



Waverley Studio College

Health and Safety Policy

Waverley Studio College

January 2016

The Aim

Good health and safety management will be an integral part of the operation of the school, the Governing Body, Headteacher, employees, partners and all other people with whom we do business.

Waverley Studio College will ensure compliance with legal standards/approved codes of practice, along with health and safety guidance provided by Birmingham City Council. Wherever possible and where statutory standards and requirements are not in place the school will meet best practice standards.

It is furthermore the policy of the school to ensure that

- all plant, equipment and premises meet appropriate safety standards through the LLFM service.
- appropriate health and safety training is in place for all staff;
- A high concern for health and safety among all employees is encouraged through a consultative process involving trade unions and/or employee safety representatives as appropriate. The Health and Safety Co-ordinator in school meets regularly with LLFM to ensure the school is compliant. The school subscribes to School and Governors support for appropriate information.

The school will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment , by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

In times of absence, health and safety responsibilities are delegated upwards.

The Organisation

The Governing Body of Waverley Studio College is responsible for the following:-

- (a) The production of a School Health and Safety Policy, to be reviewed as required.
- (b) Ensuring that the requirements of health and safety legislation are met, that Birmingham City Council health and safety standards are met and where appropriate promote best practice.
- (c) Ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare are maintained.
- (d) Ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review is undertaken.
- (e) Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy.
- (f) Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations.
- (g) Ensuring effective communication with the Headteacher, BCC, staff, parents and students in respect of health and safety matters.
- (h) Ensuring that the Governing Body and Headteacher recognise the use of specialists eg: Education Advisors and Fire Officers in the development of the policy.
- (i) Ensuring that adequate resources are made available to ensure effective health and safety management.

In practice the Governing body will delegate to the Headteacher and Senior Management Team of the school, however they will ensure that they have adequate monitoring of these functions in place.

The Headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control. In

addition to their statutory duties, Headteachers and teachers have a common law duty of care for their students which stems from their position in law 'in loco parentis'.

The Headteacher will :-

- (a) Manage the school budget on a risk priority basis, so that health, safety and welfare are maintained.
- (b) Provide an effective risk assessment process which :
 - Eliminates accident potential as far as is reasonably practicable.
 - Regularly reviews and updates risk assessments as appropriate, including post-accident risk assessments.
 - Conforms to statutory regulations, and BCC codes of practice and guidance to best practice.
 - Takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language.
 - Pay particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks.
- (c) Ensure that accidents, incidents of aggression, near miss accidents and ill health conditions are investigated and reported according to BCC's procedures as well as legal requirements.
- (d) Carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- (e) Provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control.
- (f) Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and that they are adequately trained to carry out their responsibilities.
- (g) Ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work place and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.
- (h) Ensure that health and safety responsibilities are identified with job descriptions as required.
- (i) Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
- (j) Consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work can be effectively dealt with.
- (k) Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.
- (l) Ensure that BCC and School Governors are informed of any breach of health and safety statutory requirements and BCC policy which cannot be effectively dealt with.
- (m) Ensure that premises, through LLFM are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.
- (n) Implement through LLFM CDM procedures to ensure that contractors operating on the site are provided with an induction and have sufficient information to carry out their work without risk, in line with LLFM procedures.

- (o) Ensure through LLFM that all welfare facilities are provided and maintained to an appropriate standard.
- (p) Ensure that this policy is communicated to all employees, Governors and others operating on the school site.

The Senior Management Team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met with their respective areas of control. This will be done through under the direction of the Headteacher. Specifically, Managers, Deputy Headteachers and Assistant Headteachers and any other member of staff with supervisory responsibilities will:-

- (a) Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- (b) Ensure that health and safety is considered in routine meetings with staff.
- (c) Identify any employee health and safety training needs and ensure that these are communicated to the Headteacher.
- (d) Ensure that any new staff receive specific health and safety training induction training and record that this has been done.
- (e) Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety
- (f) Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Headteacher.

- (g) Ensure that the Headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them.
- (h) Ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced.
- (i) Ensure that protective clothing or equipment is issued and used when necessary.
- (j) Ensure through LLFM that all areas of work are maintained to a high standard of housekeeping.
- (k) Respond appropriately to all hazards brought to their attention by employees
- (l) Undertake appropriate health and safety training courses.

LLFM will ensure the following:-

- (a) Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is obtained as required.
- (b) Monitor and review these risk assessments as appropriate, highlighting any areas of concern to the Headteacher or designated deputy.
- (c) Be an active member of the schools Health and Safety by Committee.

