

Health & Safety Policy

SLATED ROW SCHOOL

Headteacher: Mr J Budd

SLATED ROW SCHOOL | Old Wolverton Road, Wolverton, Milton Keynes MK12 5NJ





Written	Zoë Baines (Assistant Headteacher)	June 2015
Adopted	Full Governing Body	June 2015
Amended	MR - List of First Aiders in School JB - Appendix 6: <i>approval for visits from LA</i>	Sept 2017
Amendments agreed	Full Governing Body	Nov 2017
Reviewed	Annually	July 2018



Health & Safety Policy

Statement of Intent

The aim of the policy is to ensure that all staff, pupils and visitors entering Slated Row School do so with the highest possible degree of safety and in the knowledge that their health and welfare are of paramount importance.

The Governing Body of Slated Row School recognises and accepts their statutory responsibility for providing a safe and healthy place of work and working environment, and recognises the need for, and commitment to, the development of effective Health and Safety Management. This is based on the maintenance and development of a culture and framework that is supportive of good health, safety and welfare practices. Our aim is not simply to avoid accidents and hazards, but to motivate and empower employees to work safely and to protect the health of themselves and of others at all times.

This policy describes the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Organisation

The Governing Body is responsible for:

- Formulating a Health and Safety Policy detailing the responsibilities for ensuring health and safety within the establishment.
- Ensuring that this statement complies with the Milton Keynes Council and Education Department codes of practice.
- Regularly reviewing health and safety arrangements and implementing these where necessary.
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements.
- Receiving from the Headteacher, or other nominated member of staff, reports on health and safety matters and reporting to the LA, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting high standards of health and safety.

The Headteacher (or other responsible person) is responsible for:

- Taking overall responsibility for the implementation of the school's health and safety arrangements.
- All health and safety matters and giving advice or seeking advice where necessary.
- Reporting to the Director of Education any hazards which cannot be rectified within the school's own budget.
- Ensuring there is no misuse of plant, equipment etc.



All employees of the establishment have responsibility for:

- Taking reasonable care in the health and safety of themselves and others in undertaking their work.
- Co-operating with the employer on all matters relating to health and safety.
- Not intentionally interfering with or misusing any equipment or fittings provided in the interest of health safety and welfare.
- Reporting immediately to their line manager any serious or immediate danger.
- Reporting immediately to their line manager any shortcomings in the arrangement for health and safety.
- Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use.

Health and Safety Training

The Headteacher or other senior member of staff is responsible for drawing the following health and safety matters to the attention of all staff.

Arrangements for:

- Emergency evacuation, e.g. fire drills and routines, etc.
- Use of emergency fire-fighting equipment.
- First Aid.
- Accident, incident reporting (including violent incidents and verbal abuse).
- Safety inspections.
- Good housekeeping, including defect reporting.
- Manual handling arrangements.
- Asbestos safety.
- Safe use of work equipment (tools, machinery and other equipment).
- Personal safety and security, including lone working policy.
- Handling of chemicals, safe systems of work etc.
- Educational visits and journeys and working off site with pupils/students/young people etc. (See separate Trips and Visits Policy).
- Provision of training.
- Use of personal protective equipment.

Slated Row School has nominated the Headteacher/Business Manager to be responsible for co-ordinating health and safety training needs, including details in the School Improvement Plan. The Deputy Headteacher will keep records of training undertaken and will arrange refresher training when necessary.



Arrangements

The following list of arrangements covers the main risks and hazards in educational establishments. Please refer to the Health and Safety Handbook, which covers many other risk areas, codes of practice and guidance notes.

- Appendix 1 - Fire Prevention, Evacuation and other Emergency Arrangements
- Appendix 2 - Testing of Equipment and Electrical Safety
- Appendix 3 - First Aid and Reporting Procedures
- Appendix 4 - Lone Working
- Appendix 5 - Signing Out Procedures
- Appendix 6 - Ill Health
- Appendix 7 - Pre-employment Screening
- Appendix 8 - Work Equipment
- Appendix 9 - Flammable and Hazardous Substances
- Appendix 10 - Manual Handling of Loads
- Appendix 11 - Health and Safety Inspections
- Appendix 12 - Asbestos



Appendix 1: Fire Evacuation and Other Emergency Arrangement

Location of Emergency Procedure Documents

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in the School Office, the Staffroom and the Head's Office. Details of service isolation points (i.e. gas, water, electricity) are located in the School Office. Emergency procedures for incidents outside normal working hours are held by the School Site Manager and Headteacher; these procedures will be reviewed at least annually. Key holder details will be forwarded to the Area Senior Advisory Officer/line manager termly.

