



# Health and Safety Policy

Approved by Governors June 2024

Health and Safety Committee

To be reviewed at least annually

To be reviewed June 2025

Governor print \_\_\_\_\_

Governor signed \_\_\_\_\_ Date \_\_\_\_\_



## Health and Safety Policy - June 2024

### Document information

Document title	Health & Safety Policy		
Owner	Joseph Turner Primary School		
Status	Live	Version	2
Effective from	07/06/2024	Approved on	
Last updated	04/06/2024	Last updated by	Laura Collins
Review date	04/06/2024		

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## Health and Safety Policy - June 2024

### Health & safety statement of intent

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations both to employees and others who may be affected by our activities.

It is through the planned and systematic approach to the implementation of our health and safety policy and the commitment to meet all the requirements set out in the corporate health & safety policy that we will actively promote the safety and health of our school staff and students. This will be achieved through our health and safety plan, that we consider having equal importance to our other school objectives set out below in this statement of intent;

- ensure that health & safety is embedded into all our activities and that effective health & safety management systems are in place;
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;
- consult our employees on matters affecting their health & safety;
- promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely;
- provide information, instruction and supervision for employees to enable them to do their work safely;
- ensure all employees are competent to do their tasks, and are given adequate training;
- provide and maintain safe plant & equipment and ensure that substances are handled and used safely;
- provide an environment in which staff can work without fear of violence, intimidation or threats; and
- regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and it is through the implementation of this policy that we aim to achieve this. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:

- effective leadership by governors, the head teacher and senior staff;
- participation of all employees; and
- open and responsive communication.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on health & safety notice boards and it will be available on the school website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.



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### Organisation/responsibilities

This section of the health & safety policy sets out lines of communication and how duties are delegated, and tasks allocated. It includes an outline of the roles of the Governors, Headteacher and Senior Leadership Team, along with more specialist roles such as Educational Visits Co-ordinator and Site Manager. It also details the role of our competent advisors – Sandwell Councils health & safety unit.

In addition, it outlines the health & safety management system we have in place.

### Responsibilities:

#### Governing Body

The governing body will require paid officers within Joseph Turner Primary School management structure to comply with the Council and school's safety management system and be aware of their responsibilities.

Additionally, the Governing Body will:

- show a commitment to health & safety within Joseph Turner Primary School by signing the Health & Safety Policy Statement of Intent
- carry out health & safety reviews (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents

#### Headteacher

The Headteacher will ensure that those duties detailed within section 3.5/6 of the corporate health & safety policy are carried out and will ensure that relevant staff are made aware of the council's Safety Management Procedures (SMP), as appropriate.

Additionally, the Headteacher will:

- establish health & safety objectives and develop plans to achieve them
- ensure that appropriate resources are available to meet health & safety objectives
- ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place
- ensure that suitable risk assessments and controls are in place
- promote a positive health & safety culture and lead by example
- ensure that there is effective health & safety communication and consultation with staff
- monitor and review health & safety performance
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- seek professional advice as necessary

#### Deputy Head and Senior Leadership Team

The Deputy Headteacher and Senior Leadership Team (e.g. Heads of department) will support the Headteacher and carry out the duties detailed in section 3.7 (Implementers, i.e. line managers and supervisors) of the corporate health & safety policy.

Additionally, the Deputy Headteacher/Senior Leadership Team will:

- support the Headteacher and carry out the duties detailed above in their absence
- develop and implement local arrangements and procedures to protect the health & safety of staff, pupils and others



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- undertake risk assessments, as appropriate, and ensure that suitable controls are in place
- put forward suggestions to improve health & safety controls to the Headteacher

### **Educational Visits Coordinator (EVC)**

Our trained Educational Visits Coordinator (EVC) will ensure that we follow Sandwell Councils off-site activities guidance. Their responsibilities include:

- supporting the Headteacher and governing body with approval decisions for offsite visits
- informing the Headteacher and governing body of all non-routine visits;
- ensuring that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it;
- ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- ensuring that emergency arrangements are in place and emergency contacts are known for each visit;
- ensuring that the Council's off-site visit advisors are informed of all residential or high-risk activities;
- know what to do in an emergency.

