



# Health and Safety Policy

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**Monitoring & Review:**  
**Staff Member(S) Responsible:**

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S Farren

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## 1. STATEMENT OF GENERAL POLICY

The Governing Body for Hodge Hill College acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the school's business elsewhere. This duty also extends 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 Governing Body, 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:
  - All persons employed at Hodge Hill College whilst they are at work;
  - Persons other than Hodge Hill College employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Hodge Hill College whilst they are at work.
- 1.2. To effectively achieve this, Hodge Hill College will provide, so far as is reasonably practicable:
  - Safe premises, plant and systems of work;
  - Safe methods of using, handling, storing and transporting of articles and substances;
  - Information, instruction, training and supervision;
  - A safe working environment;
  - Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.
- 1.3. The Governing Body for Hodge Hill College will follow best practice policies, guidance and advice provided by Safety Services under a Service Level Agreement (SLA). The Governing Body for Hodge Hill College 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.
- 1.6. Duty to Comply

All staff employed at Hodge Hill College have a duty to comply with the provisions of this policy. Breaches of this policy may be dealt with under the School's Disciplinary Policy.

Signed

Chair of Governors (on behalf of G.B) Date 07.02.24

## 2. ORGANISATION AND RESPONSIBILITIES

### Governing

Body Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the School's 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 Governors 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 committee meets every term. The role of the committee will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:
  - 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
- Identify opportunities for further improvement to safety arrangements

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.

Members of the committee shall include the following:

- ~~Governor Representative~~
- Operations Business Manager (OBM)
- Site Manager (SM)
- Strategic Business Manager (SBM)
- Building Services Manager (BSM)
- PE Teacher
- Food Technology Teacher
- All Departmental technicians
- Office Manager
- Resources Manager

Under section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends, so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audits on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports which safety representatives may wish to submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety systems and safe procedures of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity within the school

## **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. This is the principal cornerstone of Hodge Hill College's 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

### **2.3. Head Teacher**

The Governors charge the Head Teacher with the day-to-day responsibility of managing and enforcing Hodge Hill College's 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 Deputy/Assistant Head Teacher/s will assume these responsibilities in the absence of the Head Teacher.

### **2.4. Operations Business Manager**

The OBM is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. Their 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 OBM 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 OBM will also provide/arrange assistance and support to relevant staff to ensure that their delegated safety duties are actually carried out. The OBM will also endeavour to keep up-to-date with safety regulations and through the Health & Safety Committee initiate steps to ensure arrangements for health and safety at Hodge Hill College conform to both current regulations and best known practice.

### **2.5. Department Heads/Office Manager (Staff Leaders)**

The nature of the School's activities can be diverse from an operational point of view and essential activities and priorities may vary between main departments and subjects. Staff 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.

Heads of faculty must ensure that the safe working procedures detailed below are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe-working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the OBM. 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 hazard.

In the event of a hazard presenting a significant risk to anyone in the School, steps will be taken immediately to ensure that health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or the Operations Business Manager. Staff 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 Governing body/Head Teacher.

### **2.6. Classroom Teachers**

Classroom teachers are responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation. They will inspect their



designated areas regularly to identify hazards and raise any concerns with their line manager or the OBM. 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 hazard. 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 the 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 Staff Leaders/Head Teacher. 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.

### **2.7. Site Manager/Building Services Manager**

The SM/BSM have 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 SM/BSM are also responsible for the supervision of the cleaning company, including the materials and equipment the company may use. They will be responsible for undertaking/assisting in the risk assessment process in matters relating Team BSS's work and that of other members of staff within the sphere of their 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.

All staff members are encouraged to notify the BSM of any identified dangers through the Supportdesk BSS email address. They will then instruct a member of Team BSS to deal with the issue. The staff member will receive an email back from Team BSS once the issue has been resolved.

It is expected that particular work undertaken by the SM/BSM and Team BSS will quickly identify areas that threaten the safety of Pupils, Staff or Visitors.

The SM/BSM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the OBM. 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.

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 OBM. The SM/BSM 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.

### **2.8. All Other Staff (Non-Supervisory)**

A vital role and responsibility for implementing the Hodge Hill College 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.

