



Health and Safety Policy

Adopted by Governing Body: 07.12.09

Reviewed by Governing Body: 08.06.21

Cycle of Review: 1 year

Statutory Policy: Yes

A list of current first aiders can be found on the Health and Safety noticeboard in the staffroom.

**HEALTH and SAFETY POLICY
With ARRANGEMENTS**

1. THE STATEMENT

1.1 General Requirements

The Governors of Pitcheroak School School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/ Ratified by:	Signature	Date
Chair of Governors		
Health and Safety Governor		
Headteacher		
Deputy Headteacher		

This statement can be viewed via the School's website <https://pitcheroak.worcs.sch.uk/statutory-information/policies-documents/>

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasion seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 amended 2006,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992 as amended,
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002).

1.7 Acknowledging Responsibility

A copy of the Policy is posted on the Health and Safety noticeboard in the staffroom.

All staff are aware that the full Health and Safety Policy is available on the school's website. During the induction process all new staff sign to state that they have received induction on H & S matters.

2. THE ORGANISATION

2.1 Who to include

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school.

- The Local Authority
- The Governors
- The Headteacher
- The School Safety Officer*
- Phase Leader and Subject Co-ordinators in areas of particular risk ie. Art, Design and Technology (including Food and Textiles), Drama, Physical Education and Science.
- Other Teaching and non teaching staff
- Caretaker
- Cleaners
- First Aiders
- Contractors and visitors
- Any other persons who may have been given specific responsibilities for any aspects of health and safety, eg. Minibus Drivers or Lunchtime Supervisors.

* NB. The term Safety Officer is preferred to avoid confusion with the LA's Health and Safety Advisor or Trade Union Safety Representatives. The School Safety Officer is usually a senior member of staff and in large schools this will often be one of the responsibilities of the Administrative Manager / Bursar (if appointed) or a Deputy Headteacher. If nobody else is specifically appointed, the Headteacher assumes this role. In small schools this is often the case, but there is no reason why it should not be delegated to a

Deputy Head or other suitably experienced member of staff, but they will need to have sufficient authority to influence the practice of all other staff. In general, the role of School Safety Officer should not be undertaken by members of the governing body as it needs someone with an involvement in the day to day running of the school.

Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services (in Community or Controlled schools)

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Pitcheroak School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.

- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the the Reporting of Incidents, Diseases and Dangerous Occurances Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.

- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.4 Phase Leaders / Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their departments or subject areas.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a key stage /subject safety policy and revising it as necessary.

(Exemplar material is produced by subject associations or by CLEAPSS for Science.)

- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring the use of eye protection, restricting use of 'teacher only' machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other teaching and non teaching staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the Key stage or subject safety policy. (This includes staff working in the Arts, Drama, Music, Design and Technology, Outdoor Learning, Physical Education or Science).

- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Phase Leader, Subject Lead to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.6 The Caretaker is responsible for:

- a) Ensuring that he is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including grounds maintenance staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under his direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (eg. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, chemicals etc.).

- k) Ensuring that all health and safety regulations are adhered to when the school is let out and other people using the premises know their responsibilities for evacuation.

2.7 The First Aider(s) are responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and First Aid supplies are kept separately.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff /union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.9 Catering Manager (employed by Baileys) is responsible for:

- a) Ensuring that she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the The Food Safety and Hygiene (England) (Amendment) Regulations 2014 and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

At Pitcheroak we employ a catering company called 'Baileys'. The company have their own safety policy and risk assessments.

3. THE ARRANGEMENTS

3.1 Access and Egress

The Caretaker will clear leaves, ice, snow, obstacles, on a daily basis from main routes into school, to prevent obstruction of Fire exits and other exits from school. The Caretaker will also check on a daily basis the perimeter of the school and when required all surfaces to determine whether they are hazardous. If necessary he will remove broken glass, cans, heavy objects, stones or potential missiles. Surfaces that are assessed to be slippery are to be coned off with appropriate signs until the fault /defect /spillage has been cleared.

Slips, Trips and Falls

See Good Housekeeping. See Personal Protective Clothing. The Caretaker will make regular inspections of flooring throughout the school.

Good Housekeeping

Clutter is a major cause of accidents. All staff should endeavour to keep all corridors free from hazards and must store equipment safely. At no time should electric cables cross corridors, walkways or emergency exits. If there is no alternative then the cables must be taped down and covered.

Cleaning

Warning signs must be put up around any wet or slippery areas and if necessary the area needs to be cordoned off.

