



The Federation of Cherry Oak School, Victoria School and Victoria College

## Health & Safety Policy

### Introduction:

This Statement of Health & Safety Policy is produced in respect of Cherry Oak School, Victoria School and Victoria College only, and forms the basis of future planning and implementation of health and safety matters across the Federation. This policy has been revised and formally adopted by resolution at the Governing Body.

### Statement of general policy:

- The Governing Body, working in conjunction with information, procedures and codes of practice as identified in the City, are responsible for setting out the overall policy in so far as the Federation of Cherry Oak School, Victoria School and Victoria College are concerned.
- The planning and implementation of the policy is the direct responsibility of the Executive Head Teacher, ensuring that Managers, Teachers and Supervisors, at all levels, and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees, supply teachers and temporary/relief staff. The day-to day management (not the responsibility) of the policy is delegated to senior staff.
- The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the school's Health & Safety Committee procedures, at staff meetings and designated training sessions.
- It is the Governing Body's policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to pupils/students, contractors and members of the general public from foreseeable risks.

The Governing Body recognises its responsibility under the Health and Safety at Work Act so far as is reasonably practicable to:

- Provide plant, equipment and systems of work which are safe and without risks to health.
- Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
- Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed across the Federation, and pupils/students, to perform their work safely and efficiently.
- To promote the development and maintenance of sound safety, health and welfare practices.

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- 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*.

- 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.

### **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).

### **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 2017**

**Signature:**

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**Date of Implementation**              **February 2013**

**Reviewed**                                      **June 2017**

**Date for Review**                              **June 2018**