Fire Evacuation and Procedures

In the event of a fire alarm the Headteacher or most senior member of staff will evacuate pupils/others to the designated assembly point on the playground. The office staff or most senior member of staff will summon the emergency services as necessary.

The safe evacuation of persons is an absolute priority. Staff may attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire-fighting equipment. Staff should be made aware of the type and location of portable fire-fighting equipment and be trained in its correct use. While evacuating premises, staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors (windows only where sufficient adults to ensure safety of pupils). After the event, the Headteacher or responsible person should telephone the Local Authority and advise them of the situation.

Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the Risk Management Handbook. Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire checklist is available in the Risk Management Handbook.)

Appendix 2: Maintenance of Emergency Equipment and Electrical Safety

Testing of the Fire Alarm

The fire alarm will be tested weekly, normally on a Friday afternoon by the Site Manager. Defects on the system must be reported immediately to KIDDE - FPS (Fire Protection Services).

Inspection of Fire Fighting Equipment and Smoke Detection

Milton Keynes Council's contractor, currently FPS (Fire Protection Services) undertakes an annual maintenance service of all extinguishers in MKC establishments. The Site Manager will facilitate this. Defective equipment or extinguishers that need recharging should be reported direct to FPS – Telephone Number 01582 413694. Smoke detection systems will be checked quarterly by FPS. Test records are located in the Site Manager's Office.



Emergency Lighting Systems

These systems will be checked twice a year by FPS. Test records are kept in the Site Manager's Office.

Security Alarm

This is maintained quarterly by Initial Shorrocks Security (01234 340077). MK Group Security responds to emergency call outs.

Electrical Safety

The Site Manager will test all electrical equipment annually. All staff should take care that there are no trailing leads which could cause accidents. The use of extension leads should be limited, and as a purely temporary measure. Only staff who possess certificates to do so, should fit plugs and change fuses. Any faults or defects should be reported to the Site Manager.

Appendix 3: First Aid and Reporting Procedures

The following staff are trained in First Aid:

Fiona Abbott	Paediatric
Tracey Adjei	Medical
John Aldrich	Medical
Orit Austin	Paediatric
June Bell (Lead Medical TA)	Medical
Chloe Callaghan	Paediatric
Michelle Carmon	Medical
Jenny Cooper	Medical (Office)
Michele Draper	Paediatric (Forest Schools)
Alicia Enticott	Medical
Jill Gregory	Medical
Vicky Hares	Medical
Libby Higgins	Medical
Laura Hird	Paediatric
Gayle Kirby	Medical
Jess Lake	Medical
Carol McCluskey	Medical
Katie Mcleary	Paediatric
Lisa McKenna	Medical (Well-being Team)
Kellie Nicholls	Paediatric
Louise Shannon	Medical

The Headteacher has ensured that First Aiders have a current certificate and that new persons are trained should first aiders leave. Copies of certificates are held in the personnel files.

**First Aid boxes are located in the following areas:**

Science Room	Staffroom	Kitchen
Design Technology Room	Medical Room	Minibuses
Food Technology Room	Forest Schools Barn	

June Bell is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly. In addition, she will regularly check that minibuses are properly equipped with first aid boxes.

The first aid treatment record books for recording details of all first aid administered are kept in the Medical room and Business Manager's Office. Details of contact numbers of hospital accident and emergency departments, & other medical services are found in the School Office/Black books.

Reporting Procedures

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the Milton Keynes Council Accident Reporting Procedure.

- All accidents, dangerous occurrences, violent incidents and near misses must be reported in the accident books for either staff or students.
- "Near Misses" must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Medical Teaching Assistant (June Bell) or the Business Manager reports to the Health and Safety Team any significant accidents using the electronic reporting system. (note; faulty systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible).
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring.
- Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Executive by telephone on 01908 691691. This should be followed by Health and Safety Executive Form, F2508, must be completed and sent to the HSE within ten days of the incident occurring. The Health and Safety Team should also be informed by telephone immediately and followed by form F2508 within 10 days.
- Health and Safety Executive Form F2508 must be completed and sent to the HSE for absences through accident for periods of 3 days or more or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident Report Book for full details of reportable incidents. Copies of the form can also be obtained from the Health and Safety team.



Appendix 4: Lone Working

Lone working means working alone when the school would not normally be open, for example evenings, weekends and during school holidays.

All staff should:

- Obtain the Headteacher's permission and notify him on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone (Refer to Guidance on Personal Safety for Staff in the Education Sector, Section 5.7 of the Health and Safety (Handbook)).
- When working off site, e.g. when visiting homes, permission must be sought from the Headteacher in the first instance. He may have further knowledge of the family/home for example. It is essential that the Headteacher or a colleague know where you are going and estimated time of return.
- Ensure they have means to summon help in an emergency e.g. access to a telephone.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

Appendix 5: Signing Out Procedures

Staff and pupils should sign out if they leave the school premises during the working day, including lunchtimes, and remember to sign in upon their return.