## 2.9. Contractors

It is the responsibility of contractors and their employees to read and comply with the Hodge Hill College Health & Safety Policy

## 3. ARRANGEMENTS

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

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.

Any practice or condition that is likely to have an adverse affect on the health and safety of personnel, or damage to equipment or property is to be reported to the relevant Subject Leader/Head of Department in the first instance.

Such reports are to be recorded, along with any actions taken to alleviate the hazard, and the report should be passed to the OBM.

**Staff are encouraged to seek advice from their managers to consult the Staff Handbook, the School Health & Safety Policy and/or safety information available on the School's internal computer I drive for guidance on specific safety topics.**

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

### 3.1. Schools 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 on the Schools HR Sap System. Safety Services provide support and advice on 0121 303 2420, or email [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

### 3.2. Staff Induction

All new teachers and support staff attend a one day school induction session. A record of the induction process will be kept. Safety policies are available through the internal school I drive.

### 3.3. Fire Safety

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 to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in the Team BSS office.

The school's Fire Evacuation procedures are fully detailed in the Staff Handbook. All staff are to make themselves aware of the procedures.

- Fire orders are available for all personnel to read in their faculty/area. They cover all aspects of fire prevention.
- 'Action To Be Taken In The Event Of A Fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used. The red signs specifically refer to the school's procedures. In certain locations a blue sign refers to the procedures during lettings
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.



- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

### **Managers**

In carrying out their normal functions, it is the duty of all Heads of Department/Subject Leaders/Line Managers to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by the adoption of arrangements and procedures developed out of risk assessment for the control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibility for safety
- providing safe places of work with safe access to and egress from them
- providing a safe working environment
- providing a system for rapidly identifying and remedying hazards
- providing suitable protective clothing and equipment where hazardous conditions cannot be eliminated
- monitoring the working environment and practices to ensure continued existence/use of safe methods of work

### **3.4. Safeguarding/Security**

The School has a written Safeguarding Policy that is available on the I drive and the Staff Handbook. In addition, we 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 Head Teacher (see Appendix SA).

### **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. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs

Supporting Pupils at School with Medical Needs policy is available in the shared school information drive and is also available to parents on the school website.

### **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.

### **3.6. Risk Assessment**

Responsibility for assessing and controlling risks rests with all personnel within the school according to their skills, training and experience.

Formal risk assessment, and training in such, shall be performed in consultation with the OBM in accordance with the provisions of this policy.

Risk Assessments and Inspections will be initiated by all staff who have line management responsibilities – such as Heads of Departments, Building Services Supervisor and Office Managers – as and when new processes, activities or substances are introduced.

Until a risk assessment has been completed by a suitably experienced member of staff, the new processes, activities or substances must not be introduced. Assessments will be recorded and findings will be brought to the attention of the Head Teacher and relevant school staff to ensure awareness of risks and the precautions considered necessary for health and safety.

Risk assessments will be carried out in accordance with Education Safety Services guidance and relevant statutory provisions that relate to Hodge Hill College activities.

It is expected that the following regulations are likely to be applicable:

- Management of Health, Safety at Work Regulations 1999
- Workplace Health, Safety & Welfare Regulations 1992
- Manual Handling Regulations
- Control of Substances Hazardous to Health Regulations 1999 (COSHH 99)
- Fire Precautions (Workplace) Regulations 1997
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations
- Personal Protective Equipment Regulations
- Electricity at Work Regulations
- First Aid Regulations 1981

Certain focussed regulations may apply on occasions – such as the Control of Asbestos Regulations 1999. Further guidance and information on risk assessments or other safety matters can be found in the Health & Safety Manual or by directly contacting School Safety Services.

### **3.7. Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits

Safety sweeps will be carried out by Team BSS on a continuous basis when they are opening and closing the school so that physical type hazards are identified as soon as possible. The OBM will carry out a monthly inspection on the first Thursday of every month

Any issues raised following the Safety Sweep will be collated into a 'job list' and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the School office for future audit inspection.

