



James Bateman Junior High School

Health and Safety Policy

Schools are required to have a Health, Safety and Welfare Policy in place.

It is recommended that the School's Health, Safety and Welfare Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school.

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Welfare

Part 4 - Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health and Safety Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Welfare which can be found on the Staffordshire Learning net (SLN) at: <http://education.staffordshire.gov.uk/SchoolAdministration/HS/Policy/>

Health and Safety Policy Statement

James Bateman Junior High School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed:

J SHELLEY

Signed:

T PRICE

Chair of Governors

25.01.2016

Headteacher

25.01.2016

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					

Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher <i>CC H&S Policy Group</i> <i>H&S Advisers</i>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team <i>School Governors</i> <i>Deputy/Assistant Headteacher</i> <i>Health and Safety Coordinator</i> <i>Heads of Dept</i> <i>Managers</i> <i>Premises Manager</i>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.

- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety:
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI

- information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings. An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any

deficiencies.

- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here:

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety - this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees - Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 2

Arrangements & Procedures for Health, Safety and Welfare

James Bateman Junior High School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Any accident or injury is to be reported to the health & safety co-ordinator by the person or persons involved in the accident, or by the progress leader of the year group, and entered in the accident report book (either the pupil accident book or the staff accident book). Accident books are held in the school office. The health & safety co-ordinator is to ensure that the board of governors and the LEA are informed of all accidents of a serious nature and dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995).

All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the applicable progress leader. They in turn are to report the incident to the health & safety co-ordinator.

The health & safety co-ordinator, headteacher or school business manager is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence. The Health & Safety governor is to be informed as soon as possible of such investigations.

All contractors must ensure that accidents involving their personnel are reported to the health & safety co-ordinator of the school, as well as their own reporting chain.

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to progress leaders. Such reports are to be recorded.

2. Asbestos

The site supervisor is responsible for the arrangements to ensure contractors have sight of the Asbestos Record System Manual, prior to starting any work on the premises. Staff have been given instruction not to drill or affix anything to walls without first obtaining approval from the health & safety co-ordinator. All reports of damage to suspected asbestos materials must be reported immediately to the health & safety co-ordinator.

KPI's

- Asbestos visually checked termly
- Asbestos register signed & dated when checked

Asbestos review every 5 years by SCC & manual updated.

3. **Contractors**

Where possible, SCC approved contractors will be invited to quote/tender. A meeting will be held prior to the commencement of the works to exchange health and safety information and agree safe working arrangements and risk assessments. During the period of works liaison meetings will be arranged by the health & safety co-ordinator, as necessary (at least one meeting). A final meeting will be arranged within 6 weeks from the date of completion of the works. The health & safety co-ordinator will be responsible for monitoring contractors working methods. All staff should report concerns regarding the works to the health & safety co-ordinator. The health & safety co-ordinator and site supervisor will liaise with the contract supervisor from the Asset Management Team, if applicable.

KPI's

- Intrusive works permits obtained from SCC.

4. **Curriculum Safety** [including out of school learning activity/study support]

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

KPI's

- All visits recorded electronically.
- Teaching staff informed & trained on EVOLVE at induction.

The School Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely. The home economics curriculum teaches children about food hygiene and safety in a kitchen.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use tutor time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School Meals

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. We provide extra-curricular activity that promotes activity for health related fitness.

School Uniform

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the headteacher / assistant headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

Child Protection

There is a named person responsible for child protection in the school.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the child protection officer in school about their concerns.

The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records (Disclosure & Barring Service (DBS)) in order to ensure that there is no evidence of offences involving children or abuse.

Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent/carer.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. First aid boxes can be located in the main school office, Ann Simcock meeting room, science preparation room, staffroom, cookery room and kitchen. We also have a portable first aid kit and 2 x first aid bum-bags that are taken onto class trips. Please see appendix 1 for list of qualified first aid staff.

Should any incident involving injury to a child take place, a member of the first aid team of staff will be called to assist. If necessary, the school receptionist will telephone for emergency assistance.

We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

Seat Belts

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Theft or Other Criminal Acts

The teacher or headteacher, will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

5. Drugs & Medications

Procedures are listed in the document called Drugs Education Policy & Administration Drugs of All Medicines Policy. The school's written procedures will be followed by staff.

6. Electrical Equipment [fixed & portable]

Portable Appliance Testing will be carried out on an annual basis. All records of inspection will be held in the school business manager's office. Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment. Where 13 amp sockets are in use, only one plug per socket is permitted. The protective outer sleeve of electrical cables is to be firmly secured within the

electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly. Electrical equipment that is known to be, or suspected of being faulty must not be used. If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.

