notes for Schools* as they relate to their particular work activities.

Copies of the school Health and Safety Policy will be available at all times on Moodle and in the policy folders. The *Health & Safety Guidance Notes for Schools* will be available in the Executive Head Teacher's office.

Role of Specialist Advisers:

The Governors recognise there will be occasions when the Federation will require specialist advice, for example on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at school Health & Safety Committee level.

Arrangements:

The Governing Body recognises that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through the school's "Health, Safety & Buildings Committee".

The Health & Safety and Buildings Committee is a Committee of the Governing Body, and will include:

- Chairperson – a Governor nominated by the Governing Body to take responsibility for health and safety matters.
- At least two other Governors, not including the Chair or Executive Head Teacher.
- The Executive Head Teacher; Strategic Business Manager and/or Site/Building Manager.
- Safety Representative(s).

General matters:

Accident reporting/investigation:

The reporting procedure will be in accordance with the policy as laid down in the Education Service *Health & Safety Guidance Notes for Schools*. This procedure must be brought to the attention of all school staff.

RD

First aid provision:

The arrangements for first aid in school will be in accordance with the Education Service *Health & Safety Guidance Notes for Schools* with first aid boxes located in high risk areas (e.g. Science, Pool, Sports and PE halls, Kitchens etc). The school office will be the contact to summon a school First Aider.

The schools will have a minimum of three staff certificated in first aid.

Fire precautions:

The arrangements for general fire safety will be in accordance with the Education Service *Health & Safety Guidance Notes for Schools*. The school "Fire Log Book" will be used to record tests, drills, training, visits by the Fire Brigade etc. (See Cherry Oak/Victoria School/Victoria College Fire Safety Policy and Risk Assessments).

The federation has certified fire marshals in Victoria School & College. There are no certified fire marshalls at Cherry Oak School.

Housekeeping (cleaning arrangements):

Heads of Schools/Strategic Business Manager/Key Stage Managers/Post holders will find procedures to be adopted as shown in the appropriate section of the Education Service *Health & Safety Guidance Notes for Schools*. They will however, make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

Lifting & handling:

The arrangements for Lifting & Handling are set out in the schools manual handling policy.

Training arrangements:

Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme. New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff. The school will reserve a budget for health and safety training which will not conflict with funds for curriculum training.

There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific "hands-on" training.

Induction training:

This will apply to new employees or transfer of employees to another department. They will need to be shown over the Key Stage, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

Informative/awareness training:

A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required; making them aware of their tasks, providing written procedures and arrangements.

RS 7

Specific training:

This is a "hands-on" training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks. For example all employees require specific training in lifting and handling pupils. Some may require training for *Resuscitation, Health & Hygiene, First Aid, etc.*

Statutory requirements:

COSHH (Control of Substances Hazardous to Health)

The Governing Body recognises the need for the schools to carry out risk assessment of all areas in accordance with the regulations.

Working in conjunction with the school chemical register and the COSHH package, Head of Schools, Strategic Business Manager and Heads of Key Stage/Post holders will ensure risk assessments have been carried out and that further monitoring is in place as required. No new substances must be taken into school until they have been cleared with the Senior Staff). Review of practice and procedure must take place periodically in the department. BSS/SBM/Heads of School Heads of Department/Post holders are advised to follow the information in Section C5 of the Health and Safety Manual and the COSHH Package.

The Governing Body recognises there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc (e.g. fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place every 14 months. A register of all such tests will be kept by the BSS/Site Manager and monitored by the Strategic Business Manager.

Checking of portable electrical equipment:

The procedure to be adopted is as specified in the Education Service *Health & Safety Guidance Notes for Schools*.

The school technician is responsible for the initial and annual testing of all portable electrical equipment and maintaining records of the same across the Federation.

The schools will maintain an Inventory of all equipment as described in the Education Service *Health & Safety Guidance Notes for Schools*.

Plant machinery/equipment:

The Governors recognise that it may be required to seek specialist advice in determining the safety requirements for:

- Adequate and correct guarding of machinery.
- General inspection of plant, equipment and machinery.
- Storage and transportation of toxic substances, gases etc.
- Disposal of toxic and other waste substances and materials.

