



Excellence for All

HEALTH AND SAFETY POLICY

Introduction

Manor Green School is committed to managing Health and Safety effectively to protect our employees, Students and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset. We are working with Ellis Whittam, Health and Safety Consultants to meet our obligations.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety.

Our approach to managing Health and Safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do, but we can manage risk in such a way that exposure to hazards is controlled so far as is reasonably practical.

We recognise that Health and Safety will not be achieved by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of incident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually.

This Policy is an extract from the main hard copy policy held at the School

Guidelines

This policy contains the responsibilities of the various groups of persons affected by it and advised procedures on areas of specific need or risk.

Review and management of the policy

Review of Policy

This policy will be reviewed annually.

The Governing Board approved this policy on date: 3rd October 2018



Signed:

Chair of Governor



Signed:

Headteacher

1. Health and Safety Policy Statement

The management of Manor Green School recognises that it has a legal duty of care towards protecting the health and safety of its employees, Students and others who may be affected by the school's activities.

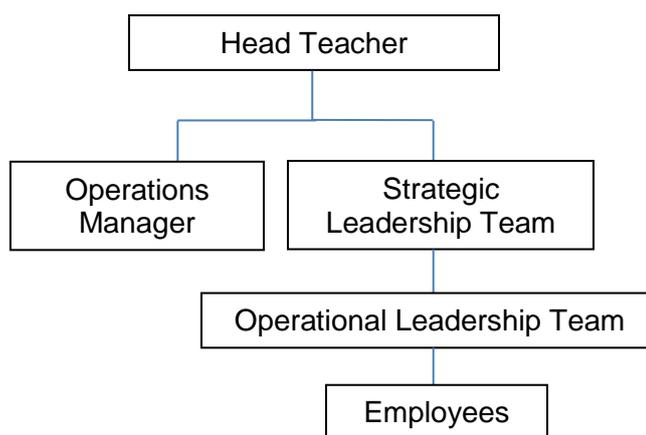
In order to discharge its responsibilities the management of the school will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reduce risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulation at International, National and local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that all can contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety matters
- Maintain our premises, provide and maintain safe plant and equipment
- Require contractors to demonstrate due regard to health and safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- Where risks cannot be eliminated they will be minimised by substitution, the use of physical control or, safe systems of work or as a last resort through use of personal protective equipment.

2. Health and Safety Responsibilities

It is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This section of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility in order to create a positive attitude and culture towards health and safety at Manor Green School.



2.1 The Governing Board

This policy shows how the Governing Board delivers its overall responsibility for Health and Safety.

In particular the Governing Board appoints one governor to monitor the implementation and effectiveness of this policy.

2.2 The Head Teacher

The Head Teacher has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the school but delegates the responsibility for implementation to the heads of department.

The Head Teacher will ensure that:

- a) Manor Green School's Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- b) A continuous improvement plan is created and shared with the board of governors in order to monitor progress against agreed targets
- c) Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements

- d) Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- e) A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- f) A system of communication and consultation with employees is established
- g) Effective training programmes have been put in to place
- h) An annual report on the safety performance of the school is presented to the board of governors

2.3 Operations Manager

The Operations Manager, as the person with special responsibility for health and safety will ensure that:

- a) The Board of Governors, the Head Teacher and the health and safety committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- b) Risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- c) Operational Risk assessments are regularly reviewed and any changes are brought to the attention of staff who may be affected
- d) They provide advice on health and safety training requirements
- e) Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the enforcing authorities
- f) They assist heads of departments in investigating and recording accident investigations
- g) Contact with external organisations such as the emergency services is co-ordinated
- h) The schedule of statutory examinations of plant, equipment and vehicles is maintained and Heads of Department are made aware of impending examinations
- i) Premises, plant, equipment and school vehicles are maintained in safe condition
- j) Adequate arrangements are in place to ensure the security of the school, staff, visitors and Students
- k) Adequate arrangements are in place for fire and first aid
- l) Welfare facilities are maintained in a satisfactory state
- m) Contractors engaged are reputable, can demonstrate a good health and safety record and are aware of relevant local health and safety rules and procedures
- n) Health and safety notices are displayed around the site as required

- o) School buildings and plant are maintained in accordance with the health and safety policy
- p) Records of servicing and maintenance are retained and kept up to date
- q) Safe systems of work are developed and implemented
- r) Risk assessments are completed, recorded and regularly reviewed
- s) They communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- t) They encourage staff to report hazards and raise health and safety concerns
- u) Statutory examinations are planned, completed and recorded
- v) Any safety issues that cannot be dealt with are referred to the Head Teacher for action
- w) Agreed safety standards are maintained particularly those relating to housekeeping

2.4 Heads of Departments

Heads of Departments will ensure that in their areas of control:

- a) Lead the implementation of our Health and Safety Policy
- b) Supervise their staff to ensure that they work safely
- c) Completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the School are implemented, that this is then translated into written safe methods of working practice
- d) Safe systems of work are implemented
- e) Inform Students, staff and visitors as to their own personal safety and make sure they are aware of the health and safety procedures in place
- f) Risk assessments are regularly reviewed
- g) Accidents, ill health and near miss incidents at work are investigated, recorded and reported
- h) They communicate and consult with staff on health and safety issues
- i) They encourage staff to report hazards and raise health and safety concerns
- j) Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- k) Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- l) Equipment is maintained in a safe condition

- m) Statutory examinations are planned, completed and recorded
- n) Personal Protective Equipment (PPE) is provided and worn by staff and Students when necessary, and that staff and Students are fully instructed in its use and appropriate deployment
- o) Any safety issues that cannot be dealt with are referred to the Operations Manager for action
- p) Agreed safety standards are adhered to
- q) Health and safety rules are followed by all