- (d) Identify any health and safety training needs for staff under their remit and facilitate training course attendance for these employees. Identify and undertake their own health and safety training courses, as appropriate to their role.
- (e) Liaise with contractors and visitors to the site to ensure health and safety procedures/regulations are adhered to and to provide advice on specific site issues that may impact health and safety.
- (f) Ensure that all areas of the site are maintained to a high standard of housekeeping, responding appropriately and within timescales set wherever possible, to all hazards brought to their attention by staff, students or visitors.
- (g) Ensure that protective clothing or equipment is issued to staff within their remit when carrying out site duties/work.
- (h) Take immediate appropriate action (inform Headteacher or designated deputy) in respect of any work or site specific activity which they consider to pose a serious and immediate risk to health and safety.

Employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a legal duty to:-

- Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- Co-operate with their employer, in allowing the employer to fulfil their health and safety obligations.
- Correctly use work items or anything provided in the interests of health and safety.
- Not interfere or misuse anything provided for their health, safety or welfare.
- Provide specialist knowledge required to inform risk assessments in their area.

Employees at Waverley must -

- Report any hazard or malfunction to their supervisor and log a call on the helpdesk.
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly students who may not have sufficient maturity or understanding to have due regard for their own health and safety.
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- Be sensibly and safely dressed for their particular work conditions.
- Be aware they should call on the assistance of the Site Team if they wish to convey heavy or bulky files/resources around the building or wish to access heavy or bulky items contained in storage areas;
- Be aware that unless they have attended certified Ladder Training Courses (the school must be in receipt of certification), they can only utilise 'kick-stools' to assist with display work/storage etc, Areas requiring the use of any form of ladder (inc step-ladder) to access, should not be attempted by staff, Site Team assistance must be sought.
- Use all safety equipment and protective clothing provided;
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;

- Maintain tools and equipment in good condition, reporting all defects to supervisor;
- Report to supervisor all accidents, incidents of aggression, work-related ill-health and near misses. Staff Accident Book is held in Head's PA Office.
- Attend appropriate health and safety training courses;
- Have knowledge of all processes, materials and substances they use;
- Understand all fire evacuation procedures, the positions of fire safety equipment;
- Understand the risk assessments in their areas and comply with the control measures arising from them.

Safety Management System

The following arrangements will be adopted to ensure that Governors and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Governors and the Headteacher will specifically review progress of health and safety objectives at the Governing Body meeting each term. This may be included as part of the Headteacher's report to Governors. Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of an effective Health and Safety Training Strategy/Plan

The school will respond, as appropriate, to Training Courses provided to ensure relevant staff attend courses relevant to their job role,

Provision of an effective Joint Consultative Process

A Site Health and Safety Committee will meet at least once per term, This committee will report to the Headteacher and Governors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action. The Health & Safety Link Governor will stand on this Committee.

Specialist Advice and Support

Specialist advice and support will be obtained from BCC as required. The school has purchased the School and Governors Support package.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety know/edge and information. Where necessary, these communications will be recorded, to include:

- line management meetings and staff meetings at Site;
- the Site Health and Safety Committee
- provision of information relating to safe systems of work and risk assessments;
- communication of health and safety bulletins or information from BCC
- communication of BCC advice, guidance and policies;

- communications with relevant specialist advisors
- health and safety induction as part of the Induction Programme and to subsequent new employees.

Financial Resources

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions,

Health and Safety Action Plan and Objectives

The Governing Body will ensure that all health and safety objectives and actions are carried out in a timely manner.

Third Party Monitoring Inspection

The school will be subject to third party inspection and monitoring, as follows;

- Ofsted
- Health and Safety Audit - BCC

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion,

Specific Arrangements for Health and Safety and Monitoring are detailed below sections:

SECTIONS

- 1 Behaviour/ Intervention
- 2 Building Maintenance (Asbestos, Gas, Legionella, Site Inspections, Security, Electrics, Portable Appliances)
- 3 Communication
- 4 Contractors
- 5 Control of Substances Hazardous to Health (COSHH)
- 6 Curriculum
- 7 Display Screen Equipment (DSE)
- 8 Driving at Work
- 9 Educational Visits
- 10 Emergency Management Plan/Crisis Plan
- 11 Fire
- 12 First Aid, Accidents/Incidents, Aggression

- 13 Internet Safety
- 14 Manual Handling
- 15 New and Expectant Mothers
- 16 Noise & Vibration
- 17 Risk Assessment
- 18 Training
- 19 Welfare
- 20 Wellbeing & Stress
- 21 Working at Height
- 22 Work Equipment
- 23 Young Workers, Induction, Temporary Workers, Agency, Shared Users, Lettings
- 24 Lone Working

1 - Behaviour/Intervention

The school has a behaviour Code of Conduct which staff and students are aware of. Excellent standards of behaviour by students, staff and visitors are expected and encouraged. Sanctions for poor behaviour/misconduct are issued.