Appendix 6: Educational Trips and Visits

All educational trips and visits must be approved by the Headteacher or senior member of staff in advance of activities being organised. Any overnight or hazardous activities need to be carefully planned and permission must be sought from the LA. (See the Educational Visits Policy and also file held in Headteacher's office.) For approved activities the names of pupils and staff, time of departure, place and purpose of visit must be logged in the Trips and Visits file held in the school office, a risk assessment needs to be completed prior to any trip off site. For regular trips a generic risk assessment should be completed annually. The Headteacher or senior member of staff should countersign all groups going out except where these activities are regular and part of a planned programme of work already known to the Headteacher.



Appendix 7: Ill Health

In the event of ill health the Headteacher and/or Deputy Headteacher should be informed so that cover can be arranged. In the event of frequent or continuing absence, advice/help should be sought from the Authority's Occupational Health Officer. See Staff Handbook for further information.

Appendix 8: Pre-employment Screening

All employees must have undertaken pre-employment screening before taking up their posts. Monitoring of health during employment rests with each individual employee.

Appendix 9: Work Equipment

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

Equipment	Responsible Person (Who Can Assess Risk)	Authorised Users of the Equipment	Authorised Person for Inspection and Repair	Inspection Period (e.g. Termly, Annually, Other)
Access equipment e.g. ladders.	Site Manager	Site Manager	Site Manager	Before each use and Monthly.
Caretaking/cleaning equipment including hand tools.	Site Manager	Site Manager	Site Manager	Daily before use
Grounds Maintenance equipment.	N/A			
PE and Play equipment.	Lesley Byrne	All staff	Professionally inspected	Annually
Lab Apparatus	Rebecca Bassett	Rebecca Bassett	Rebecca Bassett	Weekly
Technology Equipment	Keith Raley	Keith Raley	Professionally inspected	Before use/Annually
Art/Design Equipment	N/A			
Stage Lighting	Site Manager	All staff	Professionally inspected	Annually



Staging/Seating	Site Manager	All staff	Site Manager	Before use
Portable electrical equipment	Site Manager	All staff	Site Manager	Annually
Minibus	Site Manager	All staff	Site Manager	Before use/Annually
Cookers	Site Manager	All staff	Professionally inspected	Before use/Annually

Note: Copies of this list should be prominently sited close to the equipment shown so staff can refer to it.

Appendix 10: Flammable and Hazardous Substances

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by: The Site Manager.

This person will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas. Staff working with equipment and chemicals are responsible for assessing hazards associated with their use and for labelling such items accordingly. The Site Manager should wear appropriate protective clothing when handling dangerous chemicals and restrict their use to out-of-school hours. The Site Manager should also inform the Headteacher when these duties are to be undertaken.

Local Exhaust Ventilation (Fume cupboards, dust extraction on woodworking machinery etc.) will be examined annually by a LA approved provider.

The Site Manager will be responsible for ensuring that report forms are available for reference and for reporting defects or necessary repairs etc., to the Headteacher.

Appendix 11: Manual Handling of Loads

All manual handling activities which present a significant risk to the health and safety of staff whether they involve the manual handling of people or objects will be identified by the establishment's health and safety co-ordinator.

These activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment will be made and the risk will be reduced as far as it reasonably practicable. The Headteacher or (Health and Safety Co-ordinator) will arrange for a risk assessment to be carried out.

Note: This includes activities where the load is quite small but the activity is of a highly repetitive nature.



The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and other factors which might affect the risk to the health and safety of employers or other persons.

Appendix 12: Health and Safety Inspections

Health and Safety inspections will take place at least once each term. They will be initiated by the Headteacher. The nominated person will conduct the inspection jointly with the establishment's health and safety representative if possible. The health and safety representative is Mark Richardson/Brett Goodman.

Responsibility for following up items detailed in the safety inspection above report will rest with the Headteacher.

Appendix 13: Asbestos

Slated Row School's Asbestos Co-ordinator is the Site Manager.

The premises Asbestos Log is kept in the Site Manager's Office.

Any damage to materials known or suspected to contain asbestos should be reported to Headteacher.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Headteacher. Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been authorised by Headteacher.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. If in doubt check the Asbestos Log.

This policy was drawn up in consultation with Governors and Staff by the Headteacher and is amended annually.

This policy will be monitored and reviewed by the staff and Governing Body in accordance with the published cycle.