3.2 Accident reporting, recording and investigation

All accidents of staff, visitors and pupils are to be recorded in the school's accident log which is located outside the main office. Those accidents which require a RIDDOR (the criteria for a RIDDOR can be found within the accident book) must be reported to the Headteacher who in turn will report to the Health and Safety Executive and the Local Authority. Where necessary, parents/ carers or other persons should be notified of the accident.

A RIDDOR is required in the following circumstances only:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - o Covers more than 10% of the body
 - o Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:

- o Leads to hypothermia or heart-induced illness
- o Requires resuscitation or admittance to hospital for more than 24 hours

Over seven day injuries

These are injuries to workers that aren't specified injuries, but are the result of an accident at work.

If the individual – whether they're an employee or self-employed – is away from work or unable to perform their normal work duties for more than seven consecutive days as a result of the injury, then it should be reported. This seven day period doesn't include the day of the accident, but does include weekends and rest days. The report must be lodged within 15 days of the incident.

Over three day incapacitation

Accidents that result in a worker being incapacitated for more than three consecutive days must be recorded, but not reported.

Please see a member of Senior Leadership Team in the first instance to complete a RIDDOR form

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher, Deputy Headteacher or Assistant Headteachers are may be responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil /student until they reach the age of 21.

3.3 Contractors (Management of)

Occasionally we have building contractors and workmen working on the premises. The following conditions should apply:

1. The contractor should consult with the Caretaker and Headteacher before and after the work commences to ensure that the work does not interfere with the normal running of the school or pose any Health and Safety risks.
2. All contractors working in school should sign in at the main office and an identification badge will be issued with a coloured lanyard depicted their status (red = supervised etc)
3. During major works the contractors should provide toilet facilities outside the school buildings.
4. Contractors must be aware that tools and equipment should not be left lying around unattended.
5. Contractors are selected, quotes are obtained and the most appropriate quotation is accepted. All contractors with either be Chas, Safe Contractor or Acclaim registered.
6. DBS checks will be obtained from contractors if they are working in the building whilst pupils are present.
7. Any concerns should be immediately reported to the Headteacher for action.

3.4 Contractors (Management of Asbestos)

The Asbestos Register is available for all contractors to check and sign prior to commencing work.

A copy of the Asbestos Register is available at all times at Reception. It is not on display as we do not advertise the fact we have Asbestos in school.

Contractors must sign the Asbestos Register to confirm that they have checked the register and confirm that there is no asbestos in the building structure prior to intrusive work being carried out.

Only specific contractors from the Property Resources list are allowed to work with asbestos. For further guidance refer to WCC's asbestos policy or contact PR Associates, Pershore who complete inspections at Pitcheroak for further advice.

3.5 Contractors and Visitors on Site (Arrival on site)

All Contractors must sign in and out at Reception. All Contractors must wear a visitor's badge whilst they are in the building or on site. Health & Safety details are detailed on the 'Sign in app' and every visitor has to electronically read and sign the Health and Safety declaration.

Visitors read and sign the following declaration upon entry into school. Visitors are also emailed a copy when an email address is provided:

Safeguarding

You must report any concerns to one of the designated safeguarding leads. A copy of their contact details will be emailed to you.

Health & Safety (inc Asbestos)

You are required by law to read and sign the asbestos register before any works taking place. This is available in the main school office upon request. It is the responsibility of the contractor to understand the document.

Smoking or vaping is PROHIBITED anywhere inside the school buildings or within a 50-metre area of the school site.

Upon hearing the fire alarm, visitors should follow instructions from the member of staff that they are with and if instructed assist in the evacuation of pupils. The evacuation area is on the Key Stage 4 playground.

Mobile Phones

Whilst on our school site we ask that you do not use your mobile phone at any point. If you need to use your mobile phone, please speak to a member of staff and they will direct you to a suitable location in the school.

Data Protection

We, Pitcheroak School, are the 'data controller' for the purposes of data protection law. Sign In App Ltd is the 'data processor' on behalf of the 'data controller'. We hold the information we collect on this system for a maximum period of 5 years to comply with our legal obligation to safeguard our staff, pupils, and visitors. This includes:

- Full Name
- Telephone Number
- Email Address
- Photograph
- Car Registration
- Signed agreements

By continuing to sign into this system, you consent to 'Pitcheroak School' processing your data in line with the above notice.

Photographs of the DSL's are on display in the main reception area. Contractors will not be allowed to commence work without the permission from the Headteacher or Caretaker. This will ensure that the Contractors are given all necessary health and safety information before they commence work.