These arrangements will be closely monitored and checklists inspected termly by the Health & Safety Committee. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body. – **REMOVE DUE TO REPETITION**

### **3.8. Grounds Safety Sweeps**

Safety sweeps will be carried out by Team BSS on a continuous basis when they are opening and closing the school so that physical type hazards are identified as soon as possible. The OBM will carry out a monthly inspection on the first Thursday of every month

Any issues raised following the Safety Sweep will be collated into a 'job list' and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the School office for future audit inspection. These arrangements will be closely monitored and checklists inspected termly by the Health & Safety Committee. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

### **3.9. 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.

All equipment is to be visually checked prior to use and taken out of service if found defective.

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

A Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto a Line Manager 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.

As a general rule all high level access is to be carried out with the aid of a cherry picker or scissor lift. This work is only to be carried out by trained members of Team BSS or Team ICTS.

All access equipment will be fully inspected every 6 months by the BSM and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use

### **3.10. External Educational Visits**

A member of the SLT has been appointed and trained as Educational Visit Co-ordinator (EVC). All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the Staff handbook in the section Education Visits Guidance. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process consideration should be given as to 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 safety control measures.

### **3.11. Well-being of Staff**

As an employer, we have a duty of care to all employees to ensure that we are not placing them under undue stress or pressure. Therefore, if an employee is experiencing difficulties that are likely to affect their ability to perform at work, we would hope that they would come and discuss those matters with their line manager or a member of the Senior Leadership Team. The College can then look to see if there is any support we can put in place, e.g early intervention for work related stress, reasonable adjustment to working conditions, temporary reduction in hours, flexibility of the contract, to assist the employee through the difficult period they are

experiencing. The school buys into an Employee Assistance programme which provides a counselling and 24 hour confidential support line which is free of charge to employees.

### **Services Available from Health Assured**

Health Assured offers cover for you and your immediate family members\*, 24 hours a day, 7 days a week, 365 days a year:

- **Life support:** Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.
- **Legal information:** For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- **Bereavement support:** Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- **Medical information:** Qualified nurses are on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- **CBT online:** We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.

*\*Health Assured define dependants as immediate family members (spouse/partners) and children aged 16 to 24 in full time education, living in the same household.*

### **Wellbeing Portal**

In addition to the counselling support and advice, we also offer a virtual library of wellbeing information. These informative articles and self-help guides provide support on a range of health and advisory issues, as well as instant guidance to aid of an employee's physical and mental health.

We understand that the information needs to be available in a way that is suitable for you, whenever you require it. From simple lifestyle changes to advice for many of life's most common concerns, the portal offers:

- Interactive health assessment providing personal tailor-made dietary tips and fitness plans
- Fitness and lifestyle advice, such as detoxing methods
- Four week self-help programmes
- Mini health checks
- Financial wellbeing articles

### **Health e-Hub Mobile App**

Sometimes it can be difficult to balance the pressures of work with the demands of home life. When daily life feels overwhelming you need help and support to deal with the practical and emotional challenges you may be facing. The free Health Assured app offers access to holistic health and wellbeing support at the tap of a finger anywhere and anytime.

- Support videos and webinars
- Four-week programmes
- Home life support and advice
- Work life assistance
- Physical and emotional health
- Mini health checks
- Life Support
- Emotional Health
- Physical Health

- Online CBT
- Wellbeing videos and webinars
- Medical information

To find out more information on what services Health Assured can provide, please visit [www.healthassured.eap.com](http://www.healthassured.eap.com) or contact **0800 030 5182**.

To gain access to the Health and Well-being Portal you will require the below login credentials:

Username: HodgeHill

Password: College

### **3.12. First Aid**

First Aid facilities will be provided that at least complies with the minimum standards required by legislation.

A large number of staff have been trained as emergency first-aiders. Details of these are held in the Accidents and First Aid section of the Staff Handbook. The Strategic Business manager is responsible for ensuring that appropriate number of appointed persons and facilities provided for first aid are maintained.

First aid boxes are located in every office and Technician's room

### **3.13. Accident Reporting and Investigation**

Any accident or injury is to be reported to the OBM where details are recorded in the Accident Log. This log is reviewed termly by the OBM. Where hospitalisation or onward referral to their GP is required, an Accident, Incident and Near Miss Report is completed by the relevant Line Manager/Head of Department and forwarded to the OBM for submission to the Education Safety Services.