2 – Building Maintenance

The school is managed under BSF by LLFM. under this remit, professionals provide inspections, monitoring and advice on:

- Management of Legionella - Records are maintained, weekly flushing of showers is performed by site. The designated contractor's leave reporting logs and the Facilities Manager keeps electronic logs.
- General Site Inspections -Site Team conducts on Site tour/inspection daily and reported back to the Co-ordinator, who takes appropriate action.
- Security - CCTV is in operation on site.
- Electrics – Statutory inspections are carried out by LLFM.
- PAT – is organised through LLFM.
- Gas - Inspection and testing is the responsibility of LLFM.

3.Communication

Temporary/agency/volunteer staff are given information about health and safety prior to commencing work or on the day of commencement.

Staff are aware of who the competent person is for health and safety advice and how to raise health and safety concerns (verbally if urgent to the designated member of the Leadership group or to the Facilities Manager; or staff can log an issue of concern.

All staff are consulted on new procedures in staff meetings and reminders are given at the start of each term. The student council is also consulted on health and safety and have a voice in raising concerns with management.

Members of the Health and Safety Committee have addressed the school council as appropriate and issues and outcomes/remedial works are documented. There is a Health and Safety Committee comprising of the Facilities Manager, Link Governor for Health and Safety, a member of the Leadership group and a Co-ordinator which meets termly and reports termly to Governors. Representatives from shared users (catering) of the site are not represented but can raise issues with appropriate personnel. Staff also have access to health and safety documentation in paper format in addition to guidance documents.

4. Contractors

This responsibility lies with LLFM.

5 - Control of Substances Hazardous to Health (COSHH)

The COSHH inventory is held by LLFM. The Facilities Manager and Heads of Faculty/Department in charge of an area, ensure that substances which fall within COSHH regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances. When new substances are purchased the person requesting the substances must check if there is a safer alternative before the substance is purchased. If there is not, material safety data sheets must be obtained. The substance will then be added to the inventory and risk assessed,

6- Curriculum

Health and Safety arrangements for Science, Technology, Art and PE are detailed in separate detailed Curriculum Policies which are held on the VLE.

7 -Display Screen Equipment (DSE)

Display Screen Assessments are undertaken by a member of the LLICT team for all employees who are required to use display screen equipment as a significant part of their day. A DSE Checklist is completed by the assessor and employee to

identify compliance with regulations and any actions required.

A free eyesight test is available, upon request, to employees required to use DSE as a significant part of their day;

- prior to commencing work with computers
- at regular intervals as specified by the Optician
- where a visual problem is experienced

Where necessary, a free set of spectacles or a contribution towards the total cost will be provided.

8 - Driving at Work

The school follows the Council's Policy for Driving at Work. The Headteacher will ensure that persons who drive their own vehicle as part of school business (this does not include a journey to and from the place of work from home) have the appropriate licence, insurance and MOT (where applicable), The Headteacher, or designated representative, will require sight of these documents and a register will be maintained. Mini-bus drivers on school business must have the correct licence and will have passed additional tests, as required, any member of staff not possessing the correct documentation will not be permitted to drive on school business.

9 - Educational Visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school visits. Only coaches and mini-buses from the Authority's approved list are used and children are instructed to use seat belts at all times when the vehicle is moving

The Educational Visits Co-ordinators at Waverley Studio College is Seema Goyal. All procedures identified in the Management of off Site Visits guidance are followed.

10 - Emergency Management Plan/Crisis Plan

Emergency Management Plan and Crisis plan is to be established in school

11 – Fire

Procedures for fire evacuation are displayed prominently around the school. Fire drills are held once each term and all staff, students and visitors on site, including catering and cleaning (time dependent) are included. Arrangements through

LLFM are made to monitor the condition of all fire prevention equipment on an annual basis This includes the inspection and testing of fire extinguishers, and the testing of fire alarm systems by external contractors In addition, the Site Team undertake various tests as detailed in the fire log book. A fire plan is in place and has been shared with staff. Information relating to fire evacuation is given to visitors on their arrival at the school. It is detailed in the School Staff Handbook and staff receives a refresher on school procedures at the beginning of each academic year. Personal Emergency Evacuation Plans are conducted when appropriate by the Health and Safety Co-ordinator and reviewed accordingly

12- First Aid, Accidents/Incidents, Aggression

First Aiders are available throughout the school, including higher risk areas, i.e. PE, Science, and Technology, In addition, there is a full time designated First Aider on Main Reception. Staff are aware of the location of First Aid and arrangements/documentation required and the location of the accident book and procedures to follow. First Aid boxes are available and well stocked. The named person in charge of the first aid arrangements is Janet Huckfield in Waverley School.