Contractors on Site (Construction Works)

Any building Contractors must fulfil the role of Principal Contractor or Principal Designer for CDM Regulations (2015) and provide the School with all necessary Health and Safety Documentation as part of the Construction Phase Plan prior to commencing work on site. The contractor will retain all responsibility for the implementation and adherence to health and safety regulations.

3.6 Control of substances hazardous to health (COSHH) - including radiation

Contractors will not be allowed to commence work without the express permission of the Headteacher or Caretaker. This will ensure that the Contractors are given all necessary health and safety information before they commence work.

All substances hazardous to health are classified under the Control of Substances Hazardous to Health regulations (COSHH). Any departments using such substances needs to:

- a) Keep a list of all chemicals in use.
- b) Carry out a risk assessment to cover the way the product is to be used.
- c) Have a first aid strategy for spillage, swallowing or bathing eyes.
- d) If the perceived risk is too great then determine whether a safer substitute is available.

The LA provides COSHH risk assessment templates. These are completed by the caretaker. Only one supplier is used to keep COSHH products to a minimum. A copy of the risk assessments and data sheets are available from the school. The caretaker ensures all products are kept in lockable cupboards.

3.7 Defect reporting procedures

Any defects around the building must be reported to the Caretaker who will ensure they are dealt with. All incidents should be reported to the Caretaker. If it is something the Caretaker cannot deal with then additional help will be sought by the external advisors. Health and Safety defects are reported and addressed through the Finance and Premises Sub-Committee. The Committee meet regularly throughout the school year and report to the Governing Body.

All defective items are taken out of use immediately.

3.8 Display screen equipment (DSE)

- The school abide by the The Health and Safety (Display Screen Equipment) Regulations
- All staff who are classed as DSE “Users” are given information in there safe use. This is undertaken by all relevant staff, as part of their induction. A self assessment refresher is completed every 3 years.
- DSE self assessments for all staff members using a display screen equipment have been completed and are reviewed every 3 years or sooner if changes to equipment or location occur.
- The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- The Headteacher conducts DSE assessments; copies of which are kept on staff personnel files.
- DSE users are advised that they are entitled to a free eye sight test every 2 years and £40.00 towards the cost of new spectacles.

3.9 Electricity at work

- Hardwiring checks are conducted every 5 years by WCC.
- Items are PAT tested every year by PAT SAFE during the summer holidays.
- The Caretaker keeps the PAT testing records.
- Out of order stickers are used for items which do not pass a visual or actual PAT test.
- Please see 3.7 for defect reporting procedure.

3.10 Fire Precautions and Emergency Plans

The school has a written Business Continuity Plan. All members of the Senior Leadership Team have a copy of this as a hard copy. There is a seperate Fire Risk Assessment in place.

Fire Alarms

The fire alarm is tested once a week by the Caretaker from different call points before school. Records of these tests are available from the Caretaker.

Fire Appliances

An annual inspection of fire extinguishers is carried out by a fire service contractor.

Fire Evacuation and Fire Drills

- Fire drills are held regularly at least once every year and recorded (these are timed).
- All Emergency Exits are marked with Green signs and Running Men.
- All fire alarms are protected by STI Stoppers.
- Fire drills are agreed and planned by the Headteacher.
- Fire Drill Procedure is that when the fire alarm sounds, all staff and pupils make their way calmly onto the Secondary playground assembly point.
- Staff who are not class based are all aware of the role that they play in the fire drill process.
- A fire register has been set up in Scholarpack to ensure a register can be produced instantly.
- The receptionist will greet any emergency services with a plan of the school site, showing the main features of the building – water hydrant, main gas and electricity sources and fire location.

Fire Risk Assessment

A Fire Risk Assessment is carried out on a regular basis by independent reviewers. The Fire Risk Assessment is available from the school and reviewed by the Finance and Premises Sub-Committee. The Headteacher ensures all recommendations are put into place.

3.11 First Aid and Medication

First Aid

First Aid Boxes are situated in various locations around school and are checked regularly. Currently they can be found in the:

- Main Office
- Food Technology Room
- 6th Form
- Science Room
- Art Room
- School Kitchen
- Caretaker's Office

First aid kits should be taken on off site visits where there would not be one at the venue.

* A sterile mouth guard for Emergency Resuscitation is available from the Medical room.

Emergency Spillage kits (for blood spillages and other body fluids) are available from the main office and stored in the admin corridor cupboards. All staff are able to use these kits with appropriate Personal Protective Equipment such as an apron and disposable gloves.

First Aiders are responsible for checking and re-stocking the first aid kits.

The office staff will call an ambulance if one is required in school. The ambulance will be met outside school and the paramedics will be escorted into school to the correct location.

