



# **HEALTH & SAFETY POLICY**

SEPTEMBER 2016



This Policy has been updated after reference to the “Guide to Writing your School Health & Safety Policy” for schools on Edulink.

## **1. STATEMENT OF SAFETY POLICY**

### **1.1 General Requirements**

The Governors of Chadsgrove School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Clauses (d) and (f) allow for the duty of care towards pupils and other non employees, as mentioned in the previous section. This also includes the school's duty of care towards people hiring its premises, though it does not diminish their responsibility towards the school.

### **1.2 Staff Responsibilities**

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

### **1.3 Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

### **1.4 The Role of The Local Authority**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children’s Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children’s Services or such other persons as may be necessary.

### **1.5 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

#### **1.6 Risk Assessment**

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under the:

- Management of Health and Safety at Work Regulations 1999 amended 2006,
- Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- Manual Handling Operations Regulations 1992 as amended,
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations 2002.

#### **1.7 Acknowledging Responsibility**

<b>Agreed/Ratified by</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
<b>Chair of Governors</b>	<b>Oliver Cook</b>		
<b>Health &amp; Safety Officer</b>	<b>Jacqueline Pitt/ Elizabeth Morgan</b>		
<b>Headteacher</b>	<b>Deb Rattley</b>		
<b>Author of this Policy</b>	<b>Jacqueline Pitt</b>		

## **2. THE ORGANISATION OF HEALTH & SAFETY**

### **2.1 The Local Authority (Worcestershire County Council Directorate of Children's Services)**

- a. has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Chadsgrove (under sections 2 and 3 of the Health and Safety at Work etc Act 1974)
- b. has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools
- c. has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body

### **2.2 Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a. ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary
- b. ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools
- c. monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary
- d. advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- e. the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school
- f. ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- g. ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- h. the adoption of safe working practices by staff and pupils, and by contractors on site
- i. acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of Worcestershire County Council and contracting organisations

### **2.3 Headteacher's Responsibilities**

The Headteacher is responsible for:

- a. the implementation of the school safety policy
- b. advising the Governing Body of the need to review the school safety policy
- c. ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002
- d. ensuring that staff receive appropriate health and safety training
- e. carrying out the six monthly safety audit required by the LA

- f. ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with
- g. notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- h. notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- i. emergency procedures, including evacuation in case of fire or bomb threats.
- j. ensuring that adequate provision is made for the administration of First Aid.
- k. ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- l. facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- m. consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

## **2.4 Heads of Department/Subject Leaders**

Heads of Department/Subject Leaders are responsible for:

- a. all matters of health and safety in their department or subject area.
- b. bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject areas.
- c. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d. producing a faculty / departmental / subject safety policy and revising it as necessary.
- e. ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f. ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g. ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h. ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

## **2.5 Other Teaching/Support and Technician Staff**

Other Teaching/Support and Technician Staff are responsible for:

- a. ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b. reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or Subject Co-ordinator to the Headteacher (or School Safety Officer)

- c. co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974)

## **2.6 The Site Manager and Buildings Manager**

The Site and Building Managers are responsible for:

- a. ensuring that they are familiar with and comply with the school safety policy
- b. bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises
- c. bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- d. ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- e. ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out)
- f. Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work)
- g. Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
- h. Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor)
- i. informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
- j. The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.)

## **2.7 School Safety Officer**

The School Safety Officer is responsible for:

- a. the day to day responsibility for health and safety on site
- b. management of fire safety
- c. management of the hydrotherapy pool together with the Assistant Headteacher, Liz Morgan
- d. ensuring that any first aiders receive adequate training and instruction in First Aid and the use of any equipment or materials that they are expected to use

## **2.8 Assistant Headteachers**

Assistant Headteachers are responsible for:

- a. Elizabeth Morgan for the management of the hydrotherapy pool together with the School Safety Officer
- b. Elizabeth Morgan for the managing of medical interventions in liaison with the Medicines Manager
- c. Elizabeth Morgan for co-ordinating Infection Control in liaison with the Medicines Manager and the School Nurses
- d. Elizabeth Morgan in liaison with the Medicines Manager for maintaining the first aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately
- e. Elizabeth Morgan for the managing of all risk assessments in school

## **2.9 Safety Representatives (Appointed by Staff/Trade Unions/Professional Associations)**

Safety Representatives (Appointed by Staff/Trade Unions/Professional Associations) have the right to:

- a. carry out termly inspections of the premises and submit a written report to the Headteacher
- b. receive any reports of inspections or accident investigations made by the Health and Safety Executive
- c. represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff
- d. represent the staff / union membership on school safety committees
- e. receive such training as may be necessary for them to perform their duties