- Part 1 of this form is to be completed by the injured person
- Part 2 is to be completed by the Line Manager/Supervisor/Class Teacher responsible for the area in which the accident occurred. In the case of an injury to a pupil, the member of staff in charge of the class/activity at the time of injury should complete the form
- Part 3 is to be completed by the Operations Business Manager (OBM)

All contractors must ensure that accidents involving their personnel are reported to the OBM in addition to their own reporting chain.

#### **Accident reporting – informing external agencies**

All work related accidents involving members of staff must be reported by the Operations Business Manager to the LEA Health and Safety Office using the City Council's Near Miss/Incident report Form within 24 hours of the accident.

Any accident to a pupil or other member of the public arising out of a school activity that results in that person being taken directly from the school site to hospital must also be reported using the Near Miss/Incident report form within 24 hours of the accident.

The LEA Health and Safety Office is responsible for following the requirements of current reporting legislation (RIDDOR, 1999) and will file the appropriate reports on the school's behalf.

#### **Accident investigation**

- All significant accidents are reported via the Accident Near Miss/Incident Form. Near miss or Incident forms can be found in the shared staff I Drive: To download an accident/incident/near miss report form, click on the link below

[I:\Forms\Accident Incident Near Miss Schools updated April 2018 \(FORM\).pdf](#)

- Additionally, incidents that are considered to be dangerous 'near miss' situations are to be reported to the Subject Leader/Head of Department. They, in turn, are to report the incident to the OBM.
- The OBM, or SM in his absence is to conduct an immediate investigation into all significant accidents or dangerous 'near misses' in order that the cause of the incident can be identified and measures taken to prevent a recurrence.

Findings and appropriate actions resulting from these investigations will be recorded

Minor First aid incidents involving students will be recorded on the First Aid/Accident log. Serious accidents involving students attending hospital will also be recorded on the first Aid/Accident Log and an Accident/ Incident/ Near Miss report form will be completed, these are kept in the HR office and also available on the I drive. The forms must be completed and then sent to Education Safety Services.

**All** accidents involving staff must be reported and recorded on the Accident/Near Miss/Incident report form and sent to the OBM. These incidents are also recorded on the First aid/Accident log

All Accident/Near Miss/Incident report form accidents will be investigated by a member of the SLT and OBM in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

### **3.14. Key Duty Holders**

The OBM/SM is the building duty holder for fire, asbestos, legionella and Statutory testing

### **3.15. 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 of 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.

This arrangement will be closely monitored by the OBM and the SM to ensure evidence is stored onto the Every Portal. A matrix will also be displayed where showing the ongoing status of test compliance (see Appendix STM).

### **3.16. Asbestos Management**

The absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises is recognised and there will be strict compliance of the policy issued by Schools Safety Services

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. All work undertaken involving the disturbance of asbestos or changes to information set out in the Management Survey will be recorded in the Asbestos Register.

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. Landlord approval may also be necessary

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 Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and the OBM in their absence?

### **3.17. Legionellosis**

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

The school Legionella control procedures are to be followed

Monthly Legionella checks are made by an outside organisation

All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.

The water temperature is not to be below 20C or above 55C and this is to be checked monthly.

Records are to be maintained of all cleaning and temperature checks carried out.

Water storage tanks are to be covered.

Records are to be maintained of any maintenance, water treatments or disinfection.

All taps are to be run once a week for two minutes and a log maintained

### **3.18. Substances Hazardous to Health**

Harmful substances used in Science or Technology workshops will be subject to guidance set out within standards referred to in 3.21 below.

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.

Contractors are to ensure 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 2002 (COSHH 2002)

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the OBM or Safety Officer. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the OBM.

### **3.19. 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 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 their line manager

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13 amp sockets are in use, the use of extension cables or multi-way adaptors should be avoided. Any use of multi-way adaptors or extension cables should be authorised by the OBM or Safety Officer
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs



- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly
- Electrical equipment that is known to be, or suspected of being faulty, should have the plug cut off/removed and must not be used
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected

All heads of faculty/area, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- The Factories Act 1961: Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, Etc.) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs & Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

### **3.20. Tools and equipment**

All tools and equipment, such as paper cutters, used in classrooms must be properly stored to ensure no unauthorised or unsupervised use.