The office staff will contact the parents/ carers to advise them of the emergency. Arrangements will be made for the parents/ carers to meet the child at the hospital.

The child will be accompanied to the hospital by a member of staff. The member of staff will remain with the child until the parent/ carer arrives at the hospital.

A list of staff trained in first aid can be found on the H & S noticeboard in the staffroom and are highlighted on the class lists in green.

3.12 Covid 19

The hazard has been recognised and the risk to staff and pupils has been evaluated. Please see appendix for the COVID-19 risk assessment on the website for the most up to date guidance.

<https://pitcheroak.worcs.sch.uk/wp-content/uploads/2021/03/Risk-Assessment-Addendum-updated-20.03.21-1.pdf>

Medication

Daily medication is administered by nominated members of staff who have been specifically trained. There will be occasions (day trips /residential visits) when other staff could be asked to administer medication with consent from parents/ carers. This is a voluntary activity for staff and no member of staff should be required to administer routine medication if they do not feel comfortable about doing so. Staff should not administer un-prescribed 'off the shelf medicines' as these could react with other prescribed medication. There is a common law duty on all staff to act as any reasonable parent/ carer would in an emergency. This may, in exceptional circumstances, lead to the administration of prescribed medication.

The school has adopted guidance for Worcestershire Schools: Supporting children with medical difficulties (including those who cannot attend school) https://pitcheroak.worcs.sch.uk/wp-content/uploads/2021/01/Supporting_children_with_medical_difficulties-WCF.pdf

3.12 Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available/ given to teachers/ non-teaching staff/ pupils, governors and visitors as follows:

Employees

Information about off-site visits is held electronically on the 'V' drive for all staff to access. Guidance can also be sought from the Educational Visits Co-ordinator.

All off-site documentation is available to staff on the school intranet. Staff are informed about the existing information held on site through the Staff Handbook (an electronic copy is on the school's 'V' drive), Induction process (completed by the Headteacher and Deputy Head) and through Risk Assessments.

Staff complete their own risk assessments for classroom activities and activities they are responsible for. Risk assessments for premises related issues are completed by a competent person and for individual staff who require a risk assessment. The Headteacher updates the Staff Handbook on an annual basis or as required.

Health and Safety information is disseminated to staff through staff briefings and by memo or email. Health and safety issues are discussed and minuted at SLT, Staff and Key Stage meetings. Health and safety issues are discussed at the Finance and Premises Sub-Committee meetings and reported back to Governors.

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through lessons, Circle Time and assemblies.

Visitors/ Contractors

The Headteacher or Caretaker will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit. Contractors are made aware of the location of the Asbestos Register and are required to sign it. Health and safety information is given to visitors on the reverse of the visitors badge. All visitors are required to sign in at Reception.

Governors

Governors are advised of any existing and new health and safety information at the Finance & Premises meeting where health and safety is a standard agenda item.

Trade Unions

The Headteacher will ensure that Trade Union health and safety representative are informed of new health and safety information (See section on trade union).

3.14 Kiln

There is no kiln at Pitcheroak School.

3.15 Lettings

There are no lettings at Pitcheroak School.

3.16 Lifting equipment (including lifts and hoists)

There is no lifting equipment at Pitcheroak School.

3.17 Lone working and Personal Safety

Pitcheroak School has a 'Lone Worker Policy' that is available on the school's website. All staff are encouraged to leave the building by 5.30pm when the Caretaker locks up. The Caretaker will be aware of any staff in the building after this time.

Staff coming into school in the holidays will notify the Caretaker, Headteacher or Office Manager as appropriate.

3.18 Maintenance/ Inspection of equipment

PE Equipment

Sportsafe check the PE equipment on a regular basis. Any recommendations are reviewed and carried out.

Fire alarm and smoke detection

Are inspected by Fire Sec.

Emergency lighting

Are inspected by Fire Sec.

Fire extinguishers

Are inspected by Fire Sec.

Play Ground Equipment

Weekly Playground equipment checks are carried out by the Caretaker. A record of the checks is kept by the Caretaker.

Tyre Checks on minibuses

Tyre pressure on the school car are carried out on a weekly basis by the Caretaker and any maintenance work is carried out by Hogan Brothers Garage in Redditch.

Record Keeping

The school uses Spa Gas which covers the regular inspection of the boiler, water heaters and central heating system.

3.19 Manual handling

Manual Handling regulations cover all aspects of lifting or moving either heavy objects or lifting pupils. Risk assessments should be undertaken for all such activities. All auxiliary staff complete manual handling training online. Staff who need to lift children receive training.