## **2.10 The Catering/Kitchen Manager**

The Catering/Kitchen Manager is responsible for:

- a. ensuring that he/she is familiar with and complies with the school safety policy
- b. ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others
- c. ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements
- d. bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility

## **2.11 Organisation of Health & Safety – List of Named Persons**

Local Authority:	Sandra Sandon, Health & Safety Team Leader 01905 856802
The Governors:	Oliver Cook, Chairperson
Headteacher:	Deb Rattley
School Safety Officer:	Elizabeth Morgan and Jacqueline Pitt
Assistant Headteacher's with H&S	Elizabeth Morgan



Responsibility:	
Heads of Department:	Angela Macvie (Lower School) Gareth Brown (Upper School) Elizabeth Morgan (19-25 Provision)
Subject Co-ordinators:	Art – Julia Lloydlangston Technology – Simon Whyte Science – Amy Hockey/Josh Fisher Environmental Education – Josh Fisher Forest Schools – Teresa Owen Work Experience – Angela Macvie Educational Visits (EVC) – Val Evans
Medical & Therapy Staff:	Staff working in school have their own guidelines for Health & Safety. Regular consultation with the Headteacher is essential
Epilepsy Champion:	Julia Atterbury
Site Managers:	Terry Pegg (Maintenance) Mark Perry (Building and Development)
Appointed First Aiders:	A list of First Aiders is displayed in all classrooms
Catering/Kitchen Manager:	Samantha Wain
Minibus Responsibility:	Deb Rattley
Fire Officer:	Jacqueline Pitt

### **3. ARRANGEMENTS FOR HEALTH AND SAFETY**

#### **3.1 Access & Egress, Housekeeping, Cleaning & Waste Disposal**

(Policy No. 64: Premises, Contents, Security & Visitors). The Site Manager has the responsibility to ensure that outside areas likely to be dangerous for pupils and staff due to frost, ice or snow are salted and/or cleared as necessary. During heavy snow falls the Grounds Contractors may visit Chadsgrove as a priority to assist with snow clearing. It is unlikely that school will be open following very heavy overnight snow simply because of the difficulties of transporting physically disabled children from a very wide catchment area. Minibus firms, Passenger Assistants and parents/carers are advised not to attempt the journey to school in severe snow conditions. The Headteacher telephones Hereford & Worcester radio station if school is closed, notifies the Local Authority and a text is sent to parents/carers. A notice is also displayed on the school website. The Site Managers regularly clear leaves to avoid slippage.

All designed fire exits are identified with suitable signs and must never be locked or obstructed whilst school is in session.

The Site Staff and cleaning staff ensure that all bins and rubbish is disposed of daily outside of the premises. Outside bins are kept away from the building and are locked or in a secure place of an evening and weekends.

Signs are clearly displayed identifying wet floors.

Obsolete computers are collected by a recycling company.

#### **3.2 Accident Reporting**

All serious accidents that occur on the school site should be notified to the School Safety Officer who will record the information via the WCC County Council accident/incident online reporting system. Serious accidents will be reported to the Senior Leadership Team and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher will conduct an investigation of any serious accident. If members of the public are involved, names and addresses should be taken (including any witnesses).

Minor accidents will be written in the accident books located in the school office.

#### **3.3 Blood-Borne Diseases**

Precautions against infection by blood borne diseases should be taken whenever it becomes necessary to deal with any body fluids, including blood, urine and vomit. The main danger is of infection by HIV or Hepatitis B viruses, particularly the latter as the virus can remain active for long periods well below body temperature. Hepatitis A and C viruses can also cause serious infections.

Disposable gloves and disposable aprons are to be worn by all staff having to deal with spillages of body fluids, no matter how small, including class teachers, lunchtime supervisors and caretakers as well as first aiders.

Chadsgrove will comply with the LA policy as stated in the WCC Booklet "Control of Infection in the Workplace" (copies in the Headteacher's office). School's policy on Control of Infection is No. 54.

### **3.4 Building Repairs and Contractors**

The Headteacher/Business Manager to appoint contractors and will check their relevant qualifications or competency. Contractors are usually selected from the Property Services Approved Jobbing Contractors booklet and will be chosen according to the job and their expertise/price. Workmen and pupils should be segregated whenever possible – ideally work will be arranged when pupils are not present in school, although this is not always possible. Contractors should report to the School Office and/or Site Manager on arrival at site and if necessary consult with the Headteacher regarding working arrangements. The office staff will arrange supervision of contractors if they are going to be working near pupils e.g. going into bathrooms to take water temperatures. All contractors will be asked to read a flier outlining health and safety and fire procedures on arrival. There will be liaison with the Property Services Department as required.

