



Reynalds Cross Vision:

To be the best of the best; to be a place where "Every Individual" really does matter, to maximise independent learning and enjoyment in line with school aims; and to be a, positive, happy and fun learning environment with outstanding features.

Health and Safety Policy

Date adopted for ASDAN: 30th October 2017

Next Review date: October 2018

To be reviewed by Kim Doherty, ASDAN Administration, centre WM051

Reynalds Cross School Health and Safety Policy Statement

This document has been prepared in accordance with the Health and Safety at Work Act 1974, and supports Solihull Metropolitan Borough Council's (henceforth referred as "The Local Authority") Health and Safety Policy Statement. (reproduced as Appendix 1). ***This statement does not replace the SMBC policy but compliments the recommendations within it.***

STATEMENT OF INTENT

The Governing Body of Reynalds Cross School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk.

The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- a) Establish and maintain a safe and healthy environment throughout the school.
- b) Establish and maintain safe working procedures among staff and pupils.
- c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- d) Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- e) Maintain a safe and healthy place of work, with safe access to the site.
- f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- g) Lay down procedures to be used if there is an accident.
- h) Provide and maintain adequate welfare facilities.
- i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- j) Teach safety where appropriate in the curriculum.
- k) Promote partnership and co-operation between management and Trade Unions in matters of health and safety.

Introduction

Reynalds Cross School is committed to maintaining a healthy and safe place of work for employees, as well as taking all reasonable steps to ensure that pupils, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Governing Body recognises that:

- ***it has a moral duty to take all reasonable steps to prevent people being harmed;***
- ***accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;***
- ***it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.***
- ***The Every Child Matters agenda stipulates the entitlement of pupils to a healthy and safe environment***

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

Responsibilities of the Governing Body

The Governing Body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. All staff must appreciate that their own safety, and that of all in the school, depends on their individual conduct as well as this policy.

The Governing Body is responsible for:

1. Complying with the Council's Health and Safety policy and Arrangements;
2. Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
3. Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
4. Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
5. Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
6. Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
7. Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
8. Reporting to the LA any hazards which the establishment is unable to rectify from its

- own budget;
- 9. Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- 10. Promoting high standards of health and safety within the establishment;
- 11. Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

Responsibilities of Head Teachers

The Head Teacher is the person initially and ultimately responsible to the Chief Education Officer for achieving the objectives of the Local Authority's Health and Safety Policy in our school. This responsibility may be delegated to a named representative of the Senior Leadership Team, such as the Deputy or Assistant Head.

The Head Teacher is responsible for:

1. Ensuring that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
2. Liaising regularly with the Governing Body on health and safety matters in the school.
3. The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
4. Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
5. Ensuring that remedial action is taken following health and safety inspections;
6. Ensuring that information received on health and safety matters is passed to the appropriate people;
7. Identifying staff health and safety training needs and arranging for them to be provided including induction for new staff and maintaining records of training;
8. Attending the establishment's Resources Committee;
9. Drawing up the establishment's annual health and safety action plan;
10. Co-operating with and providing necessary facilities for trades union safety representative;
11. Participating in the Council health and safety auditing arrangements and ensuring audit action plans are implemented;
12. Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
13. Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
14. Seeking specialist advice on health and safety matters where appropriate;
15. Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
16. Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
17. Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
18. Ensuring appropriate procedures for authorisation of school visits is followed;
19. Ensuring that all statutory inspections are completed and records kept;
20. Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
21. Monitoring contractors on site and ensuring they consult the asbestos log.

School Resources Committee

Reynalds Cross School has a Governors Resources Committee that meets once a term to review safety measures and reports of accidents, to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

Health and Safety Representatives

Alongside the Resources Committee, representatives may be nominated / appointed at the school.

The functions of safety representatives are to:

- a) Investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace.
- b) Investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.
- c) Make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- d) Attend meetings of Resources Committee in the capacity of safety representative and in connection with any of the above functions.