Care & Control Incorporating Positive Physical Intervention

Please see <https://pitcheroak.worcs.sch.uk/wp-content/uploads/2020/12/Positive-Handling-Policy-May-2019.pdf>

3.20 Minibuses

We have 3 Local Authority minibuses at the school. These buses are for use in the school day by the school as well as morning and evening transport. Only staff who have completed the Local Authority minibus driver assessment test will be able to drive the minibuses. A refresher test takes place every 3 years with the Local Authority, arranged by Karen Perks. All 3 buses are checked and maintained by the Local Authority.

The school has a school car (a people carrier) which it owns. The school car has a weekly tyre check and is serviced and an MOT carried out annually. The Caretaker monitors the vehicle and reports and defects. All defects are checked by a garage. All journeys on any of the vehicles require the driver to do a pre-visual check and record this on the correct documents which are on the vehicles. There is always at least one member of staff in addition to the driver in the vehicle who is responsible for supervising the pupils.

3.21 Monitoring Arrangements

The Local Authority Health & Safety Officer carries out audits of health and safety across the school. Regular visual inspections are carried out by the Headteacher and Caretaker. The Governor with

responsibility for Health & Safety carries out regular visits and reports any findings to the Headteacher and subsequently to the Governing Body.

The Headteacher monitors the results of any inspection reports and raises any issues with the Governing Body as appropriate. The Health and Safety Policy is reviewed every year by the Headteacher and the Finance & Premises Committee.

Headteacher

The Headteacher reports to the Finance and Premises Committee on a termly basis.

Governors

The Governor with responsibility for Health & Safety reports Health & Safety issues to the Finance & Premises Committee of the Governing Body which meets regularly. All Health & Safety issues are reported to the full Governing Body by the Finance & Premises Committee on a termly basis.

Risk Assessment

All activities in school or off-site should be assessed and if they are considered to be a potential risk or hazard then staff should write a Risk Assessment a copy of which should be kept in the Offsite Forms folder in the main office.

Safety Inspections

All staff are required to undertake inspections of their classrooms and teaching areas as appropriate. Issues are discussed with the Headteacher who will respond if appropriate to the Finance & Premises Committee and then to the full Governing Body as appropriate.

3.22 Noise at Work

This is not applicable to primary schools. As Pitcheroak School has pupils in the primary department, this is not applicable.

3.23 Off-site and Educational Visits

The school Educational Visits Co-ordinator is a subject teacher. The Off-site Visit Documentation is available via the school's shared server. A detailed procedure for planning and undertaking trips and visits is on the 'V' drive –'administration' –'trips and visits'. Whenever possible staff should use school minibuses to transport pupils. Pupils should only be transported in staff cars in exceptional circumstances, and only if the member of staff has full insurance cover for business use. It is also advised that an escort is also in the vehicle. All staff driving school vehicles must hold a current Worcestershire Approved Drivers permit which involves an assessment every three years. Drivers and escorts are responsible for the safety of the pupils on the vehicle and should make sure they follow the guidance in

The Code of Practice for Transport of pupils. (WCC) Drivers should take great care when loading, unloading and manoeuvring vehicles on the school grounds. The School uses Evolve Software to set up visit requests and requirements and forwards this information onto the school's EVC for approval. Enrichment Forms are discussed at SLT on a fortnightly basis for approval in the first instance. The School has taken out off site insurance cover through the Local Authority.

3.24 Outdoor Play Equipment

The school has playground equipment on the front KS2 and KS3 playgrounds. Weekly playground inspections are carried out by the Caretaker.

Individual risk assessments have been carried out for the Early Years playground, KS2 rear Playgrounds and KS3 Playground.

Playground Safety and Supervision

The school has 6 identified play areas for pupils that are supervised at morning break by teaching and non teaching staff and at lunchtime by a combination of Lunch Time Supervisors, teaching staff and non teaching staff. All play equipment is inspected by the Caretaker.

3.25 PE equipment

Inspections of the PE equipment are carried out by Sports Safe. The gymnasium equipment (the wall bars etc) must only be used when a PE specialist teacher is with the pupils. The PE specialist will oversee the equipment being put out. The following recommendations should be followed in order to ensure the safety of all those participating in P.E lessons and any extra curricular sporting activities.

1. All jewellery to be removed.
2. Long hair to be tied back.
3. Appropriate clothing to be worn, including footwear.
4. Instructions to be given in the setting out and putting away of games/ equipment with special care taken with the Vaulting Box
5. Extra care is essential when Athletics is undertaken and UK Athletics regulations should be followed at all times. See afP.E (BAALPE) Handbook for further information.
6. Instructions to be given for the lifting, carrying and setting down of all equipment.