The Asbestos Register will be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register. Only specific contractors from the Property Resources list are allowed to work with asbestos.

### **3.5 Cleaning**

The Handbook of Safety Information offer clear guidelines on Health & Safety issues which school will adopt and support cleaners and the Site Managers to follow at all times. Meetings will be held from time to time with the School Business Manager and/or Headteacher.

Warning signs (and verbal reminders) should be in place when floors are wet and slippery.

### **3.6 Defect Reporting Procedures**

Staff should report any problems or defects concerning Health & Safety matters to the Headteacher/Site Manager either verbally or in writing – and, depending on the situation to the Head of Department or Site Manager. The important point is that problems or defects must be addressed and reported. The Headteacher will take appropriate action and maintain an on-going file on Health & Safety matters.

Health & Safety Audits are carried out annually. The Headteacher reports to the Governing Body on Health & Safety matters as they arise.

### **3.7 Consultation (Trade Union Safety Representatives)**

The Handbook of Safety Information deals with this aspect of Health & Safety which the school will adhere to. For a Special School the current agreed number of Safety Representatives is 1.

Safety Representatives have the legal right to carry out the following functions amongst others:

- a) carry out safety inspections in their workplace (for which they should each be allowed half a day per term or one and a half days per year, with pay, during working time);
- b) inform their employer (or their headteacher or head of unit or centre as his representative) of any unsafe or unhealthy working practices or conditions;

- c) represent employees at the establishment where they have complaints about safety matters;
- d) investigate any accidents, near misses or hazards;
- e) request to see risk assessments carried out at the establishment;
- f) request and attend meetings of safety committees
- g) receive reports from enforcing officers (normally HSE inspectors) following their inspections or investigations in an establishment.

### **3.8 Computers and Display Screen Equipment (DSE) in accordance with the Display Screen Regulations.**

All staff who are classed as DSE “Users” including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

DSE self assessments for all staff members – using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.

Angela Macvie will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### **3.9 Educational Visits and Journeys (Policy No. 53)**

Valerie Evans is the school’s Educational Visits Co-ordinator (EVC) and we operate the EVOLVE offsite visit software system used by Visit Leaders. The Offsite Visit Manual can be found on the staff share drive under Visits. All Visit Leaders complete a Risk Assessment which is signed by Val Evans and a copy sent to the Headteacher. Prior to any trip taking place signed authority from parents is obtained. A large majority of our teaching and teaching support staff receive Evacuation and Wheelchair Clamping training which is reviewed every 3 years and all drivers receive this training.

All staff receives Visit Leader Training through B&S Educational Systems & Training. Valerie Evans has received Visit Co-ordinator Training which is refreshed every 3 years.

### **3.10 Electrical Equipment**

The ICT Technician has been trained and carries out the portable appliance testing of equipment and keeps the records on an annual basis. All equipment is checked even those that have been donated. He also tests the microwaves. Any defective items are removed from site.

If the premises are let out and hirers use electrical equipment we will ensure that they have been PAT tested within a twelve month period.

Reporting of defective equipment should follow the procedures under 3.6.

Hardwiring checks are carried out every 5 years by the company, C.F. Roberts.

### **3.11 Epilepsy (Policy No. 69)**

A significant number of children at Chadsgrove have epilepsy. Information regarding the incidence and nature of epileptic seizures is obtained from parents before a child starts at Chadsgrove and updated as necessary. Details of medication, if applicable are also noted. This information is passed onto staff dealing with the child as appropriate including the Nurses Manager, Medicines Manager, Epilepsy Champion, Teachers, Teaching Assistants, Therapists, Children's Superintendents, Passenger Assistants and possibly voluntary helpers and students (the last two groups would not normally expect to be left with individual children far away from school staff). Staff are regularly epilepsy awareness trained.

A list of children at high, medium or low risk of epileptic seizures are issued and updated as necessary. The Medicines Manager maintains this list in conjunction with the School Nurses and offer specific advice to staff as required, attend to epileptic seizures when this is necessary in school and advise parents when this is appropriate.

In cases of severe and/or sustained epileptic seizures Rectal Valium or Buccal Midazolam may be administered by specially trained education staff (depending on whether such a course of action has been authorised by the child's paediatrician). An Emergency Response Team will be called by First Aiders when necessary.

On school trips or residential visits, one member of staff will usually be designated to give medication. Rectal Valium or Buccal Midazolam will only be administered

- i. where staff are willing to do this and
- ii. where staff have been appropriately trained.

Passenger Assistants will receive general training on epilepsy during induction training. Specific advice will be given by education staff. If a child has a severe or prolonged epileptic seizure on the minibus the Personal Assistant should follow First Aid Guidelines, try to get the child into the recovery position (this may not be possible) and make a decision whether to stop and phone for an ambulance or go direct to the local Accident Department of a hospital.

