



**FOREST OAK SCHOOL &
MERSTONE SCHOOL**

HEALTH AND SAFETY POLICY

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**FOREST OAK SCHOOL & MERSTONE SCHOOL HEALTH AND SAFETY
POLICY**

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FOREST OAK SCHOOL AND MERSTONE SCHOOL

HEALTH AND SAFETY POLICY

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1. STATEMENT OF INTENT

“The Schools aim to ensure that all activities undertaken by their staff (or their agents), both on or off the school premises, are managed in such a manner so as to avoid, reduce or control all foreseeable risks to the health and safety of any person(s) who may be affected by such activities.”

2. GENERAL POLICY STATEMENT

In furtherance of the above statement, and the need to ensure compliance with all relevant health and safety legislation, the Principal and Governors will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access+
- Suitable and sufficient information, instruction, training and supervision to ensure all staff and pupils are able to comply with this policy;
- Safe plant, equipment and systems of work;
- Arrangements for the safe use, handling, storage and transport of articles, materials and substances;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with this policy;
- Appropriate arrangements to assess and control the risks associated with activities undertaken at the school, or by school staff away from the school premises;

The Principal and Governors will also work with Solihull MBC and school staff undertaking health and safety duties to assist in the implementation of this policy.

3. INTRODUCTION

The Principal and Governors of Forest Oak and Merstone Schools recognise that safe working practices are an essential part of the responsibilities of all members of the school community and seeks to encourage employee and pupil participation in such practices.

It is further recognised that to have effective health and safety systems, managers and line managers within the school must have an understanding of the additional responsibilities health and safety management require.

The precise allocation of responsibilities is further clarified in the following ‘Organisation (People and Their Duties)’ section of this policy.

The Health and Safety Policy should be read in conjunction with the following policies and documents available for both schools:

1. First Aid Policy ;
2. Administration of Medicines Policy;
3. Fire Safety Policy;
4. Safe Touch Policy;
5. Trips and Visits Guidance (Solihull MBC);
6. Code of Practice for Safer Minibus Driving;
7. Risk Assessment Procedure;
8. Risk Assessment for Pregnant Mothers Guidance (Solihull MBC);

Guidance on Solihull MBC's role and responsibilities in the health and safety of Forest Oak and Merstone Schools can be found in the Education and Children's Services Health and Safety Policy.

4. ORGANISATION (PEOPLE AND THEIR DUTIES)

The following section outlines the organisational structure for managing health and safety and allocated responsibilities. A diagram of the structure is provided under appendix 1.

RESPONSIBILITIES OF THE GOVERNORS

Under the Health and Safety at Work Act 1974 the Governors must, as far as is reasonably practicable, ensure:

1. This policy is implemented and monitored throughout the schools and the activities undertaken by staff as part of their employment;
2. The schools have considered its health and safety obligations and made provision to meet these obligations as part of the school improvement plan;
3. The staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
4. The schools, and all related work activities, are in compliance with all relevant health and safety legislation;
5. Arrangements are in place to comply with health and safety guidance and information issued by Solihull MBC and other relevant agencies;
6. Regular reports of accidents and dangerous occurrences are received and that any necessary adjustments to practises and procedures are implemented;
7. Accredited Safety Representatives are given proper facilities, information and opportunities to perform their duties;
8. All reasonable inspection facilities and information are provided on request to officers of Solihull MBC, Safety Officers of the Environmental Health Department, Inspectors of the Health and Safety Executive and other appropriate health and safety officials;
9. Approval is only given to school journeys and visits that are appropriately arranged, organised and are in line with school policy and procedures and registered on electronic EVOLVE system;

RESPONSIBILITIES OF THE PRINCIPAL

The Principal has day to day responsibility for health and safety, but may delegate associated tasks to specified staff. In the absence of the Principal, the Deputy Head Teachers for the respective schools will assume responsibility. The Principal must, as far as is reasonably practicable, ensure:

1. The day to day implementation and monitoring of the Health and Safety policy;
2. The day to day compliance with all relevant health and safety legislation;
3. Ensure safe working practices are adopted both on the school site and by staff/pupils working away from the school site;
4. Relevant health and safety information and training is given to new employees, supply/relief staff, pupils, volunteers and visitors;
5. Health and safety issues/matters arising in the school, or through activities undertaken by staff/pupils as part of their working day, are raised with the governing body;
6. Health and safety advice, guidance and/or information, issued by Solihull MBC and other relevant agencies, is brought to the attention of the governing body and, as a response, appropriate measures are implemented;
7. Risk assessments are in place for all work activities, both on and off the school site, and are reviewed regularly.
8. All accidents, incidents and dangerous occurrences are reported to the Principal and are investigated where appropriate; risk assessments and preventative measures are reviewed or put in place where necessary and reports are submitted to the appropriate body; details of all accidents, incidents and dangerous occurrences are submitted to the governing body;
9. First aid provision is provided for all staff, pupils, volunteers and visitors undertaking work activities both on and off the school site;
10. Adequate facilities are provided for Safety Representatives to carry out their functions effectively;
11. The Principal is available, at all reasonable times, to receive reports from Safety Representatives and, where necessary, to act upon the reports, with copies submitted to relevant officers of Solihull MBC;
12. The Principal is available, at all reasonable times, to receive appropriate safety officials and adequate inspection facilities and information are provided;
13. Suitable personal protective equipment is available for all staff, pupils and volunteers engaged in work activities both on and off the school site;
14. All parts of the premises and all plant and equipment is regularly inspected and maintained in a safe working order appropriate to the needs of staff and pupils, taking appropriate action where this is not the case;

RESPONSIBILITIES OF THE HEALTH AND SAFETY CO-ORDINATOR

The Health and Safety Co-ordinator is the site manager and is responsible to the Principal for co-ordinating and advising on health and safety measures. The Health and Safety Co-ordinator will:

1. Monitor the implementation of the school Health and Safety Policy and compliance with relevant legislation. Advise the Principal and make recommendations as appropriate;
2. Liaise with the Site team and undertake health and safety inspections on at least 4 occasions throughout the school year, and submit reports and recommendations to the Principal;
3. Seek to resolve any health and safety issue that may be referred to them, and refer to the Principal any issue for which they cannot achieve a satisfactory resolution within the resources available;
4. Seek to ensure the provision of sufficient information, instruction, training and supervision to enable staff, pupils, volunteers and visitors to carry out their respective responsibilities in regard to health and safety and can contribute to their own health and safety at work;
5. Request and distribute advice and/or guidance from officers of relevant organisations and/or authorities;

RESPONSIBILITIES OF THE EDUCATIONAL VISITS CO-ORDINATOR (EVC)

Merstone: K Poxon

Forest Oak: G Matthews

The EVC is responsible to the Principal for monitoring and co-ordinating the health and safety implications of visits, journeys and holiday excursions undertaken as part of school activities. The EVC will advise the Principal on compliance with the Trips and Visits Handbook (Policy and Guidance for Education). All visits are authorised through online EVOLVE system.

RESPONSIBILITIES OF THE FIRST AIDERS

The position of First Aider is a voluntary role, a small payment is made to those staff undertaking the role. Staff undertaking this role will seek to comply with the terms of the Health and Safety First Aid Regulations 1981 and will follow the school First Aid Policy.