Ensure pupils :

- Bend their knees
- Keep a straight back
- Use legs to lift up
- 2 people at a time to lift large pieces of equipment (more if necessary)

Should an accident occur follow the following procedure :

1. Minor injuries - such as blisters, cuts, grazes, bruises to be treated by a First Aider. Then report in accident book
2. More serious injuries – such as sprains, strains and nose bleeds, to be treated by a First Aider.
3. Serious injuries – including bumps on the head (with or without bleeding), spinal injuries, broken bones, asthma, epilepsy and diabetics. Immediate action must be taken, following this procedure. Use TA's as applicable to take charge of a group e.g., they may be able to return rest of group back to their classroom or changing rooms in order to remove rest of the pupils.

- a) Stop the lesson
- b) Sit the group down (if inside) and away from the casualty. If outside stand away from casualty.
- c) Send for help - designated first aider
- d) DO NOT give anything by mouth

Suspected injuries – Main office to call for an ambulance

Spinal Injuries

Telephone 999 (112 on mobile)

1. DO NOT move the casualty, support head and neck so casualty cannot move.
2. Advise casualty not to move and reassure that it is a precautionary measure.
3. Support limbs/body with rolled jumpers/towels etc to stop any movement.

Broken bones

1. If arms, casualty will hold in a comfortable position. Reassure and treat for shock. If able to move then take pupil into school. Arrange for urgent review at Minor Injury Unit or A & E.
2. If legs, leave casualty where they are and send for help. Contact 999. Keep warm, treat for shock.

Bump on the head

Suspected concussion:

1. Send for a First Aider.
2. Monitor (do not leave alone).
3. Contact Nurse/ Office about advising to go home and visit doctors.

Serious head injury

1. Get help – contact SLT/ Nurse, Telephone 999 (112 on mob)
2. If suspected fracture - fluid from ear, nose or plates moved on head –GET URGENT HELP. 999/112. Treat for shock. Keep an eye on breathing, pulse and responsiveness. Time every change if possible.
3. If bleeding apply dressing if you can do it without moving the child.
4. Keep warm, treat for shock.

Asthma

1. Pupils should have their own medication and care plan. Get them to take medication in line with care plan. X number of puffs over 1 minute.
2. Sit casualty up and slightly forward to ease breathing. If it is better within 10 minutes = ok.
3. If no better – repeat – X number of puffs over 1 minute (through spacer if possible). If it is better in further 10 mins = ok.
4. If no better – repeat – X number of puffs over 1 minute (through spacer if possible) CALL THE AMBULANCE.

Epilepsy

1. Move everyone else away.
2. If available and if enough time put a mat, blanket or large towel down to protect whilst fit is occurring.
3. Let them get on with it.
4. Time how long it lasts and when they come around monitor airways and breathing. If in doubt send for Nurse/ First Aider.
5. Reassure and arrange for pupil to go home if necessary.
6. Pupils on specific medication will each have a care plan and individual staff trained will be aware of care plan.

Diabetes

1. Medication in medical room i.e. blood kits and emergency food etc.
2. All hypos must go to Nurse/ designated first aider to be recorded.
3. Epi Pen – for children with allergies epipens are kept locked in medical room.
4. If trained – use it, if not get someone who is!

All accidents to be reported in the accident book and appropriate forms to be completed

All staff work to the codes of practice as outlined in BAALPE handbook. The BAALPE document is kept in the PE store cupboard and is available to download from the Internet.

All staff must teach safety to pupils and teach subjects in a safe and appropriate manner. Any queries or uncertainties staff should consult the BAALPE document or liaise with the PE subject co-ordinator (Michael Wright/ Ciaran Kelly).

Primary pupils may use classrooms as changing areas or the changing room within the hall. Secondary pupils use the designated changing rooms. Trainers are required for all outside activities and bare foot for gymnastics and dance, unless there is a medical reason for footwear being required.

Transport to sporting venues is usually provided by school or Local Authority minibus. Risk assessments must be completed for each physical education facility taking into account the range of physical activities

to take place, incorporating the equipment to be used. (Use standard WCC risk assessment form). Risk assessments will be updated as necessary.