### **3.12 Fire Arrangements**

The Fire Officer has responsibility for the arrangements for fire practices, alarms, appliances and fire prevention in conjunction with the Headteacher. Copies of the Fire Orders are distributed to all members of staff and are clearly displayed throughout school and this is brought to the attention of students and work experience trainees present in school. (Visitors/parents will always be with a member of staff familiar with these procedures. For Contractors please see Section 3.4).

Fire Orders will be revised from time to time following discussions with visiting inspectors. Training in the use of Fire Appliances will be available periodically. All staff will complete an online training module annually.

To Aid Roll-Call: Staff leaving the school site with children will be expected to 'sign-out' and 'sign-in' on return. There is a single point of entry. All visitors must sign the Visitors Sheet.

Copies of Fire Orders are included in the Appendix. The 'Fire Book' details records of fire practices, equipment inspections, alarm bell tests etc and is maintained by the Fire Officer. The book is kept in the school office.

### **3.13 First Aid**

There are 9 appointed First Aiders. The Assistant Headteacher in liaison with the Medicines Manager ensures that the central First Aid box in the school office is maintained and that other areas have First Aid boxes.

The First Aiders take responsibility for any emergency situation and decisions. A list of First Aiders is displayed in all classrooms.

Epilepsy is covered in Section 3.11 of this document.

### **3.14 Flammable Substances**

Chadsgrove will follow the guidelines in the Handbook of Safety Information.

### **3.15 Hazardous Substances**

The Handbook of Safety Information deals with the Control of Substances Hazardous to Health. The COSHH regulations will be strictly followed at school. The Worcestershire LA safety sheets relating to these substances are stored in the school office as is the list of COSHH substances and their application within the school site.

There are separate regulations which apply to Science Laboratories as described in the Group Safety Policy on Science Teaching & Preparation Areas. These regulations will be complied with. The Leader of Science maintains up to date regulations and guidance although in comparison to mainstream schools we have very few hazardous chemicals.

### **3.16 Information/Publications**

The Worcestershire LA Handbook of Safety Information is kept in the Headteacher's Office as are copies of the Group Safety Policy documents. Copies of Group Safety Policy documents are also held by subject leaders.

The Governors' Policy on Health & Safety and other relevant policies relating to these issues are available on the Staffshare drive and a hard copy in the school office. Copies of all or parts of these documents have been distributed to relevant staff. Health & Safety is part of the induction process.

The records of the Audit of Health & Safety are kept in the Headteacher's office. Minutes of Governors' minutes which often refer to Health & Safety matters are displayed in the staff room and are stored with the Clerk to the Governors in the school office.

Visitors in school including contractors are issued with a visitors badge and this gives details of basic health & safety details.

### **3.17 Infectious Diseases, Infection Control (Policy No. 54)**

Staff notify the Medical Interventions Manager of any observations of possible infectious diseases in pupils or if they have any concerns themselves about exposure to the same. The Medical Interventions Manager and Medicines Manager have access to current guidance which includes a help telephone number to the Health Protection Agency's department of Infection Control.

### **3.18 Lettings (Policy No. 65)**

The Governors' Policy Statement on Lettings is available in the school office.

### **3.19 Machinery & Plant – Technology, PE, Hoists, Tail-Lifts**

The school will follow guidelines concerned with the arrangements for guarding, inspection, adjustment and repair of machines in the Food Technology & Design Technology rooms and for other items across school e.g. the kitchen and laundry room.

The equipment in the Food Technology & Design Technology rooms are inspected and checked annually by a specialised contractor arranged by the LA. The PE fixed apparatus is also checked regularly. The boiler is subject to an on-going maintenance contract organised through Technical Services.

The Arjo Maxi-lifts which are the responsibility of the school to maintain are serviced 6 monthly on a manufacturers' service contract which covers malfunction call outs.

The tail hoists on school and County owned minibuses are serviced at 6 monthly intervals by an appointed agent.

### **3.20 Medicines and Medical Interventions (Policy No. 91)**

From October 2012 the management and delivery of all medical interventions is managed by Chadsgrove. The School Nurses will convey necessary and appropriate medical data gained from clinics and/or correspondence with professionals and/or parents and carers, to the Medicines Manager and the School Nurses have a duty to ensure school is kept updated, although parents will increasingly deal with school rather than School Nurses.

### **3.21 Manual Handling (Policy No. 49)**

There are six manual handling trainers accredited by Centaur Training. This accreditation is updated every 6 months. This training has been and will be passed on to all staff in organised sessions as well as staff receiving advice and support from these trainers as and when the need arises. Specific courses for cleaning and catering staff and minibus Passenger Assistants (the latter are the responsibility of the County's Environmental Services Section) will be considered, including attendance at the courses arranged for staff from other schools through our Outreach Service. Elizabeth Morgan/manual handling trainers will be responsible for risk assessments.