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.

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the head of faculty/area, who in turn will appraise the OBM.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

### **3.21. Science, Art & Design and Physical Education Departments**

Heads of Science and Technology Departments will ensure that all staff are familiar with, understand and apply safety guidance available in CLEAPSS guidance for science laboratories and BS 4163:2014 relating to Design and Technology Workshops

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

Head of Physical Education will ensure activities are planned and organised to comply with applicable sporting standards. Staff will undertake regular training to maintain competence. All equipment used in PE is subjected to a formal inspection regime. (BAALPE)

### **3.22. Visitors and Contractors**

All visitors to the School must sign in and be supervised by a member of staff at all times. Contractors must report to West office who will contact either Team BSS or the OBM who will ensure appropriate Contractor School Rules or on larger jobs the Contractor are adhered to.

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### **3.23. Skin Infections and Hand Care**

To reduce the risk of dermatitis, oil acne, or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary

Use barrier creams before commencing work as it provides a barrier between the skin and harmful chemicals, oil and dirt

Do not put oily or chemically soiled rags in pockets

Always change clothing if it has become contaminated with chemicals, flammable liquids or oils

### **3.24. Manual Handling**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice. Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor .

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

### **3.25. Smoking**

Smoking is not permitted inside the school building or on the school grounds

### **3.26. Consumption of Food**

Food is only to be consumed in recognised rest rooms and dining areas. During 'special', non routine events, food may be consumed in alternative locations with prior authorisation from the OBM.

### **3.27. Emergency Services**

All incidents are to be attended prior to calling the emergency services by a trained first aider in the case of a medical/accident emergency or the OBM in the case of any other type of emergency.

Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.

### **3.28. Noise**

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **3.29. Lockdown**

In the event of a school lockdown situation, the procedures are to be followed as stated in the Staff Handbook

### **3.30. Use of Vehicles**

Personal vehicles are only to be used by staff for school business with the express permission of the school. Vehicles are to be roadworthy, insured for business use, have a current MOT and Road Tax.

The school minibus can only be used by registered users who must have the correct driving licence and have had Midas training.

### **3.31. Cooperation Liaison with other site users**

Braidwood school is set within the boundaries of HHC, they have their own set boundary, however, they must cross HHC land in order to access their school. A high level of co-operation is therefore required between the schools in order to maintain a safe school environment for both schools

### **3.32. Vehicle/Pedestrian Traffic**

All vehicle movements are to follow the specific school policy on vehicle movement, this covers allowable access, timings and other general safety details. This can be found on the school I drive.

### **3.33. Holiday Shut Down**

All staff should be aware that repair and maintenance work is carried out during the school holidays. Areas are generally signed and closed off under such circumstances. However all personnel should liaise with the OBM or Team BSS prior to entering the school.

### **3.34. Lettings**

All lettings are to be made in accordance with the school lettings policy. A copy of this document is to be made available to all external hirers and they are expected to comply with the policy and assume responsibility for its enforcement.

### **3.35. Extended Schools**

All personnel that arrange or participate in extended school activities must follow the guidance given in this policy as well as the procedures outlined in the separate document entitled: Educational Visits Policy.

All personnel should also seek specific guidance on the arrangements for managing Health & Safety at the venue(s) in which such activities are taking place.

### **3.36. Lone Working**

Lone working is discouraged. Unless specifically required as a result of the type of work the person undertakes, eg. Community Sports, Team BSS. No other person should be working on their own in the buildings (Other than their own departments when Team BSS are present). This is to protect themselves and ensure someone is about who can be called upon should there be any type of incident.

Lone working must be agreed by the OBM or the Head Teacher beforehand.

Those undertaking lone working should follow procedures and have access to assistance via their mobile phones.

### **3.37. Policy Review Date**

Will be undertaken annually in February. 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 Spring Term 2025

Handbook and weekly staff briefings.