3.26 Personal Protective Equipment

Personal Protective Equipment (PPE) is provided free of charge for:

- Caretaker (ie footwear, goggles, protective gloves and appropriate clothing)
- Lunch Time Supervisors are provided with tabards
- Cleaners are provided with protective gloves, goggles and tabards
- All staff for spillage clean-up equipment

Protective Clothing

- All kitchen staff wear protective clothing and footwear provided by the catering company 'Baileys'.
- The Caretaker may choose to wear protective clothing and footwear provided by the school.
- Pupils on work experience must wear protective clothing and footwear if the activity warrants this.
- Protective goggles must be worn by staff and pupils in Science and Design and Technology lessons when undertaking hazardous activities
- Staff attending to First Aid incidents may choose to wear PPE which is available in school

3.27 Pond - There is no pond at Pitcheroak School

3.28 Risk Assessments

Staff undertake risk assessments for all activities which present a significant foreseeable hazard. The risk assessments carried out by staff will be kept on the 'V' drive and/or within appropriate subject areas e.g. PE and Science.

The Headteacher is responsible for ensuring staff undertake risk assessments. Risk assessments for staff with any medical problems or expectant or new mothers is undertaken by the Headteacher. Risk assessments carried out are on staff personnel files.

Every off site visit is risk assessed. The risk assessment for off site visits is discussed and monitored by the Educational Visit Co-ordinator and the Headteacher. Risk Assessments are periodically reviewed by the appropriate responsible staff. All off site visits are risk assessed following procedures in the School Trips & Visits Policy.

3.29 Smoking

The site is a 'NO SMOKING SITE' and staff are advised to smoke 50 metres away from the school's boundary.

3.30 Playing fields

During the appropriate season the sports field is cut regularly by the Council. Visual inspections of the sports field are carried out by the PE teacher and additionally by any member of staff taking pupils out onto the field as part of the Risk Assessment process.

3.31 Staff Consultation /Trade Unions

See general policy statement at beginning of the Health & Safety policy.

Any member of staff who has a concern about issues relating to Health and Safety should express them to either the Headteacher, the School Safety Officer, a Trade Union representative, or direct to Sandra Sandon, Health & Safety Advisor, Worcestershire County Council, 01905 846802. The Health and Safety Law Poster is on display in the Staff Room.

3.32 Stress and Staff Wellbeing

There is a 'Staff well-being policy' at Pitcheroak School.

Expectant mothers are encouraged to report as soon as possible so that a risk assessment can be carried out as outlined in 3.28 above.

Staff have the use of a Staff Room where they can take their breaks.

The school subscribe to the Employee Assistance Programme that offers a free support service for the employee and their family such as practical, support through divorce or cancer diagnosis. The telephone number is a free service 0800 328 1437.

3.33 Swimming lessons (Public Pool)

Swimming lessons are held at The Abbey Stadium, Redditch.

Swimming sessions are heavily staffed and include qualified swimming instructors. The swimming pool use fully qualified life guards.

3.34 Swimming pools /hydrotherapy pool (School's Own)

Pitcheroak School does not have a swimming or hydrotherapy pool.

3.35 Training and Development related to Health and Safety

The Caretaker is COSHH trained. The Head teacher is responsible for CPD. The Headteacher ensures that all staff requiring Health & Safety training do so at the necessary time. Additional Health & Safety training will be highlighted and the appropriate member of staff will attend. Some Health & Safety

training will be carried out at school i.e. fire warden training, Team Teach training. Health & Safety training is part of induction for all new staff. Inductions are coordinated by the Head teacher who is responsible for CPD.

3.36 Vehicles on Site/ car park arrangements

Minibuses and vehicles

The majority of pupils are transported to and from school by contracted vehicles. All vehicles come on to the Secondary Playground and visitor car park. All pupils disembark on the Secondary Playground and are escorted into and out of school via the fire exit doors in Key Stage 4.

At 3pm all pupils go to their designated vehicles with staff from Pitcheroak and are handed over to the escorts on the transport. All pupils exit the building by pre-determined exit routes. Buses owned by the Local Authority are serviced and maintained in negotiation with the maintenance depot; see 3.20.

The school's people carrier is serviced and maintained by the school and is the responsibility of the Caretaker. See section 3.20.

All minibus driver assessments are co-ordinated by the Head teacher who has responsibility for CPD. Reassessments take place on a regular basis; see 3.23

Students that are collected by parents/ carers go to the front gate entrance/ exit on the Key Stage 2 playground.

Car Parking

The school has 2 car parks. All staff are encouraged to park in the main large car park which is away from the main building. Parking is very limited across the car parks.

Deliveries

Delivery drivers are asked to avoid the very busy times of the school day i.e. 8.45-9.15am and 2.45pm – 3.15pm. Deliveries are by the exit/entrance door near the main kitchen unless other arrangements are made.

3.37 Violence to Staff / School Security

Should an incident occur where it is deemed that there is an actual threat to personal safety of school employees. The Headteacher will take any necessary precautions to instigate the school's formal procedure to withdraw permission to enter the school premises.

