



**St George's**  
School Edgbaston

# Health & Safety Policy



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**This policy applies to all pupils in St George's School Edgbaston, inclusive of those in our EYFS.**

**1. STATEMENT OF GENERAL POLICY**

The Board of Trustees of St George's School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the duty of the schools Trustee's.

We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Headteacher but ultimately the responsibility of ensuring the Health & Safety of all lies with each and every member of the school community. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

**1.1** On behalf of the Board of Trustees, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at St George's School whilst they are at work;
- b. Persons other than St George's School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Somewhere School whilst they are at work.

**1.2** To effectively achieve this, St George's School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

**1.3** The Board of Trustee's for St George's School will follow best practice policies, guidance and advice provided by Education Safety Services under a Service Level Agreement (SLA). The Board of Trustee's for St George's School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

**1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

**1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Signed..... On behalf of the Board Trustee's                      Date .....

## 2. **ORGANISATION AND RESPONSIBILITIES**

### **The Board of Trustees**

The Trustees 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.

2.1 The Trustees consider the best means of developing and progressing this policy, thus providing effective management of health & safety is to establish a Health & Safety Committee. The role of the Committee will be to act as a strategic group that informs and acts between the Trustees, Headteacher, staff, students, parents and the school's community. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their implementation
- 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 (Appendix 1).
- Identify and prioritise 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 Board of Trustees 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 Headteacher to the immediate attention of the Trustees.

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.

2.2 Members of the Group shall include the following:

Name	
Gary Neal	Headmaster (Safety Coordinator)
Mike Bridgens & Patrick Ryan	Facilities Managers
Jenny Shaw, Brian Duckworth & Jo Sadiq	Teaching Representatives
Ben Gill, Sarah Matts & Maureen Fahy	Non Teacher Representatives
Victoria Jones	School Nurse
Tracy Perry	School Bursar

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually. The Group will meet at least once a term and more often at the request of one Group member, the Headteacher or the Board of Trustees.

### **2.3 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. This is the principal cornerstone of St George's School health and safety management.

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.

### **2.4 Headteacher**

The Trustees charge the Headteacher with the day-to-day responsibility of managing and enforcing St George's School Health and Safety at Work Policy. Where necessary the Headteacher 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 Deputy Headteacher will assume these responsibilities in the absence of the Headteacher.

### **2.5 Health and Safety Co-ordinator**

The Headteacher will take responsibility for delegating the implementation of tasks that arise from Health & Safety meetings, audits, risk assessments and incidents reported. As Safety Co-ordinator his 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. He will also be responsible for convening meetings of the Health & Safety Committee, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He will endeavour to keep up-to-date with safety regulations and through the Health & Safety Committee will initiate steps that ensure arrangements for health and safety at St George's School conform to both current regulations and best-known practice.

### **2.6 Head of Departments**

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders 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 ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Headteacher. 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. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

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 Headteacher or Health & Safety Committee. Leaders 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 Board of Trustees/Headteacher.

## **2.7 Classroom Teachers/Office Manager**

The Classroom teachers and Office Manager 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 their line manager or a member of the Health & Safety Committee. 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. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

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 designated SLT member/Headteacher. Classroom Teachers/Office Manager 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 Board of Trustees or Headteacher.

## **2.8 Facilities Managers (FM)**

The FM have a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. The FM's are also responsible for the supervision of cleaning staff, materials and any equipment they use. They will be responsible for undertaking/assisting in the risk assessment process in matters relating to their 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 FM's will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The FM's inspect the site regularly to identify hazards or matters relating to Health and Safety and will raise any concerns with the Headteacher/Line Manager. 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 Headteacher. The FM's 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 Board of Trustees or the Headteacher.

## **2.9 All Other Staff (Non-Supervisory)**

A vital role and responsibility for implementing St George's 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 Board of Trustees will ensure that those appointed and charged with responsibility for implementing St George's 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 St George's 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 requested from Andrew Field the Schools safety advisor. Andrew Field can be contacted directly for support and advice on 07766 923 123, or call Safety Services on 0121 303 2420, or email [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

#### **3.2 Staff Induction**

All Teachers, new Teaching Assistants, Lunchtime Supervisors are assigned a line manager e.g. Head of Faculty who can discuss any questions relating to the Health and Safety process. The Health & Safety policy is available through the internal school network drive.

#### **3.3 Fire Safety**

The Headteacher 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 main office.

#### **3.4 Security**

The school will undertake a review of security annually. This will be undertaken by the Safety Advisory Group. 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 Headteacher

#### **3.5 Supporting Pupils at School with Medical Needs**

St George's School has a policy in place for supporting pupils in school with medical needs and this complies with the Department of Education Statutory Guidance. 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. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs. The School Nurse will discuss this topic with the Health & Safety Committee and update the policy as required.

#### **3.6 Safety Training**

Training needs for staff are identified through any matters that arise through the staff induction process, staff development reviews or following a review of any incidents reported.

