

CITY OF BIRMINGHAM EDUCATION DEPARTMENT

BASKERVILLE SCHOOL



Health & Safety Policy

Date Reviewed: March 2024
Next Review: March 2025

BASKERVILLE SCHOOL, FELLOWS LANE, HARBORNE, BIRMINGHAM, B17 9TS

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1. AIMS

- To provide a safe and healthy working and learning environment for staff, students, and visitors.
- To identify and evaluate risk control measures.
- To establish emergency procedures.
- To establish reporting systems
- To ensure that all staff are aware of their individual responsibilities in relation to health and safety.
- To provide supervision, training and instruction so that all staff and students can carry out activities in a healthy and safe manner.
- To be aware of stress and its effect on health and safety issues.

2. ORGANISATION AND RESPONSIBILITIES

2.1 Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.

The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to nominate a Governor to monitor health and safety. The role of the monitoring Governor will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. The monitoring Governor in conjunction with the safety co-ordinator.

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement.
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements

- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety.
- Draft a brief status report to the full Governing body each year.
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

The members of staff at the school that will meet with the monitoring Governor are:

The School Business Manager
Building Services Supervisor

Health and safety will be an agenda item at each meeting of the Governing Board.

2.2 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.3 Head Teacher

The Governors charge Head Teacher, Jackie Smith, with the day-to-day responsibility of managing and enforcing Baskerville School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The School Business Manager will assume these responsibilities in the absence of the Head Teacher.

2.4 Health and Safety Co-ordinator

The School Business Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The Safety Co-ordinator will provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and through the Governing Board initiate steps that ensure arrangements for health and safety at Baskerville School conform to both current regulations and best-known practice.

2.5 Classroom Teachers

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with the Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Safety Co-ordinator. Classroom Teachers will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.6 Building Services Supervisor (BSS)

The BSS, Judy Brady, has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSS is also responsible for the supervision of cleaning staff, materials and any equipment they use. She will be responsible for undertaking/assisting in the risk assessment process in matters relating her work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSS will identify quickly areas that threaten the safety of him/herself, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Safety Co-ordinator. Where necessary a

formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded in the buildings log book.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Safety Co-ordinator. The BSS will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.7 All Other Staff

A vital role and responsibility for implementing Baskerville School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Baskerville School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Children's Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Baskerville School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Education Safety Services Policies for Safety

Useful information, guidance and policies can be viewed on the Schools internal network for staff. Additional information may be found the Schools HR Sap System. Carl Bust is the schools designated Safety Advisor who can be contacted directly for support and advice on 07500 125378, or call Safety Services on 675 0364, or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction

All staff are assigned a mentor who guides them through the induction process.

3.3 Fire Safety

The Safety Co-ordinator will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in BSS office.

FIRE AND EMERGENCY EVACUATION PROCEDURES FIRE PREVENTION EQUIPMENT

The emergency evacuation procedures are documented and displayed at strategic areas in all school buildings identifying the nearest exit and the assembly point.

Fire drills are held at least termly for all buildings and to cover all shifts. These fire drills are recorded and any issues are investigated.

Annual checks are made to monitor the condition of all fire prevention equipment. Weekly checks are made on the fire alarm system.

3.4 Safeguarding/Security

The school will undertake a review of security annually. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Safety Co-ordinator

3.5 Supporting Pupils at School with Medical Needs

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Training will be provided for staff who volunteer to administer medication and for the staff who volunteer to

witness the administration of medication. Refer to the Administration of Medication Policy. Training will also be provided for management of specific medical conditions, asthma, epilepsy and diabetes.

3.6 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.7 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS sweeping the school and findings will be recorded in the job log book kept in reception.

The job book will be monitored by the monitoring Governor and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be entered into the job log book which will record remedial action taken.

3.8 Play Area and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS sweeping the playgrounds or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately in the job log book.

Working at Height

Managers and Teachers must not instruct staff under their charge to undertake any 'work at height' tasks unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake 'work at height' tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any 'work at height' task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

The BSS will be informed and will approve a plan for working at height before the task is carried out which will be passed to the Safety Co-ordinator for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

Any access equipment will be fully inspected every 6 months by Judy Brady, BSS and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the monitoring Governor every 12 months.