Safety Representatives have no additional duties other than those of all employees, as laid down in sections 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

Health and Safety Defect Reporting Procedure

The Head Teacher will provide the Governing Body with a regular report containing the details of any accidents / dangerous occurrences and of any necessary alterations to working practices and procedures needed to avoid recurrence of those accidents/dangerous occurrences. The Governors will ensure that measures are implemented.

Site Supervision

The Site Manager, under the direction of the Head Teacher / Governing Body, should ensure that the areas for which they are responsible are maintained to high standards, and where necessary liaise with the Head Teacher / Deputy Head Teacher.

They should ensure that all persons reporting to them know, accept and discharge their responsibilities according to this policy.

Responsibilities of Employees

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself / himself and of any other persons who may be affected by her / his acts or omissions at work, and
- as regards as regards any duty or requirement imposed on his employer or any other person under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with"

- The Act further states that “No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety.”

Employees should ensure that procedures are observed and carried out for the protection of pupils and all other visitors to school, all employees should:

1. know of, and observe, any specific safety measures relevant to their own working area and working practices
2. observe the standards of dress which are deemed to be consistent with safety and hygiene in their working practices and areas
3. ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled
4. know and apply the necessary emergency procedures which may result as a consequence of a fire or any other emergency, accident, injury or first aid situation
5. not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others
6. maintain a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within school
7. cooperate with the designated safety representatives and officers of the Health and Safety Executive or the Public Health Authority, as appropriate, to ensure the effective delivery of this policy in school
8. all personnel involved with working with or alongside children should be DBS checked with enhanced checks for staff working in regulated activity
9. All individual staff members are vital to the effective implementation of this policy but some staff have particular obligations which relate to their own subject and/or management areas of responsibility. These staff members are directly responsible to the Head Teacher in ensuring that they are fully aware of any existing or new safety measures and procedures and that they are fully observed and implemented. Further, they must ensure that any additional guidance given by the Head Teacher, the Local Authority or by other external advice agencies is implemented as appropriate to the needs of the school.

Responsibilities of Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. The Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Staff will undertake risk assessment in-house training as appropriate to enable them to produce risk assessments.

Risk Assessors will:

1. Attend/receive appropriate training before carrying out any risk assessments.
2. Carry out risk assessments as directed by their Manager.
3. Make a written record of the risk assessment using corporate documentation.

4. Communicate the findings of the risk assessment to the relevant Manager.
5. Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
6. Conduct inspections of the workplace as part of the Resources Committee at least once per term to ensure that the working environment and equipment are safe and adequately maintained.
7. Inform Managers of any additional hazards they become aware of.
8. Seek further advice/support and expertise where required.
9. All risk assessments will be kept in a central file which is kept in the main office

Arrangements and Procedures

Accident Monitoring

Refer to the Accident/Incident Recording and Report Policy.

Assaults to Pupils and Staff

- ◆ Many pupils have Individual Behaviour plans to prevent disruptive or challenging behaviour occurring. Some have agreed physical interventions that have been agreed with parents in the event of an emergency arising. (Refer to Personal Conduct Policy)

Contractors on Site

- ◆ Contractors should telephone the Site Manager to make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the School Office. They should be made fully aware of the school's fire safety procedures **and sign the asbestos log**. Contractors work under the close supervision of the Site Manager, so that there is no danger to the health and safety of pupils or adults in school. Any concerns should be reported to the Head Teacher, the contractors and the appropriate department of the Local Authority.
- ◆ When not in use, any equipment that contractors bring into school should be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that pupils or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work should be in progress in the playground / dining hall during break times and lunchtime.
- ◆ Any school safety guidance sheets that are deemed appropriate should be given to contractors, for example: asbestos surveys.

Curriculum

Reynolds Cross School believes that pupils learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught sensible safety habits through specific topics. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, may also be invited to address the pupils.