### **Site manager**

The Site Manager will:

- act as Deputy Premises Manager;
- carry out actions identified in any Health & Safety Audit;
- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons;
- ensure that the fire logbook is completed and kept up to date;
- ensure that statutory water temperature checks and other measures to control water safety at the required intervals by competent contractor/persons;
- carry out regular visual checks of any asbestos containing materials and ensure that the asbestos log book and complete asbestos management plan are completed at least on a yearly basis;
- carry out daily site inspections;
- ensure that the building is secured at night, (this has been delegated to the Cleaner In-Charge but in her absence the Site Manager will return to site to lock up);
- deal with contractors on a day to day basis;
- in conjunction with the Deputy Head and SLT will ensure that an appropriate risk assessment register is kept and copies are available on the school's IT system;
- in conjunction with the Head Teacher or Deputy Head Teacher, ensure that emergency planning is completed and regularly reviewed;
- undertake risk assessments, as appropriate, and ensure that suitable controls are in place;
- be the lead 1<sup>st</sup> aider;
- put forward suggestions to improve health & safety controls to the Headteacher;
- complete Level 1 fire risk assessment is completed on a yearly basis;
- ensure Level 2 fire risk assessment is completed by competent LA appointed representative on a yearly basis.



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### **Cleaner In-Charge**

The Cleaner In-Charge will:

- ensure that the school is cleaned to the highest standard;
- will ensure that the building and site are secure at night;
- ensure actions raised through any cleaning audits are completed.

### **Business Manager**

The Business Manager will:

- allocate funds as directed by the Governing Body and Head Teacher to ensure that actions identified in the school's health and safety action plan are carried out;
- in conjunction with the Governors, Head Teacher and Site Manager complete the Emergency Business and Continuity Plan.

### **All employees**

All employees will ensure that they:

- take reasonable care of themselves - this includes having a tidy and safe working area;
- not put their colleagues at risk;
- co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role;
- follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided;
- follow all verbal and written instructions they are given regarding safe working;
- do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- inform their manager about any health & safety problems or loss/damage to safety equipment.

In addition, they will:

report any accident, incident, or near miss to their manager immediately, completing relevant incident forms;

- not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

### **Organisation – Health & Safety Management System**

This section of the policy explains the school's health & safety management system.

#### **Policy development**

Sandwell Council has a Health & Safety Policy and topic specific Safety Management Procedures (SMP) that are kept under regular review. The school will ensure that we meet the requirements of the policy and standards as appropriate to the school.

In addition, we will keep our health & safety policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.

All local policies and procedures, and revisions to them, will be authorised by the Headteacher and Governing Body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.



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### **Cooperation, consultation and communication**

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments as appropriate.

- To ensure that health, safety and welfare is considered at a local level the Governing Body has decided that school health, safety and welfare matters will be dealt with by the Health & safety Committee of the Governing Body.
- The school's Health & Safety Committee will consist of representative appointed by the full Governing Body

Our policies, procedures and assessments will be made available to staff via school's I.T. system in the Central Resource folder. Staff will be made aware of any policy/assessment appropriate to their post.

Guidance for Sandwell schools is also available on the PPS website along with council policies and SMPs.

### **Competent advice**

In addition to competent, trained, school staff, we will receive expert guidance and advice from Sandwell Councils health & safety unit.

We will also use the services of Sips, National College and other various training providers

### **Planning & prioritising**

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

### **Measuring health & safety performance**

We will undertake a range of active and reactive monitoring of our health & safety performance.

**Active monitoring** – will include regular inspections of the workplace by the Governors, Senior Management Team and Site Manager to ensure our premises and systems of work are safe.

**Reactive monitoring** – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the Governors, Senior Management Team and Site Manager to ensure appropriate remedial action is taken to help prevent recurrence.

### **Auditing/inspecting health & safety performance**

As part of our active monitoring, we will carry out regular health & safety inspections in accordance with our health and safety plan.

External audits of our health & safety management systems will also be carried out by Sandwell Councils health and safety unit every three years (or as agreed with the auditor).



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### Reviewing health & safety performance

Our health & safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our Governing Body.

Our school's performance, including audit, training and accident/aggressive incident data will also form part of regular aggregated reports, covering all Sandwell LA schools, produced for Sandwell Council by Sandwell's health and safety unit.