2.6 Employees

Employees must:

- a) Take reasonable care of their safety and the safety of others affected by their actions
- b) Observe the safety rules
- c) Comply with the health and safety policy
- d) Conform with all written or verbal instructions given to them to ensure their personal safety and the safety of others
- e) Dress sensibly and safely for their particular working environment or occupation
- f) Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- g) Use all safety equipment and/or protective clothing as directed
- h) Report all accidents to their supervisor whether an injury is sustained or not
- i) Attend as requested any health and safety course
- j) Familiarise themselves with the fire evacuation procedure and the position of all fire equipment and fire exit routes
- k) Maintain all equipment they use in good condition and report defects to their supervisor
- l) Report any safety hazard or malfunction of any item of plant or equipment to their supervisor or the Facilities team
- m) Avoid improvisation of any form which could create an unnecessary risk to their personal safety and the safety of others

2.7 Students

Students must:

- a) Co-operate with school staff on all matters relating to their own and others health and safety

- b) Not interfere with anything provided to safeguard their own health and safety
- c) Take reasonable care of their own health and safety, and report all health and safety concerns to a teacher

3. Arrangements

3.1 Fire

- a) Escape routes and exits are checked by the Operations Manager
- b) Alarms are tested weekly by the Operations Manager
- c) Termly fire drills are carried out by the Operations Manager

Please refer to separate emergency procedures documentation.

3.2 First Aid

- a) First Aid boxes can be found at various locations around the school
- b) The accident book is located in Reception
- c) The person responsible for RIDDOR reporting is the Facilities Manager

3.3 Building, Plant and Equipment

- a) The person responsible for maintenance of plant and equipment is the Operations Manager
- b) The automatic doors and hoists are subject to tests every six months
- c) The kiln to yearly tests
- d) All electrical items are PAT tested yearly and should have an identifying label to show the latest test

3.4 School Health and Safety Representatives

We recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for, and carry out, their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Board.

3.5 Asbestos

The school was built in 2010 and therefore all structures due to their age are free from asbestos.

3.6 Risks Assessments

Risk assessments will be undertaken by;

Classroom:	Department Heads
Maintenance:	Operations Manager
Cleaning:	Cleaning Contractor
Educational Visit:	Educational Visits Coordinator

Fire: Operations Manager

Persons undertaking risk assessments must be trained. Training is available from the Operations Manager

A General risk assessment is held and co-ordinated by the Operations Manager.

3.7 Safe handling and use of substances

The person responsible for undertaking COSHH risk assessments and obtaining data sheets is:

Maintenance:	Operations Manager
Cleaning:	Cleaning Contractor
Catering:	Catering Contractor
Classroom:	Department Heads

3.8 Work Experience

The School complies with the 1997 amendment to the Management of Health and Safety at Work Regulations 1992, which requires it to assess the risks to young people undergoing a work placement as a consequence of their inexperience, lack of awareness of risks, or immaturity. It is the responsibility of the Assistant Head teachers to carry out such an assessment.

3.9 Contractors

The Operations Manager is responsible for the management and co-ordination of contractor's health and safety.

3.10 Health and Safety Monitoring

The Operations Manager will carry out regular inspections and checks.

Ellis Whittam will carry out regular audits of Health and Safety processes within the school.

3.11 Maternity Risk Assessment

The school recognises the possibility of additional risks specific to staff members' conditions. Those members of staff who become pregnant should notify their manager, in confidence, in order that their work and environment may be appropriately assessed for additional risk.

Risk Assessment forms for expectant mothers are available via the HR.

Maternity Risk Assessments will be carried out by the HR Officer following guidance.

3.12 Bomb Threats

Bomb Threats procedures are contained in the Critical Incident Plan.

3.12 Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Additional procedures are contained in the Critical Incident Plan.

3.13 Communication of Information

The Operations Manager will ensure that systems are established so that staff and Students are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the staffroom.

Health and safety advice is available from the Senior Leadership Team and the Operations Manager.

3.14 Security and Visitors

All visitors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge. It is the responsibility of all staff to challenge anyone not wearing a badge and to escort them back to Reception so that they can sign in and collect their badge.

All exterior contributions to safety and security of staff and Students will be maintained and checked e.g. the perimeter fencing which is examined at regular intervals and adequacy of external lighting for outdoor spaces including the car parks.

3.15 Critical Incident Management

Critical Incident Management is contained within the Manor Green School Critical Incident Plan.

3.16 Manual Handling

The school will ensure that:

- There is no lifting wherever possible and in relation to the handling of students with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.
- Manual handling assessments are carried out for activities that:
 - pose a foreseeable risk or injury
 - cannot be avoided
 - cannot be mechanisedand consider the risks to students and employees.
- Adequate information and training is provided to persons carrying out manual handling activities, including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken
- Employees are properly supervised
- Where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work

- Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- Wherever possible, the school will conduct the risk assessments of students with special needs before they attend and the school should seek to receive information on students in advance.

Techniques of risk reduction will include:

- Mechanical assistance
- Redesigning the task
- Reducing risk factors arising from the load
- Improvements in the work environment
- Employee selection

No member of staff will be required to lift any item that they do not feel confident lifting without risking personal injury.

Moving and Handling Students

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheelchair to toilet, or a seat, or a vehicle, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help inform the procedures for that student's needs. Procedures should be developed with the student or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

All staff should adopt the same handling techniques when assisting students with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of students are presented.

4. Associated Policies and Guidance

Health and Safety Policy produced by Ellis Whittam LTD (Hard Copy)
 Evacuation Policy
 First Aid Protocol
 Premises and Security Policy
 Critical Incident Plan