Any specialised equipment or activity that may present a risk for use by pupils is to be thoroughly assessed beforehand and stored appropriately at all times. (Refer to 'Risk Assessment Policy')

Dress code: refer to S:\ALL WORK\Policies Current/Dress Code

Electrical safety checks

Portable appliance testing (PAT) is carried out annually (usually early on in September)– sub-contracted by the Local Authority/Property Services Team (Dodds). Any item of equipment that is more than 12 months old is recommended not be used unless it carries an approved and current safety label. Staff should not regularly bring in personal electrical equipment in school and only then if it holds a 12 month warranty.

Staff should carry out a visual check for damage to cabling, plugs and external casing of any portable electric equipment prior to use. Any evidence of damage should be reported.

Educational visits (Refer to “Educational Visits Policy”)

In accordance with the Local Authority, Educational Visits are planned in advance, with staff making a prior inspection of the venue if possible. Details of the visit are sent to parents/carers. Pupils should wear appropriate clothing for the activity planned.

The appropriate adult to pupil ratio is always observed, and the teacher in charge must have the means to contact the school in case of an emergency.

Evacuation Procedure

An annual fire risk assessment is undertaken by the LA to assess the premises for compliance with Regulatory Reform (Fire Safety) Order legislation. This includes assessing means of escape, fire warning systems, lighting, first aid, fire fighting equipment, signs and notices, fire safety management and identifying areas for improvement and training needs.

Regular fire drills (ideally termly and at least annually) are carried out to familiarise staff and pupils with evacuation procedures.

As soon as the fire alarm sounds, all pupils and adults should stop what they are doing and leave the building calmly through the nearest exit and congregate at the Fire Assembly Points. Escape routes and emergency exits are to be kept clear of any obstructions preventing escape and should be simple to use.

All staff - particularly new members - should be briefed on the emergency evacuation procedures and these are to be found in every teaching area. (These also identify the location of Fire Call Points, Fire Exits and Fire Assembly Points)

Individual risk assessments may be appropriate to ensure learners with sensory or physical impairments are assisted to evacuate the building safely.

When evacuated, all staff should ensure that the pupils in their charge are accounted for. The Administration Team will provide registers of pupils/adults including visitors and signing out books. The Senior Leadership Team and Fire Wardens will be responsible for providing a sweep of the building to ensure no one is left inside and any absences will be reported to the Fire Warden/Marshall, which will normally be the Head Teacher or the most senior leader on duty.

Nobody is permitted to go back into the buildings until the Fire Marshall signals it is safe.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head Teacher should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. A senior member of Staff should position themselves near the school entrance to meet the Fire Brigade / Police and direct them to the site of the incident, if known.

All pupils and adults should remain outside. Only when the 'all clear' has been given are pupils and adults permitted to re-enter the premises.

First Aid

There are several named members of staff designated as First Aiders within School. In the absence of a trained first aider, the School Nurse (when available) will be able to provide support and guidance.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should always be consulted and/or the emergency services contacted.

Procedures to follow:

- ◆ Assess the situation and ensure that everyone in the vicinity of the incident is safe.
- ◆ Attempt to reassure the injured person and ensure they do not cause further injury to themselves or others by moving unnecessarily.
- ◆ Keep others informed as to what is happening, particularly if an ambulance has been called. The operator/hospital staff or parents will need precise details about the incident in order to accurately assess the nature of the injury or emergency. Further information about emergency protocols are stored in the Ambulance Log book held in Reception.
- ◆ If a pupil has a bump on the head, a parent/guardian should be contacted or a letter sent home. It could be that the extent of an injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital.
- ◆ At all times, follow the agreed protocols prior to administering any form of medication to a pupil. (These should be kept within each pupil's class as well as a copy where medication is stored, which is usually the nurses' room)
- ◆ Protective personal clothing should be applied prior to treating any incident involving bodily fluids including blood, faeces, urine or vomit. Gloves should always be worn to prevent cross infection. All such materials should be disposed of appropriately.