### Local arrangements:

#### Accidents and aggressive incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR (i.e. fatality, specified injury, over seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The Site Manager is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded locally.
- All incidents will receive an appropriate level of investigation by line managers who have attended accident reporting and investigation training.
- Serious incidents will be investigated by the Head Teacher and/or Site Manager
- We will follow Sandwell Councils accidents/aggressive incidents guidance and send copies of any incident forms (excluding "rough and tumble" incidents) to the health & safety unit at Sandwell Council.
- Accident and aggressive incidents will be monitored and reported to the Governing Body each term in order to identify issues/trends and put in place measures to reduce the number of incidents.

#### Asbestos management

An asbestos management survey will be carried out by a competent, asbestos surveyor and an asbestos register will be in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.

- The survey/register will be reviewed annually to ensure that it has been kept up to date (e.g. when additional surveys have been completed, ACMs have been removed).
- A risk assessment will be carried out and an asbestos management plan will be produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring will be recorded.
- Any removal of, or work on, ACMs will be carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions. LA asbestos team will be notified of any ACM work.
- When ACMs are removed, our asbestos register will be updated, and evidence of air testing will be kept showing that the area was safe for reoccupation.
- Our Site Manager will be nominated to manage any ACMs on site and will attend asbestos awareness training. Other staff who deal with ACMs or who may accidentally come into contact with them will also receive training.
- Before contractors are allowed to work on our buildings, they will be made aware of any ACMs they could potentially disturb and the precautions they should follow. All



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liaison/sharing of information will be via the Site Manager or in her absence the Head Teacher

- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.
- Any incident/accident involving ACM will be reported to the LA and RIDDOR.

### Control of contractors

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- The Site Manager will oversee contractors on site.
- Where work is commissioned via Property Services [or state school arrangement for larger projects], they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- Where we commission work ourselves, we will ensure that appropriate health & safety checks on the contractors take place. This will include checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days or involve 500-person days of construction work, we will ensure that a CDM co-ordinator's is appointed to advise us on health & safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they will submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- A Contractor Work Registration Form describing the work; materials, equipment and services will be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure. Hot works permits will be signed off by a LA representative and Head Teacher before any work commences.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractor will ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

### Control of Substances Hazardous to Health (COSHH)

- Wherever possible, we will use non-hazardous products in school.
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.
- An audit will be carried out and an inventory kept ensuring that all hazardous substances used in the school have appropriate assessments that are reviewed regularly.



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- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.
- Hazardous substances used by the cleaners will have assessments undertaken by the Site Manager.

### **Display screen equipment (DSE)**

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops), using DSE Self-Assessment pro forma.
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required solely for use with DSE.
- Any problems highlighted by the assessments or eyesight tests will be brought to the attention of the user's line manager so that suitable control measures can be put in place.
- All staff will complete DSE training from National Online College.

### **Emergency Planning and Business Continuity**

- The school will adapt and adopt Sandwell Council's model Emergency and Business Continuity plans.
- Key management staff at the school will attend "Managing Emergencies" training provided by the Sandwell Council's Emergency Planning Unit.  
Key staff include:  
Head Teacher, Deputy Head Teacher, SLT, Business Manager, Site Manager, Pastoral Manager and Chair of Governors
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

### **Fire & evacuation procedures**

- The school will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person. We currently use Sandwell Council Fire Safety Advisers.
- The assessment will be formally reviewed by a competent person every year.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health.
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a twice weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.
- A Fire Evacuation Plan will be produced, and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place at least once per term.
- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process



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- Pupils will be briefed on the evacuation procedure at the start of the school year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

### **First Aid and supporting pupil's medical needs**

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- In addition to first aiders, we will have an appropriate number of paediatric first aiders for early years provision.
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- Sufficient funds will be allocated to fund first aid training and any equipment required.
- The Headteacher will ensure that all first aiders are suitably trained and that their certification is up to date.
- First aiders will attend initial and refresher first aid, or paediatric first aid, training as required.
- First aider will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- Site Manager will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

### **Glazing**

- We will complete a survey of all high risk glazing and ensure that suitable measures (e.g. fitting of safety glazing and/or safety film) are implemented to minimise the risk of injury to staff, visitors and pupils. This is currently carried out by a LA appointed representative.

### **Legionella (water safety)**

- A Legionella risk assessment will be carried out by a competent, suitably qualified contractor and will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed.
- Appropriate staff, e.g. Site Manager will receive awareness training.