3.9 External Educational Visits

Joy Baker, Assistant Head Teacher, has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

Richard O'Shea, Head of Care, has been appointed and trained as Educational Visit Co-ordinator (EVC). Richard has the same responsibilities as above for visits during residential hours.

Rachel Roe, Tutor, Bournville College Group, has been appointed and trained as Educational Visit Co-ordinator (EVC). Rachel has the same responsibilities as above for visits undertaken by the students in the Bournville College Group.

Lorraine Parkes, Assistant Head Teacher, has been appointed and trained as Educational Visit Co-ordinator (EVC).

3.10 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with the School Business Manager, who will if necessary seek external advice from Definitely HR who provides external expert HR advice to the school.

The School will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times. The School adopts the Mental Health & Well-Being Policy Guidance as recommended by Education Safety Services. Support for staff is provided through the 'Help' Employee Assistance and Staff Care.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line who will if necessary seek external advice from Schools Employee Relations Service or Health and well-being service on 0121 303 3358.

3.11 First Aid

Appropriate numbers of staff have undertaken the full 'First Aid at Work' training course have been appointed and trained as first-aiders. The CPD co-ordinator is responsible for ensuring that the school has the appropriate number of appointed persons. The school reinforces the 1st Aid plan by providing periodic awareness training for all staff. First aid kits are sited in designated rooms. A list is available in the main office (205). These are checked and refilled at regular intervals by J Brady (BSS)

3.12 Accident Reporting and Investigation

Accidents involving pupils will be recorded and kept in the main office and will include an entry into a 1st Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to Education Safety Services.

All A1 accidents will be investigated by Lorna Bennet, Director of Support Services, in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.13 Key Building Duty Holders

The building duty holder/s for Baskerville School are:

Fire	Judy Brady
Asbestos	Judy Brady
Legionella	Judy Brady
Statutory Testing	Judy Brady

3.14 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing can obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by Judy Brady, Building Services Supervisor to ensure tests results are entered into the Property Log Book.

3.15 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

The asbestos management arrangement will be reviewed annually by the Governing Board

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and in her absence the Director of Support Services.

3.16 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

The school is a member of CLEAPSS. CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for pupils with special

needs. Arron Alderton, Faculty Leader for Science, audits the practice within his department against the guidance regarding safe use, storage and disposal of chemicals and produces risk assessments for specific practical activities.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000). A supplier data sheet is obtained and information processed into safe use to comply with COSHH.

3.17 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the BSS.

3.18 Tools and equipment

The Faculties will have a record of all specialist tools and equipment used in classrooms. Where required this log will record an inspection regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.19 Visitors and Contractors

All visitors to the school must sign in at reception. All staff and visitors to the school will be vetted in accordance with the Safer Recruitment Policy and inline with the statutory guidance in Keeping Children Safe in Education. Contractors must report to the school office who will contact the BSS who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs.

3.20 Vehicle/Pedestrian Traffic

A risk assessment will be undertaken by the BSS to identify the critical periods of the school day where there is a significant risk of accident involving vehicles moving on the site. Control measures are identified which must be adhered to.

The three school minibuses are leased and there is a maintenance agreement for 6 weekly safety checks to be undertaken. The checks take place in all school holidays.

Drivers of the school mini buses are authorised by the Director of Support Services and are required to undertake MIDAS driver training courses. The vehicle insurance arrangements are through BCC.

3.21 Holiday Shut Down

Where deep cleans and refurbishment work is undertaken during holidays the BSS will be responsible for ensuring staff members and contractors have undertaken a risk assessment to identify potentially hazardous tasks and put control measures in place to ensure safe working practices.

3.22 Safety Audit Arrangements

The Governor with responsibility for safe guarding will audit health and safety policies and procedures within the school on at least an annual basis and report their findings to the Governing Board.

3.23 Policy Review Date

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Next review date will be March 2025