Food Hygiene

All staff should be aware that certain pupils are allergic to various foodstuffs. Basic hygiene practices should always be observed, such as the pupils washing their hands before handling foodstuffs and tying back long hair. Food preparation surfaces are to be wiped clean before and after the cooking / baking has taken place.

The class teacher should exercise vigilant supervision of pupils when they use any potentially dangerous equipment. (See 'Risk Assessment Policy' for more details)
Any staff catering for large groups of people should have a Certificate in Food Hygiene.

Lone Working (Refer to 'Lone Working Policy')

Although it is recognised that it may be unavoidable in some occasions, due to the variable hours of contracted individuals, school staff should avoid working in secluded areas of the building early or late without having considered any risks involved in the activity to be undertaken. The implications of this may be lessened by informing another colleague or being able to call for help if vulnerable, i.e. shouting or use of mobile telephones.

It is inadvisable to work at heights, i.e. use of ladders, when alone.

Medicines (Refer to "Administration of Medicines Policy")

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term, perhaps the duration of a short absence from school.

Other pupils have long-term medical needs and we will do everything we can to enable them to attend school regularly. Parents/carers must give us and the School Nurses details of the pupil's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Medication required for pupils' overnight stays in respite care that is brought into school, should be kept in a secure area that is not accessible by pupils.

Generally the school nursing team will administer this medication but class staff may be advised and trained in administering emergency medication e.g. epipens, diazepam, buccal midazolam. All training will be approved by the school medical officer and Parents/carers.

Manual Handling (Refer to 'Manual Handling Policy')

Many pupils have Positive Handling Plans to prevent disruptive or challenging behaviour occurring. Some pupils have agreed Team Teach physical interventions that have been agreed with Parents/carers. There may be rare occasions where it is necessary for staff to physically intervene, to prevent them from inflicting injury to others, causing self-injury, damaging property or, being disruptive. Details of which will always be reported/recorded.

Pupils may also have Individual Handling Plans if other specialised equipment is needed to support them in transfers from one area to another in class or around school. These risk assessments are compiled with the support of the school physiotherapist and should be updated regularly, i.e. if the pupil's weight or needs change.

In the normal day-to-day running of the school, there are times when pupils might be encouraged to move equipment or items of furniture – perhaps chairs, sports equipment or other small pieces of equipment. Pupils should *always* be supervised when moving any equipment or piece of furniture. Pupils should be shown how to lift and carry safely and reminded of this each time.

Chairs should be moved one at a time with pupils being taught how to carry them correctly. If pupils are asked to move a stack of chairs then the chair stacker can be used. If a large number of chairs are needed, then the Site Manager will perform this task.

Dining tables are heavy and potentially dangerous if not handled appropriately and should only be moved by adults. Small items of equipment – tape players, CD players, PE trolleys – can be moved by the pupils under adult supervision.

Non Smoking Environment (Refer to 'Non Smoking Policy')

From July 2007, it is Council Policy that all public places are non-smoking including schools. Smoking is not permitted within the school or its grounds by staff, pupils, parents/carers or visitors to the school. No-smoking signs are displayed prominently in the building.

Office Safety (Refer to "Display Screen Equipment" Policy & "Moving and Storage of Equipment" Risk Assessment)

It is recognised that certain school staff spend longer periods of time on administrative tasks such as using computers, answering telephones and other activities that require consideration of posture. These practices should be reviewed to ensure that the appropriate safety procedures are adhered to and regular training should be provided.

Parents, Carers & Visitors (Refer to "Security Policy")

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the Local Authority's protocol and the police.

Parking of vehicles

Parking is a concern at Reynolds Cross School, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Drivers parking at or near the school, while dropping off or collecting pupils should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings and speed limit (10 mph) **on site** should be observed at all times. Parking provision for disabled drivers is provided within the car park. The space in front of the school building is reserved for school transport.