#### **3.7 Risk Assessment**

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above Regulation is as follows:

*A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organization*

*Risk is the likelihood that the harm from a particular hazard is realised.*

*The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.*

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfil their statutory obligations.

The school will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

### **Method**

Risk assessments are to be undertaken primarily by the FM's, Heads of Faculty and department heads. Additional assistance is provided by the Health & Safety Advisor if required, using the current risk assessment form. Once completed, this information will be disseminated to relevant employees and the master filed for future reference.

### **3.8 Working at Height**

Head Teachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task 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

All access equipment should only be obtained from the FM's Mike Bridgens & Patrick Ryan. Authorised staff will also be instructed on procedures of how to visually check access equipment before use.

### **3.9 External Educational Visits**

The Educational Visits Co-ordinator (EVC) has been appointed and trained. The EVC (Liam Wallace) 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.

### **3.10 Stress/Well-being**

The School will endeavour to support any member of staff experiencing anxiety or stress. A copy of the Stress Policy is available on the N drive and Policy Reference folder in the staff room.

### **3.11 First Aid**

St George's School has several appointed and trained as first-aiders. The School Nurse Vicky Jones is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First Aid policy by providing periodic awareness training for all staff.

### **3.12 Accident Reporting and Investigation**

Accidents involving pupils will be recorded and copies kept in the Lower School main office (Year 1 - 6), Reception Classroom (Reception Children), Upper school medical room and kitchen and will include an entry into a 1<sup>st</sup> 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 a member of the Health & Safety Committee 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 St Georges School are:

Fire	Mike Bridgens & Patrick Ryan
Asbestos	Mike Bridgens & Patrick Ryan
Legionella	Mike Bridgens & Patrick Ryan
Statutory Testing	Mike Bridgens & Patrick Ryan

### **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.

Statutory testing is completed by the FM's Mike Bridgens & Patrick Ryan and all tests are dated and recorded.

### **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.

### **3.16 Substances Hazardous to Health**

The purpose of this section of the Policy is to ensure that the school and its employees meet their joint and individual responsibilities under the COSHH Regulations 2004.

It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

#### **Method**

The department heads will identify all substances which are present in the workplace and which are either used or stored on the premises. An assessment will then take place using a C.O.S.H.H. Assessment Form. It will include the following evaluations:

- a) The risk to the health of individuals arising from the use or storage of these substances
- b) Reduce the risk to health by the replacement of a substance with a less hazardous or non-hazardous substitute where practicable.
- c) Where a hazard remains, to introduce procedures and controls to minimize the risk to health and provide appropriate protective equipment.
- d) Ensure that all employees and those working at the location are informed about potential hazardous substances and instructed in the precautions to be taken when coming into contact with these substances.

#### **Responsibilities**

It is the responsibility of the department heads to ensure that they know the hazards present under their control. They must establish and maintain control procedures for the ordering, receipt, storage, usage and disposal of hazardous substances. They must ensure that appropriate protective equipment is provided and used by those persons exposed to a substance identified as hazardous to health.

It is their responsibility to regularly review the range of potential risks in their area or responsibility. Where new substances arrive on site, a full assessment of the risk from these substances must be made. The assessment will examine the risk of ingestion (if swallowed), inhalation (if breathed in), absorption (contact with the skin) and exposure.

They are required to communicate details and information of hazardous substances to employees, contractors and visitors. They will ensure that all those whose duties include contact with hazardous substances are adequately trained in the safe handling of those substances.

Secondary responsibility under the COSHH regulations falls on the following persons:

- a) All other employees and visitors

These individuals must be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

### **3.17 Staff taking medication/other substances**

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those staff should seek medical advice. The school has a duty to ensure that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

### **3.18 Electrical Equipment**

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.14 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 Health & Safety Committee.

### **3.19 Tools and equipment**

As part of the planning process for curriculum activities that involve tools and equipment, Teachers should 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.

### **3.20 Visitors and Contractors**

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the Facilities Manager's who will ensure supervision while the Contractor is on site.

### **3.21 Cooperation Liaison with other site/tenants users**

Schools can have other agencies/partners working within the school. More recently Extended Schools programmes have introduced such circumstances that include wrap around type provision with Morning and After School Clubs that may be facilitated by external partners. Issues that would need cooperation and liaison are likely to include Security, Fire safety and First Aid. It's really about joined up thinking and communication to ensure the questions have been considered.

### **3.22 Safety Audit Arrangements**

The Health & Safety Committee shall determine when specific arrangements are audited. For some areas this may be twice a year others may be every 2/3 years or even self-audited by the procedures in place i.e. External Educational Visits.

### **3.23 Policy Review Date**

St George's School shall review this policy annually. The school has a service level agreement with Birmingham City Council Education Safety Services, Andrew Field Safety Adviser Schools Lead shall assist the school in reviewing the Policy.

Reviewed April 2017

**This policy was reviewed by the SLT and BoT.**