Up to 600 staff working with PD pupils in mainstream schools have been trained by the Chadsgrove team.

### **3.22 Monitoring of Safety Performance**

The Headteacher will periodically review the incidence of recorded accidents to staff and pupils. Any identifiable trends will be considered as necessary. Each individual recorded accident will be considered for its implications or the school as a whole. This also applies to consideration of "near misses".

### **3.23 Personal and Protective Clothing**

There are many references to the use of protective clothing in the Handbook of Safety Information and the Group Safety Policies. These give guidelines for the correct use of gloves, goggles, overalls etc. School expects these guidelines to be observed and those staff responsible for the subject or work area concerned should ensure compliance.

Where necessary protective clothing will be purchased from the school budget allocation. Staff are expected to wear appropriate clothing and footwear for the safe performance of their duties. Staff are expected to check the equipment and notify school immediately of damaged/unusable equipment.

### **3.24 Playground Safety & Supervision (Policy No. 70)**

All adults responsible for supervising children must follow the guidelines. These guidelines are based on WCC's Safety in PE document published in 2009 and 'Safe Practice in Physical Education' published by British Association of Advisors & Lecturers in PE.

Urgent matters on a day to day basis regarding Health & Safety concerns to be referred to Liz Morgan (Assistant Headteacher).

The Site Manager regularly carries out visual inspections and a weekly record is kept.

### **3.25 Public Entertainment Licences and School Performances**

A Public Entertainments Licence is not necessary if it is the school (i.e. not a PTA or equivalent) which organises the event to which staff, pupils and invited guests attend. Fire Exits are pointed out to the audience prior to an event.

For outside users the user would have to apply for a permanent or temporary Public Entertainments Licence from Bromsgrove District Council.

### **3.26 Record Keeping**

The arrangements for the keeping of records concerned with Health & Safety matters have been detailed under the relevant section. These include:

Accidents – Major incidents records recorded online and minor incidents in the book in the school office

Boiler & Heating Inspection – Technical Services

Fire bells – Fire book in the school office

Machinery Inspection, LA generated for Art Room annually – Head's office

Hoists – School office

Portable Electrical Appliances – Head's office

Water Safety – Site Manager's office

Emergency Lighting – fire box in the school office

A form exists for staff, parents or voluntary helpers to register in writing any concerns or problems they may have in relation to Health & Safety. This form (see Appendix) should be returned to the Business Manager in her capacity as School Health & Safety Officer who will bring any urgent matters to the immediate attention of the Headteacher.

The forms will be retained by the Business Manager and the outcome and resolution of the matter will be recorded and reported as necessary.



### **3.27 Reporting**

The Headteacher will include Health & Safety matters as part of her written Report to the Governors at their regular meetings.

### **3.28 Risk Assessments**

This is dealt with in detail in Appendix A. A Risk Assessment is a way of measuring the likelihood of an accident happening and working towards reducing risk. Any member of staff may discuss with the Headteacher and Assistant Headteacher or Educational Visits Co-ordinator the details of a risk assessment. The Risk Assessments will be recorded, retained and disseminated as necessary and reviewed at suitable intervals. The Educational Visits Co-ordinator, Val Evans, oversees this process for every trip off school premises and keeps records. Policy No. 53 is Educational Trips and Residential Visits. The Assistant Headteacher, Elizabeth Morgan, manages all on-site risk assessments including new and expectant mothers and keeps a record of these.

### **3.29 Safety Inspections**

A Pre-inspection, School Safety Audit will be organised by the School Safety Officer. Staff will be invited to complete the sections for which they have responsibility e.g. the Food Technology Room. Any defects or problems will be addressed at the earliest opportunity. The Audit and Inspection is carried out by the Health & Safety Team from Worcestershire County Council. The forms for completion are in the Health and Safety section of Edulink.

The procedure for inspections by Union Representative(s) will be discussed between the Head and the representative(s) to their mutual satisfaction.

### **3.30 Security**

Policy No. 64 is Premises, Contents, Security and Visitors. Security is dealt with in detail in this Governors' Policy available in the policy cabinet.

### **3.31 Smoking**

Smoking is not allowed anywhere on the school site. Signage is displayed on all main external doors used by the public/staff. Minibus drivers and Passenger Assistants are not allowed to smoke on the vehicles whilst conveying children.

### **3.32 Stage Lighting**

The school's disco lights are also used as fixed lights for Christmas plays and visits by external companies working within school. The installation is tested under the electrical equipment regulations.