On occasion letters to parents/carers are sent out to emphasise the need for consideration and the pupils' safety relating to parking outside the school.

Risk Assessment (Refer to 'Risk Assessment Policy')

The Royal Society for the Prevention of Accidents (RoSPA) advocates the importance of preventative strategies in the management of risk. An awareness of potential problems allows intervention before difficulties arise.

Risk Assessments have always been carried out as part of any responsible team leader's preparations. However, legislation (Management of Health and Safety at Work Regulations 1999) now requires that these Risk Assessments must be recorded and the findings communicated to persons taking part in the activity.

Risk Assessment is a process not just a document. They may be generic or individual. The Risk Assessment process includes:

- i) Identifying the 'hazards': Anything which could cause harm (e.g. an unguarded pool of water, or an assembly point on a busy road)
- ii) Deciding who might be affected by those hazards and the potential consequences;
- iii) Considering what control measures are already in place (including supervision);
- iv) Calculating the 'residual risk' with the existing control measures:

Where the residual risks are anything more than low, additional control measures to minimise or prevent harm should be implemented.

Safeguarding (Refer to “Child Protection Policy & Procedures” & “Safeguarding Children Policy”)

Reynalds Cross has produced guidelines that set out the course of action for members of staff, children and parents, volunteers and friends if abuse of a child is alleged, suspected or observed.

It is vital that everyone involved in the care of children and young people is alert to the possibility of abuse. Our policy and procedures recognise this possibility and aim to promote an environment in which abuse is unlikely to occur or continue, and in which staffs is clear about the action to take if abuse is suspected or alleged, either within our outside Reynalds Cross.

The Designated Member of Staff for Child Protection is a member of the Senior Management Team and in this school is: Jane Davenport, Richard Sutton and Anna Roe (Family Support Worker)

The DMS will co-ordinate action on child protection within the school, ensuring that all staff, teaching and non-teaching (including supply staff) know who the Designated Member of Staff is and that they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to discuss any concerns with the Designated Member of Staff and that they are aware of what happens once a concern has been raised with the Designated Member of Staff for child protection.

School uniform

For PE lessons, pupils change into shorts, T-shirts, gym shoes or trainers. Pupils are not permitted to wear any form of jewellery, for safety reasons. The only exception to this is the wearing of very plain stud earrings.

We always take a sensitive approach where regulations regarding uniform conflict with a pupil’s religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.

Seat belts

We use coaches and mini-buses only when seat belts are provided. Staff ensure that the pupils’ seat belts are secure at all times when the bus is moving. Some pupils need additional passenger restraint systems to give postural support or to ensure seat belts are not removed during the journey. Pupils with wheelchairs have specific restraints for their individual wheelchair and the school should regularly update the needs for individual wheelchair and adapted seat users.

Security of Premises (Refer to “School Security Policy”)

Any Parent/carer or visitor is welcome in school, preferably by appointment, and is asked to report to the School Office first. We require all visitors who arrive during school hours to sign the Visitors’ Book in the Reception area, and to wear a visitors badge at all times whilst on the school premises. The office shall ensure that visitors are informed of any health and safety arrangements which will affect them during their visit. All visitors to school are required to observe the health and safety regulations whilst on the school site.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will warn

any intruder that they must leave the school site straight away. If there are any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted.

The Site Manager and Assistant are the designated key holders and are responsible for the security of the building.

Stress (Refer to “Stress at Work Policy”)

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our Continuing Professional Development (CPD) policy. We pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work; s/he should inform the Head Teacher immediately.

Swimming Pool

Clear guidelines for the use of the school pool are to be available to all school and community group users. Further information on these guidelines can be found within the “Normal Operating Procedures Risk Assessment”

Use of Hazardous Substances in School

All potentially hazardous substances **must be** kept in a locked store. Any chemicals stored and used in school should hold an up to date COSHH (Control of substances Hazardous to Health) Certificate and these should be stored in the Site Manager’s office.