Violent Incident Reporting

All intentional incidents by pupils should be recorded in SLEUTH. All staff are trained in Team Teach. SLT review all SLEUTH reports on a fortnightly basis. Incidents that pertain to health and safety are discussed with Governors if appropriate.

Security

All outside doors are either key fob, key pad or lock protected. All authorised visitors enter the school through the main door by the school office, where they sign in. They are issued with a visitors badge. If for any reason staff have concerns about anyone on the school premises they should check to confirm their identity or purpose. If in doubt contact the school office immediately. No unauthorised or unrecognised visitor will be allowed access through back or side doors. All visitors should be directed to the main entrance. Staff must also be aware that there are several pupils who will run off site if an opportunity arises. Some will climb fences or run quickly through doors that are left open. Staff must be aware and informed about these pupils and must remain vigilant whenever they are in their care.

3.38 Water Hygiene

Please see 'Water Risk Assessment & Legionella Risk Assessment'. The water hygiene log book is kept by the Caretaker and is situated in his office. The Caretaker carries out monthly checks on the system. The air conditioning units are serviced annually and are on a maintenance programme.

3.39 Work experience pupils

For external students on placement at Pitcheroak:

All external students from other settings must be at least 21 years of age or following an ITT programme (e.g. PGCE, Schools Direct). All students on placement will be offered an induction session if it is for a long-term placement. The school will check all relevant DBS details and log the details on to the volunteers page of the Single Central Record.

For Pitcheroak pupils on internal/external work experience:

Pupils are supported on work experience placements by members of school staff. Venues used are all risk assessed accordingly. If it is deemed in the best interest of the pupil to secure a placement within Pitcheroak School (e.g. in the school kitchen, office, site, classroom based) then this would also be supervised by Pitcheroak staff. It is recognised that some of our pupils will not be able to secure external WEX placements due to their level of SEND therefore there is a commitment from the school that wherever possible we would support and encourage learners with work related opportunities internally with parental consent.

3.40 Working at Height

Staff and students should not climb on furniture/ chairs in order to put up displays or lift equipment off high cupboards. Step ladders are available to enable safe climbing. Staff should not use ladders while on

their own. Ladders are available around the school site. The Caretaker carries out an annual inspection of all the ladders.

Appendix I - Health and Safety within science

Class teachers are aware of the safety requirements for teaching science and when class teachers are required to teach science to their own group they are expected to access a copy of the Worcestershire Local Authority 'Health and Safety for science' guidelines as a reference point.

Risk assessments

The science co-ordinator, in developing the schemes of work, is responsible for assessing risks involved in all science activities especially in using hazardous chemicals and equipment. The co-ordinator will seek guidance for chemical risk assessments from CLEAPPS Hazards, CLEAPPS handbook and Worcestershire LA.

Equipment, Chemicals and Resources

It is the responsibility of the science co-ordinator to ensure there is an up to date list of all chemicals held for science experiments. Each chemical held should have an appropriate Worcestershire LA risk assessment form which encompasses COSHH requirements and gives advice on use and storage; this is updated on a continual basis. Chemicals should be kept in a lockable cupboard. The cupboard will be clearly labelled as hazardous and students are not allowed to access this cupboard. All labels are readable and a spillage kit should be to hand if undertaking experiments of a hazardous nature and replenished when required.

Spillages are dealt with in accordance with the guidance prepared in accordance with the CLEAPPS and Worcestershire LA guidance. Chemical disposal follows guidance on the Hazcards.

CLEAPPS Hazcards are referred to when using all chemicals for class use. Where products do not have appropriate Hazard (i.e. bought as ready made formulations) it is the role of the science co-ordinator to assess the risk in using such product(s) and trying to source an appropriate data sheet from the manufacturer.

Rules for students in science

Students are aware of the expectations of good behaviour within science lessons and the link between behaving well and staying safe. They are given specific safety briefings during those lessons in which there is an element of risk undertaken. It is the science co-ordinator's role to assess the level of co-operation and understanding of students and the staff before carrying out such activities.

Off-Site Visits

The nature of science often requires students to research and learn about their environment. In order to maximise the experiences of students it is some times necessary to take them off site. The science co-ordinator is expected to take a preliminary visit to any unknown environment to develop the risk assessment in accordance with the needs of the group due to visit. The risk assessment must include details on specific pupils and any reasonable difficulties that may be foreseen. The correct procedure for gaining permission for the visit and completing the necessary risk assessments and other paperwork will be completed in conjunction with the EVC and head of Key Stage. Refer to 'Off-Site Visits Documentation'.