### **3.33 Stress**

Staff are invited to consult at an early stage with the Headteacher and/or other staff if they feel under undue pressure arising from their work in school or from other circumstances. If necessary the Headteacher will make a referral to the Occupational Health Service.

The school will seek to be sympathetic to these situations. From time to time training sessions on stress and related matters will be offered.

### **3.34 Swimming/Hydrotherapy Pool – Policy No. 67 and 68**

Since the refurbishment of the pool, these policies have been revised. A Hydrotherapy Pool Safety Audit was completed in November 2013 by the Local Authority. The Audit produced some recommendations but observed that management and ‘house-keeping’ was good.

The school pool is only available to outside users as the discretion of the Headteacher. These users must sign a disclaimer before using the pool facility. Strict rules operate for the users as listed in the document. The Guidance for the operation of the Fluvo Jet Stream and pool hoists is included. All staff operating the pool hoists do so having received manual handling training. New staff assist under strict supervision.

The pool room has an emergency, low voltage bell-push and an alarm and a light flashes in the school office when pressed.

The Site Manager (Terry Pegg), Mark Perry, Derren Thomas and Rachel Burton hold National Pool Plant Operators Certificate. Chemicals are ordered on the instruction of the Site Manager and these are stored in a brick built unit away from the school. Water tests are carried out on a weekly basis by Nant Limited.

The pool is hired out by parents during term time each Saturday and a member of staff supervises poolside. The member of staff has received training and instruction on how to evacuate the pool in an emergency using the board.

### **3.35 Training**

Manual Handling training has been described in Section 3.21 of this policy. The Governors are anxious to facilitate training in other areas where this is felt to be necessary for Health & Safety within the School. Any requests should be directed to the Headteacher in the first instance.

Medicines training is carried out by the Orchard Service/School Nurse.

For new members of staff suitable training in relevant areas will be made available as soon as this is practicable.

A record of all training is kept on the Single Central Record held in the office.

### **3.36 Vehicles**

Training will be provided for as many Teachers and Teaching Assistants as possible in the procedures for restraining wheelchairs in the minibuses. Assessments for minibus driving will be mandatory for all staff wishing to drive children on school minibuses and informal (or formal) training will be available for those requesting this. Currently these assessments are provided by the Worcestershire County Council Road Safety Team. Training will be given in minibus evacuation procedures.

Minibus Passenger Assistants receive training through their employer.

The Headteacher is responsible for ensuring that the school owned vehicles are serviced and checked regularly. The Site Manager has a leading role in carrying out cleaning and basic checks. Tyre pressures are taken daily. The tail hoists on all vehicles should be checked every six months.

There are up to thirty minibuses and taxis bringing children to Chadsgrove School each day plus several parents' cars. The afternoons especially are very busy and potentially dangerous. Drivers and Passenger Assistants are encouraged to be patient and courteous at all times. Reversing vehicles is strongly discouraged except in an emergency because of the grave risk to children in wheelchairs who may be hidden from view behind a high minibus and less able to move quickly from the dangerous situation.

A letter outlining procedures is distributed annually to all drivers and Passenger Assistants and during the year to new drivers. (See Appendix C). Reminders and specific instructions are given out periodically.

Staff are on duty from 9.00am and again at 3.30pm until the children have left the building to ensure children are properly supervised at these busy times.

### **3.37 Waste Disposal**

All classroom waste bins are emptied daily when the classrooms and other rooms are cleaned. PHS hygiene bins are removed weekly on an annual contract basis for 40 school weeks and sanitary bins are changed every four weeks. The District Council empties the bulk containers weekly. All these services are paid from the school's budget allocation.

Clinical and medical waste is disposed of with school waste that is not recycled.

### **3.38 Water Hygiene**

The Site Manager checks the water on a weekly basis as per the WCC Legionnaires and Water Hygiene Policy. Records are kept in the Site Manager's office.

### **3.39 Work Experience**

Policy No 16 Careers Education and Guidance and Policy No 76 Work Related Learning. Chadsgrove students attend college etc on a weekly basis with adequate staffing and risk assessments are compiled.

Policy No 47 deals with all students attending Chadsgrove on placement.

### **3.40 Working at Height**

Chadsgrove have ladders and a scaffold tower. Both Site Managers have received training on the use of ladders and working at height and are aware of the safety aspects. Ladders are kept in the Boiler Room and the scaffold tower in one of the garages. Risk assessments are available and have been signed by the Site Managers. Contractors in school are not allowed to use Chadsgrove ladders or the scaffold tower. Ladders are advised not to be used during school time.

### **3.41 Lone Working & Personal Safety**

Chadsgrove School supports the WCC Guidance for All: Lone Working. All staff are encouraged to leave the building by 5.30/6.00pm latest when the Site Managers lock up. Staff entering the school during the holidays should notify the Site Manager on arrival and leaving.