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it.

Monitoring Arrangements

The Governing Body recognises the importance of monitoring health and safety matters. It is the Resources Committee’s responsibility to keep the wider Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. Close liaison with the Local Authority and other external agencies should ensure that the school’s procedures are in line with wider governing procedures.

The Governors Resources Committee will call for regular reports on:

- Accident / incidents;
- Results of internal or external health and safety inspections;
- Maintenance reports;
- Complaints, hazards and defects reports;
- Reviews of any procedures carried out by the Head teacher;

The Head Teacher shall provide such reports as required by the Governing Body as part of his / her management of the school.

The Local Authority’s Health and Safety Officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other Officers of the Authority.

Periodical review of Risk Assessments shall be carried out.

The Stationery Office

Health and Safety Law – What You Should Know October 99
Pack of 25 leaflets

The Stationery Office

The Health and Safety at Work Act 1974

Appendix 1

Solihull Metropolitan Borough Council Health and Safety Policy Statement

Solihull Council is committed to providing and maintaining a healthy and safe place of work for all its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by the work of the Council) are exposed to the lowest practicable level of risk. Approval and publication of this Policy Statement demonstrates this commitment.

This Policy is supported by Members, the Chief Executive and the Corporate Management Team who have ultimate responsibility for ensuring effective health and safety arrangements within the Council. However, health and safety is the responsibility of everyone and this Policy will be implemented by management and employees alike throughout the Council.

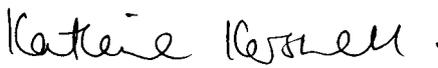
The Council's Health and Safety objectives are to:

- ❖ **comply** with health and safety legislation, Codes of Practice, HSE Guidance Notes and other relevant standards
- ❖ **integrate** health and safety principles into service delivery, management and decision-making processes
- ❖ **consult and communicate** with employees and trade union representatives to ensure they are aware of their health and safety responsibilities
- ❖ strive for **continuous improvement** in health and safety standards
- ❖ recognise the different demands that the Council faces, but work as "One Council" to deliver a **consistent approach** to managing health and safety

To achieve these objectives the Council will:

- ❖ **maintain** a documented and consistently applied health and safety management system including clear roles, responsibilities and reporting lines
- ❖ so far as reasonably practicable, provide and maintain healthy and safe work places, equipment and methods of working
- ❖ provide **adequate** resources to meet our commitment to health and safety
- ❖ appoint competent people to support us to meet our statutory duties
- ❖ **establish effective "upload" and "download" communication systems**
- ❖ provide employees at all levels with suitable and sufficient information, instruction, training and supervision to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others
- ❖ **engage** with partners, contractors and other agencies to develop awareness, a common understanding and promote good standards of health and safety
- ❖ **regularly monitor** health and safety performance **to ensure that risks are dealt with sensibly, responsibly and proportionately.**

This Policy and accompanying arrangements will be reviewed regularly to take account of changing legislation, best practice and experience gained within the Council.

Signed... 
Katherine Kerswell, Chief Executive

Signed... 
Councillor Hillas, Resources Cabinet Member

Dated... November 2012

HSST Ref. No:	Copies to:	HRE Insurance Other
Date Rec'd:		
Investigated:	Y / N	How has the incident been Investigated?
HSO Report Rec'd	Y / N	a) Phone Call Only
F2508 Sent	Y / N	b) Email Only
		c) HSO Investigation Report & the above.
OFFICER:		
Date:		(HSO to complete details in Section 9)