### **Lifting Bed**

- All our lifting equipment will be serviced and inspected by a competent person as appointed by the LA and at the required intervals as required
- Identified staff will be trained in the safe use of our lifting equipment

### **Manual handling**

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.



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- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- All staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as Manual Handling Principals & Practice training
- Staff involved in moving and handling of pupils will receive specialist training from Sips and/or National College.
- Staff involved in physical intervention will receive specialist Safety Intervention training from Crisis Prevention Institute or similar training provider.

### **New & Expectant mothers**

- New and expectant mothers will be identified in our general school risk assessment. When notified in writing we will carry out an individual assessment and specifically;
- Review the assessment at regular intervals.
- Offer alternative work if the risks to mother and unborn child cannot be controlled adequately or give paid leave to the expectant mother if they cannot.

### **Occupational health and work-related stress**

- All staff have access to the council's Employment Assistance Service and in-house occupational health team. Details of these services are available on staff notice board.
- A number of initiatives are in place to address work related stress; the Headteacher and SLT will have an open-door policy and workloads, etc., will be discussed at regular staff "1:1" sessions.

### **Off-Site Visits**

- The school will adopt the Sandwell Councils off-site activities guidance and will follow the procedures that form part of it.
- The school will have a trained Educational Visits Coordinator (EVC) who will check all trips are conforming to the guidance and standards.

### **Outdoor play equipment**

- Our outdoor play equipment will be subject to regular termly checks and inspections by an independent competent person who is a member of the Register of Play Inspectors International (RPII) will be carried out annually.
- Our Site Manager will carry out daily visual inspections of the equipment and record the findings.
- A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for.

### **Premises, plant and equipment – maintenance, servicing and inspection**

- All our plant and equipment will be inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- Where Sandwell Council's Safety Management Procedures (SMP) are more prescriptive, the school will ensure that inspection and testing take place in line with those requirements e.g. portable appliance (PAT) testing will be carried out annually by a suitably trained person.
- Any statutory or other testing required during the year will be included in the school's health & safety action plan.
- Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.



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- All inspections/tests will be recorded and inspection certificates retained. The "School Premise Log Book" will be used as a checklist/aide memoire to ensure that all necessary maintenance and formal inspections are taking place and that accurate records are being kept and are readily available. The Headteacher will check the Log Book at regular intervals to ensure that appropriate testing is carried out.
- A formal defect reporting procedure will be in place for staff to report defects with premises, plant or equipment. All defects/faults will be reported to the Site Manager via the red reporting form. The Site Manager will ensure that the fault is rectified, using approved contractors if necessary.

### Risk assessments

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Line managers will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed on an annual basis.

### School security

- The school will have palisade fencing, CCTV and aggressive planting around the perimeter to deter trespassers and unwanted visitors. A contractor will carry out regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.
- All external doors will be code/key/electronically controlled.
- All visitors arriving at the school will sign in/out using our Inventory system and will be issued with a visitors' badge.
- DBS checks will be carried out for all visitors/contractors who regularly come on to our premises and may have contact with pupils.

### Slips & trips

- Risk assessments will be undertaken to help prevent slips and trips in school, these will include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).
- Good housekeeping will be practiced by all staff and designated walkways will be kept free of obstacles (e.g. trailing wires).

### Training

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
- All staff will receive a health & safety induction when they first start working at the school.



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- Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Sandwell Council and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

### **Vehicle movements on site**

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to site
- Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.
- Designated parking bays will be established on site.

### **Violence and aggression/lone working**

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- A copy of the council's violence and aggression poster will be prominently displayed in reception stating that we will not tolerate violence and aggression towards staff.
- New employees will be made aware of the school's lone working arrangements during their induction.
- Appropriate front-line staff will receive conflict resolution training.
- Where appropriate staff involved in physical interventions will receive specialist safety intervention training from Crisis Prevention Institute or other similar training provider.
- We have a separate Use of Physical Intervention policy on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.
- All incidents of violence and aggression to staff will be reported (see Accidents and aggressive incidents, above) and investigated by Managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

### **Work at heights**

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained.
- Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

### **Work experience**

- A risk assessment will be carried out for any student undertaking work experience.
- All work experience students will be fully inducted.
- Student will be fully supervised by a member of staff at all times.



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