RESPONSIBILITIES OF THE SITE MANAGER

The Site Manager is responsible to the Principal for following health and safety measures and will:

1. Undertake health and safety site inspections on at least 4 occasions throughout the school year and submit reports and recommendations to the Principal;
2. Ensure health and safety implications are taken into account when advising the Principal on the prioritisation of repairs and maintenance;
3. Monitor, or arrange to monitor, contractors invited to work on the premises, so that working practices do not impact upon the health and safety of staff, pupils or persons using the premises;
4. Liaise with the Principal and Principal Facilities Officer on health and safety

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issues arising from the cleaning of the premises and the Site Manager's duties;

5. Ensure health and safety implications are taken into account, including seeking advice from relevant officers of Solihull MBC, when dealing with school transport arrangements, including the upkeep and maintenance of the school minibus;
6. Undertake CoSHH (Control of Substances Hazardous to Health Regulations 1988) assessments and complete CoSHH Assessment Register (appendix 5). Completed documents are filed in the Health and Safety File with additional copies held in the First Aid Room;
7. Receive relevant information and training and adopt good health and safety practices and procedures, including the use of personal protective equipment, throughout all the Site Manager's work activities;

RESPONSIBILITIES OF STAFF

Staff, while undertaking work activities both on and off the school site, will:

1. Be aware of the school Health and Safety Policy and follow procedures detailed in the policy and related documents;
2. Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
3. Receive relevant information and training, including those specific to subjects or subject areas, and adopt good health and safety practices and procedures, including the use of personal protective equipment, throughout all work activities;
4. Make pupils, volunteers and visitors aware of relevant health and safety procedures and supervise where appropriate;
5. Report to the Health and Safety Co-ordinator or Principal anything that they consider a danger to health and safety and any shortcomings in the school's health and safety arrangements;
6. Co-operate with the school on matters of health and safety;
7. Follow the school's Administration of Medicines Policy if they volunteer to give out/administer medicine(s).

RESPONSIBILITIES OF PUPILS

Staff will make all pupils aware of their responsibilities with regard to health and safety. Reminders will be given as appropriate. Parents will be informed of pupils' responsibilities through the school newsletter and school prospectus.

Pupils will:

1. Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
2. Observe all the health and safety rules of the school, particularly the instructions given by staff in a health and safety situation;

RESPONSIBILITIES OF VOLUNTEERS/VISITORS

Volunteers and visitors to the school will be made aware of any health and safety arrangements applicable to them. They will be expected to take reasonable care of their own health and safety and follow the health and safety rules of the school.

5. ARRANGEMENTS (SYSTEMS AND PROCEDURES)

TRAINING

A health and safety section is included in the induction for all new staff. Following guidance from Solihull MBC, relevant agencies and through the risk assessment process, specific health and safety training will be provided for staff as appropriate. For the Site Manager, relevant training courses may include some or all of the following:

1. Manual Handling;
2. CoSH assessments;
3. Risk assessments;
4. Water Risk Monitoring;
5. First Aid at Work;
6. Fire Safety

For other staff, relevant training courses may include some or all of the following:

1. EVC training - Team Leader (Trips and Visits);
2. Positive Handling;
3. Risk Assessments;
4. First Aid at Work;
5. Administering specific medicines;
6. Fire Safety

INFORMATION

The Principal will ensure that staff and Governors are informed of the outcome of any risk assessments and provide other relevant health and safety information as necessary (this includes advice/guidance from appropriate agencies and bodies).

EMERGENCY PROCEDURES

The school's emergency procedures are detailed in the First Aid Policy and Fire Evacuation Policy.

RISK ASSESSMENTS

The school approach to risk management and risk assessments is detailed in the school's Health and Safety Risk Assessment Procedure. There is further information,

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relating specifically to trips and visits, in the Trips and Visits Handbook (Policy and Guidance for Education).

ACCIDENT AND INCIDENT PROCEDURE

A diagram illustrating the accident and incident procedure is provided in appendix 2. The accident procedure is detailed further in the school First Aid Policy.

Incidents that do not involve a physical injury (dangerous occurrence/near miss, verbal assault) should be recorded on an incident form. The completed form should be handed to the Principal or Deputy Head Teacher, who will, in consultation with relevant officers as appropriate, investigate and decide what action, if any, is needed. All actions will be recorded on the Incident form and the form will be filed in the Health and Safety file/ Incident file.