# **APPENDICES**

A: Risk Assessment

B: Fire Orders

C: Letter to Drivers and Passengers

D: First Aiders

**Risk Assessment**

<b>Hazard</b>	<b>People Affected</b>	<b>Risk</b>	<b>Risk Potential ie. low, medium, high</b>	<b>Reasons i.e. numerical assessment</b>	<b>Precautions or Remedial Measures</b>	<b>Training Needs</b>

Date of Assessment :

Carried out by:

Signed .....

Head's Signature .....

**Occurrence:***Probable likelihood rating estimated as:*

- 1 = Improbable, probability close to zero
- 2 = Possible, remote chance
- 3 = Occasional, has been known
- 4 = Frequent, annual/bi-annual
- 5 = Regular, 3-6 month occurrence
- 6 = Common, 1-3 month occurrence
- 7 = Continuous, daily/weekly event

**Harm:***Hazard severity rating estimated as*

- 1 = Trivial
- 2 = Minor
- 3 = Lasting more than 3 days
- 4 = Major injury to one person
- 5 = Major injury to several persons
- 6 = Death of one person
- 7 = Multiple deaths

**Risk rating = Occurrence x Harm, 1-14 = Low, 15-24 = Medium, 25-49 = High**

## **FIRE ORDERS**

### **If you see or suspect fire:**

1. Break the glass on the nearest fire alarm.
2. Evacuate the children through the nearest exit to the outside of the school. Use a safe alternative exit nearby if there is a 'bottle neck'.
3. Make sure there is no-one left in the room where you are, then close doors behind you as you leave.
4. Move quickly and calmly to the assembly point situated at the front of school.
5. Don't go through the building itself to reach children.

Senior Leadership Team will check if everyone on the site has been accounted for: Deb (US) and Angela (LS); replaced in their absence by Gareth (US) and Liz (LS)

### **Things to remember:**

- The position of the nearest fire alarm.
- The location of the nearest fire exit.
- Keep fire exits clear at all times!
- How to operate the fire extinguishers and fire blankets. (NB last resort after children have been evacuated).
- Don't panic, stay calm, and act decisively.
- People before buildings.
- Treat the continuous ringing of the fire bell as the real thing.

### **Once outside:**

- Check pupil names against registers.

### **School Pool:**

- Both internal doors must be unlocked during all swims.
- Familiarise yourself with the use of the evacuation board.
- Get children out of water quickly and safely and wrap in towels.
- Congregate by the inside of the external fire exit door, ready to go outside. Send a message via outside to the front entrance fire assembly point.
- If there is a suspicion that there is a real fire, then go outside.

### **School Kitchen:**

- Operate fire alarm and turn off all appliances.
- Attempt to fight fire only if your own safety is not at risk.
- Evacuate through nearest exit and go to assembly point outside main entrance.
- Make sure you know how to use a fire blanket and extinguishers.

### **School Bungalow:**

- Operate fire alarm & evacuate everyone through front or rear exit.
- Gather outside main school entrance.

### **SPECIFIC DUTIES FOR STAFF:**

**Office Staff:** Dial 999, take registers, visitor list and 2-way radio to outside of front entrance. Distribute registers. Liaise with other person on 2-way radio re any missing persons and inform SLT. Liaise with drivers and escorts re moving minibuses if needed ensuring safety for all persons regarding moving vehicles. Staff inform Fire Brigade when they arrive where fire is located, if known.

**SLT:** Check through building if possible, check that all pupils, staff and visitors are accounted for, review procedures as required.

**Staff in FT/Science/MSR** to unlock side gate; **staff in 14US/14US** to unlock top gate and **staff in EY** to unlock side gate





# Chadsgrove School & Specialist Sports College

APPENDIX C



Headteacher:  
**DEB RATTLEY**  
M.Ed., B.Ed., NPQH

Telephone: 01527 871511  
Fax: 01527 579341  
Email: [office@chadsgrove.worcs.sch.uk](mailto:office@chadsgrove.worcs.sch.uk)  
Web Site: [www.chadsgroveschool.co.uk](http://www.chadsgroveschool.co.uk)

Physiotherapy: 01527 578216  
Occupational Therapy: 01527 831054  
Speech & Language Therapy: 01527 831054

MEADOW ROAD  
CATSHILL  
BROMSGROVE  
WORCS  
B61 0JL

5<sup>th</sup> September 2016

## TO ALL DRIVERS & PASSENGER ASSISTANTS

Dear Colleagues,

Welcome back to the Autumn Term!