APPENDIX 2



NEAR MISS REPORT FORM

Notes on completion	<ul style="list-style-type: none"> This report form should be completed by a Manager / Supervisor. Please complete & submit a separate report for each casualty or occurrence. Include any relevant statements and photographs. The Corporate Health and Safety Support Team will report any accidents to the HSE as per RIDDOR. Complete all relevant sections, if you have any problems with its completion please contact the H&S Team. Computerised Offices: Type in the required information (open as a WORD document); if necessary, use a continuation sheet. Submit via e-mail to H&S Team: corporategovernance@solihull.gov.uk Non-Computerised Offices: complete in writing, preferably using capital letters; if necessary use a continuation sheet. Submit to the Health and Safety Support Team, The Council House, Solihull. 		
Data protection	<ul style="list-style-type: none"> -Retain a copy of this report for 3 years. This document must be treated as private and confidential as per SMBC Policy. 		
1. Who was involved or injured? (Please underline) * If other please specify	SMBC Employee	Job Title.....	
		
	Visitor	Pupil	*Other (Public, Contractor).....
		
Address of Workplace (Team & Directorate)			
Name of the injured person		Date of Birth:	
		Male	Female
What is the injured persons home address, postcode and telephone number?			
If not SMBC staff (i.e. Contractors) what is Employers' name and address?			
2. Type of event (Please underline)	Accident	Violent Incident / Assault (No injury go to Section 12)	
	Dangerous Occurrence Near Miss	Work related traffic accident *(also complete Section 11)	
Kind of Accident (Please underline)	Hit by moving object	Contact with hot substance	
	Hit fixed object	Contact with machinery	
	Injured whilst lifting, carrying/handling	Contact with sharp object	
	Slipped, tripped or fell on same level	Electricity	
	Fell from height – How high... (metres)	Other (Please state).....	
	Contact with hazardous substance		
3. Details of the event	Date:	Time (24 hr):	
Address of the premises or site where accident / occurrence happened (if not workplace)	Postcode:		
Where on the premises or site did the accident actually occur?			

What was the activity at the time?		
Please explain what happened (attach a sketch if this will help)		
What was the cause? (Please underline) * If other please specify	Lack of care by injured party Lack of care by others Accommodation issues Mechanical/Electrical fault	Incorrect use of equipment Incorrect method used Collision of vehicles Threat to staff *Other.....
Were there any contributory factors?		
4. What was the injury & what part/side of body?		
What was the severity of the injury? (please underline)	Fatality Major injury or Condition	Minor injury No injury
5. What treatment was given to the injured person? (please underline)	No treatment First aid	Taken to Hospital from site of accident Taken to Hospital – by parent/other
Absence from work? (please underline) * Please state number of days	No absence Over 24 hours in hospital	More than 3 days off * Nº.....days Not Known
6. What have you done to prevent a reoccurrence?		
7. Details about the Manager / Supervisor completing this report.	Your Name: Job title:	Work address: Contact Number:
8. Is there any further relevant information (to be completed by the H&S manager / Supervisor)? If so please use this section.		
9. Are there any recommendations/remedial action to be taken? (Completed by H&S Support Team Officer)		
10. If hard copy has been sent please sign and date Signature		
Date		

Also complete Section 11 if involved in a Vehicle accident whilst at Work		
11. Were other vehicles involved? (please underline)	Yes No If yes, please provide details:.....	
Drivers/owners name and address	Vehicle 1	Vehicle 2
Registration mark		
Vehicle make & model		
Driver name		
Passenger name(s)		
Witnesses (Name, Address, Tel. No. & Occupation)		

Also complete Section 12 if involved in a Violent Incident		
<p>Please note that additional documentation may need to be completed following an incident</p> <p>The Health and Safety Executive (HSE) defines work-related violence as: “Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.” This can include verbal abuse or threats as well as physical attacks.</p>		
Alleged Perpetrator Address and contact details (if known)	Name: Address: Telephone Number:	
	Witness: Address & Contact Details (please fill in details of all witnesses). The investigator must acquire all witness statements. These must be signed.	Name: Address: Telephone Number:
Type of Incident (please underline)	a) Threat of violence f) Racial (please complete Racial Incident Form) Other (describe)..... b) Threat with Weapon g) Verbal abuse (face to c) Written threat	