A blank incident form is provided in appendix 3.

DEFECT REPORTING PROCEDURE

Any member of staff, who becomes aware of a defect to the school site, or plant and equipment used as part of school activities, should immediately complete a Health and Safety Defect form (appendix 4). The completed form will be handed to the Principal or Deputy Head Teacher.

The Principal, or Deputy Head, will decide what action, if any, is needed to:

1. Rectify the defect;
2. Ensure, as far as is reasonably practicable, that no accident happens prior to the correction of the defect;

Any action taken relating to the defect, including appropriate dates, will be recorded on the Health and Safety Defect form. The form will then be filed in the Health and Safety file.

MONITORING AND AUDITING

The Governing Body and Principal recognise that adequate and efficient monitoring and auditing of health and safety matters will ensure a safer working environment.

The monitoring arrangements for Forest Oak and Merstone Schools are as follows:

1. The Governing Body will receive:
 - Annual statistics detailing accidents and incidents for all work activities occurring both on and off the school site;
 - As appropriate, results of internal and external health and safety inspections;
 - Annual maintenance and defect reports;
 - Annual risk management reports;
 - Reports from Health and Safety Representatives;
2. A Governor, on behalf of the Governing Body, will participate in at least one health and safety inspection annually with the Site Manager;

3. Health and Safety Representative will be allowed time to inspect/monitor the school and report any issues to the Principal and Governing Body;
4. Officer's of Solihull MBC will inspect the site as appropriate and report any issues to Principal and Governing Body;

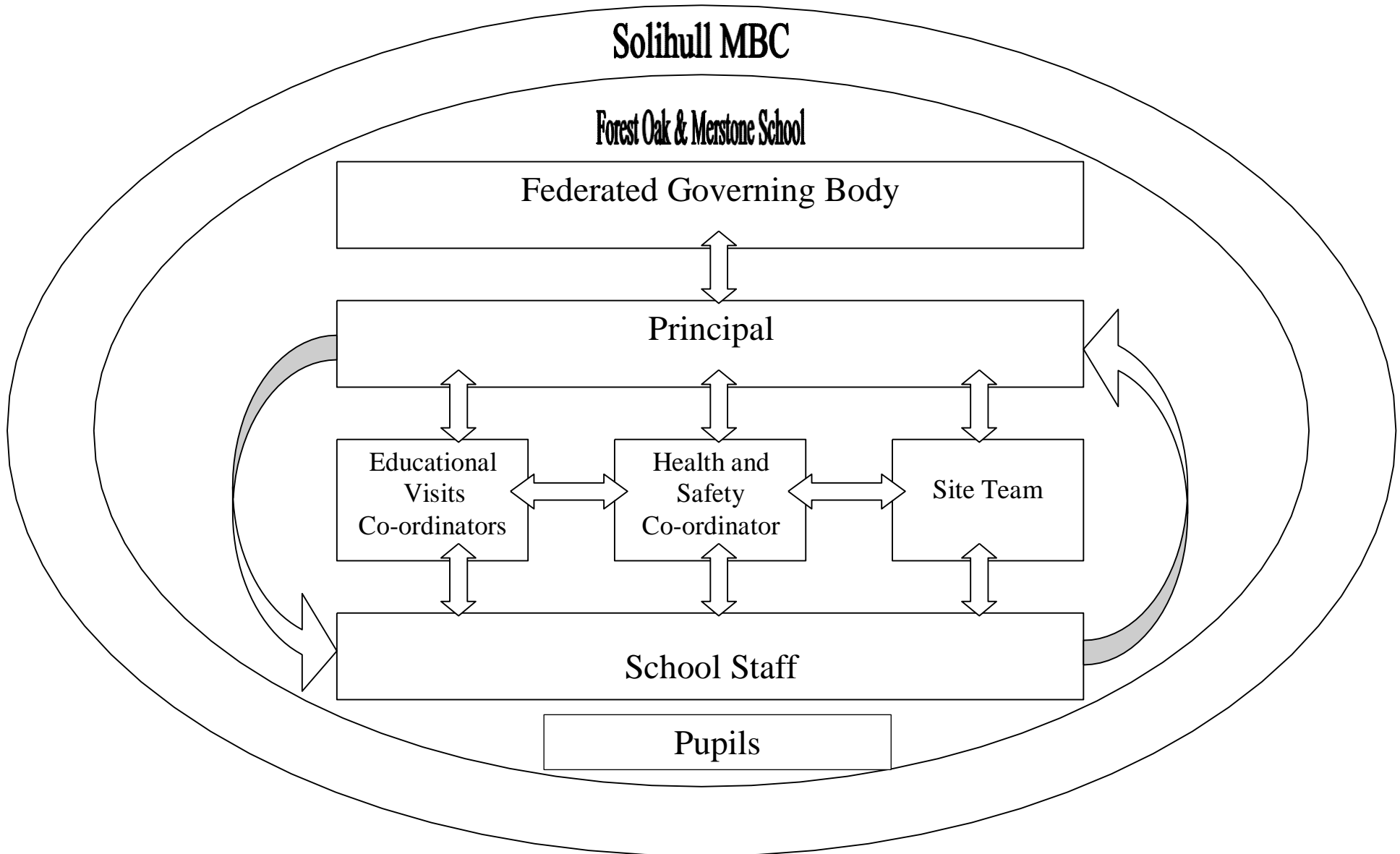
In order to help this process, the Governing Body will ensure that:

1. Appropriate facilities, information and opportunities are provided for accredited Health and Safety Representatives to perform the duties associated with their role;
2. All reasonable inspection facilities and information are provided on request to officers of Solihull MBC, officers of the Health and Safety Executive and other relevant health and safety officials;

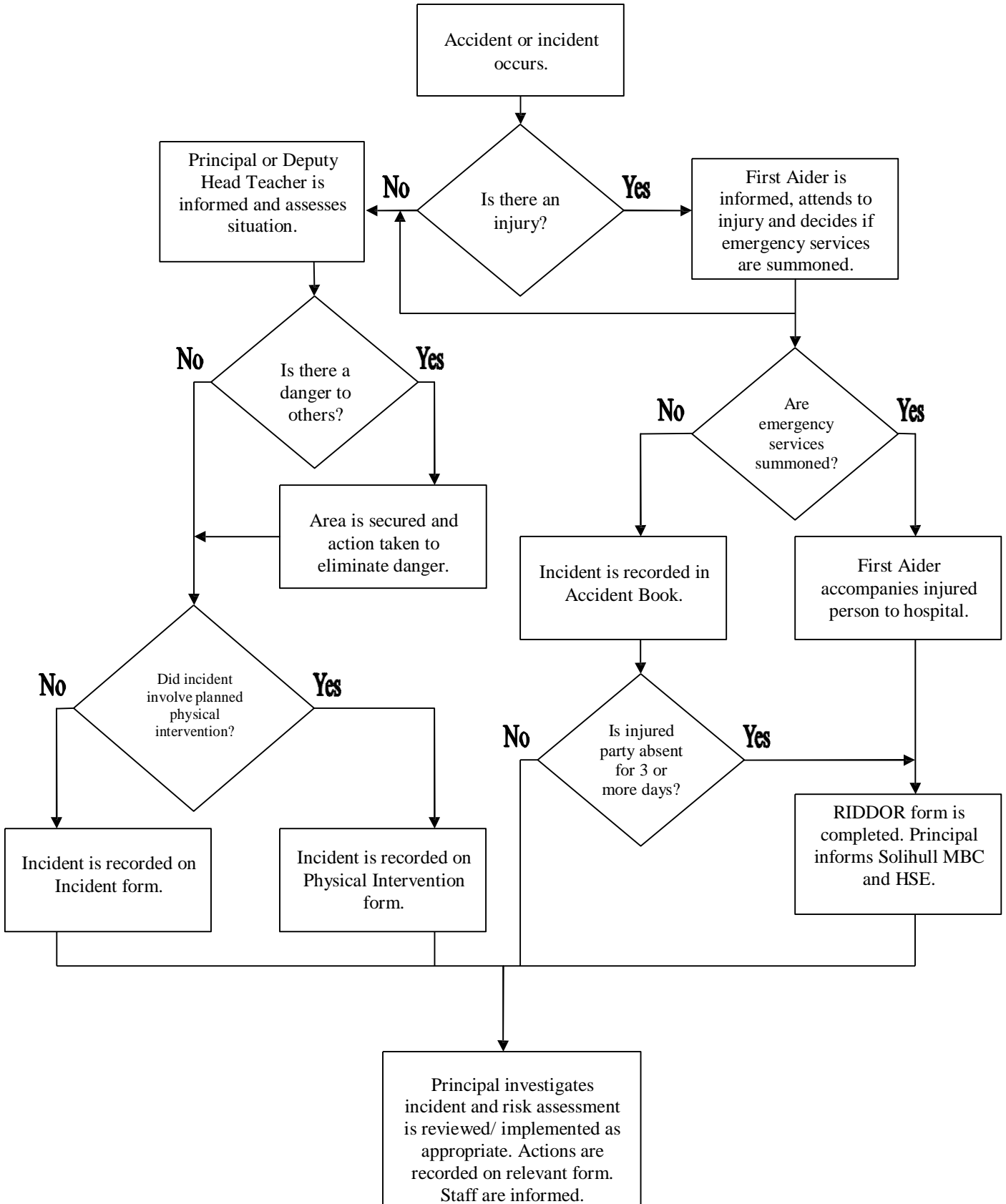
CONSULTATION

The Principal and Governing Body will consult with all staff and their representatives on all relevant health and safety matters.

Appendix 1
HEALTH AND SAFETY ORGANISATIONAL STRUCTURE



Appendix 2
FOREST OAK AND MERSTONE SCHOOLS ACCIDENT
AND INCIDENT REPORTING PROCEDURE



Appendix 3

FOREST OAK AND MERSTONE SCHOOLS INCIDENT FORM

Section 1 should be completed by person reporting incident.

1a) Who was involved?

Name of pupil/individual (if known)-

Description of individual (if name not known)-

1b) Where was the incident?

Date and time of incident-

Location of incident-

1c) What happened?

Description of incident (use separate sheet if necessary)-

Witnesses-

Action taken (by whom)-

1d) Reporting person must sign and date

Sign -

Date -

Section 2 should be completed by person to whom the incident has been referred.

2a) What action was taken after the incident was referred?

Further action taken -

2b) Person to whom the incident was referred (Principal or SMT) must sign and date

Sign -

Date -

Appendix 4
FOREST OAK AND MERSTONE SCHOOLS
HEALTH AND SAFETY DEFECT REPORT FORM

Section 1 should be completed by the person reporting the defect.

1a) Where is the defect?	
Location-	
1b) What is the defect?	
Is the defect to equipment or premises?-	
Describe defect-	
1c) Who is reporting the defect?	
Sign-	Date-

Section 2 should be completed by the person responding to the defect.

2a) What actions were taken?	
Describe any actions taken (to make environment safe or fix/remove defect)-	
2b) Who took action?	
Sign-	Date-
2c) When was the defect fixed?	
Date when the defect was corrected/equipment taken back into use-	
Sign-	Date-

**Appendix 5
FOREST OAK AND MERSTONE SCHOOLS
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH)
ASSESSMENT REGISTER**

This register should be completed for all relevant substances used on the school site. Any substance entered on this register should have a CoSHH assessment. All completed assessments should be filed with this register in the Health and Safety File with an additional copy in the First Aid Room.

Substance (Brand Name)	Classification/ Description	CoSHH Assessment