The Health and Safety Co-ordinator is responsible for ensuring accidents and incidents are reported, monitored and incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc, which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures are brought to the attention of the Local Authority Health and Safety Team for further advice. Appropriate remedial actions will be taken.

All staff are aware of the accident/incident/aggression report form and the reporting procedure to the Senior Management Team and Support Team. Such reports reviewed by the Health and safety Co-ordinator. 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 LA's protocol, informing police as required.

13 - Internet Safety

The Internet is regularly used in school as it has numerous educational benefits. In order to minimise the risk of children accessing unsuitable material, the school provides constant supervision and uses the filtered service used and recommended by the BCC. Staff and students have to accept an "Acceptable use policy" each time they use the Internet. Parental permission is sought on an annual basis, use of cashless catering, authorising photographs of their children or their work to be incorporated on the school's website or in newsletters or other publications.

E-Safety rules have been shared with students

14 - Manual Handling

The Facilities Manager and his staff have been trained to undertake manual handling assessments. Trolleys are available to aid manual handling tasks. Staff are aware that they should request site assistance regarding manual handling and that they should not instruct students to manually handle goods or equipment.

15 - New and Expectant Mothers

A person specific risk assessment is conducted with the staff member concerned and any reasonable action necessary will be mutually agreed. Assistance may be required from Health & Safety and HR

16 - Noise & Vibration

Waverley Studio College will take reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or who are likely to be exposed to significant levels of noise, Hearing protection is provided. The school will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible.

17 – Risk Assessment

Risk Assessments in specific Faculties/Departments are the responsibility of the Head of Faculty/Department who monitor and review as deemed appropriate for the Risk.

Staff with the school have been trained to undertake risk assessments and risk assessments are in place, Risk Assessment training for higher risk areas within the school is being promoted and staff are involved in the risk assessment process where applicable. Risk Assessments re identified in curriculum documentation, Risk assessments ore reviewed annually, or where there is a significant change in circumstances, or more frequently if near misses or accidents/incidents occur. Staff are involved in the risk assessment process Risk assessments are held by FM.

18 – Training

A documented training plan is in place which is reviewed by the Health and Safety Coordinator to determine what health and safety training is required. Staff have received statutory and in-house training on health and safety, cg manual handling, risk assessments, Specific health and safety training relevant to on employee's area of work has been conducted. Records are retained to show training has been undertaken.

19 – Welfare

The workplace i clean and tidy; lighting in the workplace is reasonable and suitable toilets and washing facilities are available. Drinking water is available and there is an adequate supply of both hot and cold running water. Floors and traffic routes are kept clean, dry and are non-slippery. Windows can be opened and lower level windows can be safely cleaned.

20 - Wellbeing and Stress

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. The school also pays 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, he/she should inform the Headteacher without delay. After any absence, staff report to HR who completes a return to work form. Staff are encouraged to report any work related issues which are impacting on health.

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 LA's protocol, informing the police where appropriate.

Specific arrangements are in place to address wellbeing and work related stress. Stress and wellbeing have been addressed in compliance with the HSE Management Standards. Information about work related stress has been provided to employees. Factors which may suggest that there is a problem with stress related illness, eg high rates of absenteeism and poor performance are monitored by the Headteacher.

21 - Working at Height

Work at height is defined as a place where a person could be injured if they were to fall from it; even if it is at or below ground level. This includes access to and egress from the place of work, except by means of a permanent staircase. All work at height will be risk assessed and will be carried out by a competent person using the most appropriate work equipment which is properly inspected and maintained the school will avoid work at height wherever possible.

22 - Work Equipment

The school has a duty to ensure that there are arrangements in place to comply with the Provision and Use of Work Equipment Regulations (PUWER). The Headteacher will ensure that work equipment used by staff is suitable for the purpose and is in good working order. Equipment is assessed for suitability, sourced from appropriate suppliers and maintained in accordance with the manufacturer's recommendations.

23 - Young workers, Induction, Temporary workers, Agency, Shared users, Lettings

A young person is defined as anyone who is under 18 years of age. The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. This will include young people who are participating in work experience. Risk Assessments for all work activities will be carried out for young/inexperienced persons before they start work. All new starters (temporary, work experience, agency etc) will receive a suitable health and safety induction, There are occasional letting facilities within the school. The member of the senior team responsible for lettings ensures suitable Liability Insurance is in place and that the school's health and safety policy has been highlighted this senior staff member remains on site while the letting takes place.

24 – Lone working

A Lone Worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them and so a risk assessment is required.