



WEST MIDLANDS EDUCATION & SKILLS
HEALTH AND SAFETY POLICY

1. Statement of Intent

The Governors of West Midlands Education and Skills fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment are delivered in an appropriate manner. The governing body are committed to promoting the welfare of all in our community so that effective learning can take place.

The governing body and the senior leadership team are ultimately responsible for the health and safety in the school. The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out in this document. An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

2. Responsibilities

The Governing Body

The governing body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary. Health and Safety is an agenda item at every meeting of the governing body and the Health & Safety officer will prepare a review of incidents, developments etc. related to health and safety since the last meeting. The School Board will as appropriate make recommendations relating to health and safety.

The Health & Safety Officer

Overall responsibility for the detailed health and safety arrangements within the school lies with the Health and Safety Officer and in his/her absence with the Head of School. It is the Health and Safety Officer's responsibility to ensure compliance with Health and Safety legislation. The Health and Safety Officer will arrange as appropriate for external consultants to advise on matters of Health and Safety within the school. Such provisions may include:

- Health and Safety assessments
- Fire Risk assessments
- Training
- Other advice as necessary

Staff

All staff have the responsibility to work together to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever a member of staff notices a health and safety problem this should be noted on the hazard log and drawn to the attention of the Health and Safety officer immediately who will record it in the health and safety folder.

3. Procedures

Fire Safety

The West Midlands Education and Skills building has been subject to recent high quality refurbishment and is designed in line with modern safety requirements in mind. All exits are marked and kept free of obstructions. There are several fire extinguishers available, and a fire blanket is located in the kitchen. Fire safety equipment is checked regularly by external contractors and records of their visits are kept. Checks on the fire alarm are completed on a regular basis. Fire practices are held regularly and recorded in the health and safety folder. In the event of a fire, all staff and children congregate in the designated assembly area. Named staff are responsible for checking toilets. It is the responsibility of the Head of School to call the fire brigade and take registers out for roll call.

Accidents

We have a first aid box available in the first aid room and Room 2. All Designated Learning Venue staff are provided with First Aid kits to keep with them at all times. All accidents are recorded and monitored. All staff hold a first aid certificate (Newly-appointed staff who do not hold such a certificate will receive training as soon as possible). Notifiable accidents and incidents are recorded and passed on as appropriate.

Plastic, disposable gloves are available in each first aid box and staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance should be called to transport a child to hospital. Wherever possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child if accompanied by another adult, but should ensure they have correct insurance cover, otherwise a taxi must be used.

Reporting Hazards

All staff are responsible for reporting hazards. It is then the health and safety officer's responsibility to follow up reports. The governing body monitors the action taken to remedy hazards.

4. Electrical Safety

Electrical equipment used within the school is numbered and logged. All staff are expected to visually check equipment before use and report damage. In addition, all appliances are tested in accordance with legislation by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note that particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the head of school.

5. Control of Substances Hazardous to Health (COSHH) Regulations

Any substances marked as dangerous must not be left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning products are locked in a drawer during the day and the key is kept in the administration office. Staff should note that the use of chemicals in science should be checked with the head of school, who will take specialist advice where needed.

Staff must inform the head of school of any additional potential COSHH items that have been brought into the school other than those of the list.

6. Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported using the hazard log.

7. Health and Hygiene

Medicines

It is the school policy not to administer medicine without an Individual Healthcare Plan completed. Any medication must be provided clearly labelled with the following information: Pupil's name; name of medication; dosage; frequency of administration; date of dispensing; storage requirements and expiry date. The school will not accept items of medication in unlabelled containers. Medication will be kept in a secure place, in a locked cabinet out of reach of pupils.

Smoking

Smoking is not allowed in or around the school grounds.

Hygiene

It is the responsibility of the staff using each room, liaising with the cleaner, to keep the rooms in a hygienic condition. The Health and Safety officer will monitor the cleanliness of the building as part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

8. Outdoor Visits

Educational trips and educational visits are a vital part of school life and will take place regularly. Any outdoor visit is carefully researched, and an appropriate risk assessment must be completed by relevant staff and be approved by the Head of School before any trip or outing takes place. The school uses a standard peninsula risk assessment template.

It is the duty of the tutor to ensure all staff are fully briefed about the educational visit and the expectations for behaviour. Parental consent for the visit is always sought.

9. Security

All staff and pupils are encouraged to be aware of strangers on the premises. All visitors must check in and be issued with a visitors' badge. Keypads on doors prevent entry. Any act of violence or abuse towards a member of staff must be reported to the Head of School, who will take the appropriate action.

10. Contractors

All contractors are expected to report their arrival and departure to the office before commencing work. They will be requested to complete a contractors suitability form. If they are working in an unsafe manner, they will be requested to stop work by the Health and Safety Officer.

11. Staff and the Health and Safety Policy

All staff are given a copy of the policy and are required to confirm by signature that they have read and understood it.

12. Training

Staff will complete health and safety courses as appropriate.

A reminder of this policy will form part of the annual staff training days.

13. General Building Security

- The school has an intruder alarm which is part of the landlord's system.
- The alarm system is only set by the Health and Safety Officer, Head of School or School Administrator.
- The alarm system is regularly maintained.
- The key holders for the school are controlled.
- Access to the building during school hours is restricted by the use of keypads on the front door.
- Staff will always challenge strangers and ask for identification.