The Site Manager/BSS/Technician/Key Stage Manager/Post holder will be responsible for carrying out periodical checks within their department, using the text, checklists and

 8

information as provided in the Education Service *Health & Safety Guidance Notes for Schools*.

A thorough inspection of departments/areas will take place each term in the presence of the Safety Representative and other designated person(s) as defined by the school Health, Safety & Buildings' Committee.

It is also recognised that certain items of machinery/equipment require to be checked and certificated in accordance with the Education Service *Health & Safety Guidance Notes for Schools*.

No new machinery/equipment or substances must be brought into the premises unless it has been cleared through the Health & Safety Committee or if urgent by a person delegated by the Executive Head Teacher.

Site Manager/BSS/Technician/Heads of Schools/ Key Stage/Post holders will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.

They will also be required to select and provide suitable protective clothing/equipment and of the correct type. They should refer to the Education Service *Health & Safety Guidance Notes for Schools*.

Contractors on site:

All contractors entering or working on school premises will be the responsibility of the Executive Head Teacher (or delegated person) and/or Strategic Business Manager/Site Manager.

It must be conveyed to all known contractors by letter, the point of contact at the school, the safe working arrangements and a copy of the school safety policy.

The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Executive Head Teacher.

Arrangements for safety representatives:

The arrangements for Safety Representatives are as outlined in the Education Service *Health & Safety Guidance Notes for Schools*.

The Executive Head Teacher, Heads of Schools, Assistant Heads, Key Stage Managers and Post holders will liaise and communicate to Safety Representatives problems, hazards and defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Health & Safety Committee Meeting.

Any specific requirements which require immediate action will be taken after consultation with the Executive Head Teacher.

Educational visits:

↪

Procedures for field trips and extra-curricular activities are as outlined by the Education Service *Health & Safety Guidance Notes for Schools*.

Activities which fall outside the scope of this document will be discussed in-house with written instructions and arrangements conveyed to all interested parties by the Executive Head Teacher.

Emergency procedures:

In the event of accidents, fires, explosions and spillages, the Executive Head Teacher (or delegated person) and/or Strategic Business Manager/Site Manager must be informed immediately. Dependent on the type of incident, the appropriate authorities or outside contractor will be contacted.

Work experience:

The Executive Head Teacher will follow the guidance as provided on placement and inspection procedures in the Education Service *Health & Safety Guidance Notes for Schools*.

Use of school premises outside hours:

The Governors recognise the need to set-out policy arrangements for this practice.

Security to prevent unauthorised access:

The Executive Head Teacher will follow the current guidance and best practice advice. All visitors are required to sign into school and wear an identity badge. Access is limited to the front door and all doors are protected with security key pads. Codes are changed regularly.

Noise and vibration:

The Governors recognise there may be several problems experienced with noise and vibration. Heads of School/Key Stage Managers/Post holders will report all such cases, when, if required necessary specialist advice will be sought to monitor the hazard.

Communicating information to employees:

The Executive Head Teacher will be responsible for ensuring that any regulations, information, guidance notes etc, received are passed immediately to staff who have a direct interest, and incorporating them into the school's Health & Safety Policy or safe working arrangements as appropriate.

Reference material:

All staff are reminded that further reading material and guidance notes are given in the appropriate sections of the Education Service *Health & Safety Guidance Notes for Schools*.

The requirements for safety signs, notices, placards etc, are also shown in the appropriate sections of the Education Service *Health & Safety Guidance Notes for Schools*.

Monitoring the school's health and safety performance:

The Governors will require regular updates from the Health, Safety & Buildings' Committee confirming that a satisfactory inspections have been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s).

The Governors with the Executive Head Teacher will identify from reports, strengths and weaknesses in the conduct of school Health & Safety inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

Auditing:

The Governors will also require updates on health and safety matters, providing an objective assessment. The updates should provide an examination of records as required in the in the appropriate sections of the Education Service *Health & Safety Guidance Notes for Schools*. e.g.

- Accident reporting & investigation.
- Fire & evacuation drills.
- Premises inspection.
- Statutory records & inventories.
- Levels of staff training related to Health & Safety.
- Induction log.
- Write-off log etc.

Date accepted by Governors June 2016

Signature:



Date of Implementation February 2013

Reviewed 16 June 2016

Date for Review June 2017