Here is the list of the guidelines for minibuses coming to Chadsgrove. Please see me personally if you need anything clarified. Please ensure that you read these guidelines!

1. Vehicles should park in three lanes at the immediate entrance and four lanes by the Chestnut Centre. **Please fill up the spaces in front of the Chestnut Centre first.** (There are no exceptions for any buses unless prior authorisation has been given). This should allow vehicles to exit relatively easily.
2. In the mornings please park as far around the roundabout as possible i.e. towards the Chestnut Centre end. This will mean that vehicles arriving later can park nearest school not just off the main road. Please move forward as soon as a space appears! If gaps are left in the parking of buses around the roundabout some buses will not be able to get in to park which is very dangerous.
3. Only buses who have one child on may park in the bus lay-by. The maximum number of vehicles at any one time in the lay-by is 3. You must park in one line nearest to the hedge and leave space for the Catshill Middle School bus to get through.
4. No child is allowed in school until the bell goes at 9.00a.m. You may arrive earlier than this, **but do not unload pupils before the 9.00a.m. bell.** Bus doors must remain closed and pupils must be wearing a seatbelt and wheelchair clamps left on until the bell goes. Any equipment e.g. standing frames must remain on the bus until the bell goes.
5. **No** vehicles should reverse once the children have started to offload their vehicle at 9.00am and at the end of the day at 3.30p.m. and drivers should be aware that pupils will now be leaving via the Chestnut Centre. **In an emergency** vehicles may reverse – but **only** if the Passenger Assistant is on hand to guide the driver. Reversing in high side vehicles is particularly dangerous because children in wheelchairs, young children etc. are not visible behind these vehicles. **ALWAYS** PARK IN THE GENERAL DIRECTION OF THE ROUNDABOUT i.e. clockwise around it. Parking at the side of school is for families use only. Please do not park here.

Our rules are stringent to maximise safety for the children. I know that the children will be your priority as they are ours. Should there be an emergency in school e.g. a fire, the buses would have to leave the front car park safely and easily and the only way we can guarantee this is if all the buses follow these guidelines.

There are some reminders about the children's safety. Failure to comply with these rules will result in referral to the County Council.

- a. Don't lift children up and down the front steps – use the lift. If a child can use the steps with just a little help make sure someone stands nearest the ground to assist him/her on or off the minibus.
- b. Ensure that all the children are restrained properly in seat belts, or harnesses or their wheelchairs are correctly fixed with an additional independent passenger restraint appropriately fitted.
- c. Only the driver or Passenger Assistant should operate the lift or push wheelchairs in or out of school.
- d. Children must **NEVER** be left unattended whilst buses are being loaded/unloaded. Please do not leave children outside the bus in bad weather whilst others are being unloaded. Tail lifts and doors can be put away/closed after the children are in school at the end of the unloading as opposed to being done whilst the children are waiting to be taken into school.
- e. Please keep your lists of emergency phone numbers and routes updated and let the office have any changes.
- f. Smoking is not allowed anywhere on the school premises at any time (this includes the roundabout area!) as our pupils are particularly susceptible to asthma and breathing problems.
- g. Children with epilepsy: A list is available from the school office. It is your responsibility to be aware of children who may be at risk. Elizabeth Morgan will be happy to chat with you if you have any concerns. Also, the parents of the child will be able to help with information about epilepsy which is, thankfully, a rare event, on the minibuses.
- h. The giving of gifts, sweets, chocolate or biscuits etc. is not permitted. This is best avoided because of allergies, diets, and the risk of a child choking.
6. Children should be ready for the minibuses in the morning. Exceptionally you may need to wait for 2 or 3 minutes. If a particular child is frequently not ready please could the Passenger Assistant have a quiet word with the parents, and if the situation is still not resolved then let me know.
7. Thank you for your help with passing on Newsletters etc. to parents. This is much appreciated. If a child is away on a particular day just put his/her name on the item and give it to the parents when they return. If it is a long absence, hand it to the office and we will deal with it.

Please contact me if there are any queries or problems about transport arrangements. You know I will do all I can to assist.

Thank you all for your help in these matters as drivers and PAs, you are highly valued as part of our school team.

Yours sincerely,

Deb Rattley  
Headteacher

## **FIRST AIDERS**



### **MAIN FIRST AIDERS (ADULTS & CHILDREN)**

Karen Day  
Josh Fisher  
Emma Gilbert  
Glenda Kelleher  
Jen Lacey

### **PAEDIATRIC FIRST AIDERS**

Suzie Hill  
Abi Hadley  
Gail Kings

### **FIRST AIDERS FOR ADULTS**

Maureen Burrell

### **ALWAYS CHECK FOR ALLERGIES!!!**

Please regularly check the contents of your first aid box and ask Jen for refills