No personal electrical items belonging to staff must be used in the school, unless this equipment has been portable appliance tested within 12 months prior to be used on the premises.

All defects identified should be reported immediately to the site supervisor and recorded in the defects book held in the School Office.

KPI's

- Fixed electrical testing completed 5 yearly.
- PAT completed annually.
- Staff / users assessing daily or when in use.
- Employees report defects in the defect book.
- Site supervisor check defect book daily.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Premises Committee are responsible for reviewing the fire risk assessment each year.

A list will be maintained of fire marshal (Appendix 1) and evacuation procedures are located in each room in the event of a fire. All staff will be asked through the staff induction process to take note of this information. The site supervisor will carry out a weekly test of the fire alarm system and emergency lighting and keep records.

A notice "Action to be taken in the event of a fire" is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.

Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire. A member of the SMT will contact the emergency services, as necessary.

The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances they use, and should exercise maximum care in their use, especially those marked 'flammable'.

Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

A Business Continuity Plan will be maintained for all other emergencies procedures.

KPI's

- Fire Exits & fire fighting equipment visually checked weekly.
- Fire alarm checked weekly on a Monday afternoon.
- Fire alarm inspected every 6 months.
- Fire fighting equipment inspected & replaced (if necessary) annually.
- Fire evacuation plans in all rooms.
- All employees must report any defects or remove any objects that may be of danger.

8. First Aid

Staffordshire County Council policy and procedures will be adopted by the school. The school's written procedures will be followed by staff. See section 4 'Safety of Children'.

9. Glass & Glazing

Safety standards as required by the County will be adhered to e.g. all glass in doors and side panels to be safety glass. Risk Assessments relating to areas with glass will be carried out.

KPI's

- All employees must report any defects in the defect book.
- Caretaker check the defect book every day.
- SCC External 5 year glazing survey & report.

10. Hazardous Substances

When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the health & safety co-ordinator. The user department is to be in possession of a safety data sheet. All records will be kept up to date by the heads of departments / line managers.

Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the health & safety co-ordinator.

KPI's

- Cleaning Responsibility - Site Supervisor - COSHH data kept up to date and accessible to all cleaning staff at all times.
- Kitchen & Catering Responsibility - Catering & Kitchen Manager - COSHH data kept up to date and accessible to all catering staff at all times.
- Science Department - Science Leader - COSHH data kept up to date and accessible to all teaching staff & teaching assistants at all times.
- All staff responsibilities - to ensure you make yourself aware of COSHH and sign the COSHH sheets to say you have seen them and will follow correct procedures.
- Responsibility - H&S Co-Ordinator - Termly monitoring of services COSHH data.
- All employees must ask permission from the headteacher / school business manager before bringing substances on to the premises.

11. Health and Safety Advice

Advice can be obtained from the health, safety and wellbeing service: Health, Safety and Wellbeing Service, Wedgwood Building, Tipping Street, Stafford, ST16 2DH tel: 01785-355777 fax: 01785-355842, Occupational Health Unit, etc.

H&S advisor - Mr Steve Brown - 01782 538758 or 07773 791559.

Children & Lifelong Learning Directorate, Staffordshire County Council - Pauline Allen - 01785 278855.

Occupational Health Unit - Alison Smith - 01785 276280

Staff Counselling Service - Pam Horrocks - 01785 277400

KPI's

- Staff aware of well-being services available to them.
- All employees to report any issues relating to H & S and well-being to their line manager.

12. Housekeeping, cleaning & waste disposal

The site supervisor is responsible for ensuring:

- Premises are kept clean, to minimise accumulation of rubbish.
- Wet floor cleaning is kept to a minimum to reduce risks of slips. It is the responsibility of all members of staff to ensure that wet floors are reported as soon as possible to the site supervisor. A wet floor sign must be placed in the area immediately.
- Arrangements to safely dispose of glass and other sharp objects
- Arrangements for snow shifting and a safe location of external waste bins.

KPI's

- Internal bins emptied daily.
- Site supervisor / janitor - Paper recycling containers emptied every

other day or as requested via the site supervisors 'request' book located in the school office.

- Site supervisor / janitor - Paladin bins emptied weekly.
- Staffordshire Moorlands District Council - Recycling collected fortnightly.
- It is the responsibility of all employees to leave all rooms, at all times, as you would expect to find them.

13 School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all members of staff to wear their staff identification badge at all times.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher, immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

14 Handling & Lifting

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Where necessary, staff will be trained in manual handling and lifting.

KPI's

- Line Manager's - CPD - Staff trained as necessary.

15. Jewellery [This should be repeated in school prospectus]

We discourage the wearing of jewellery for two reasons, on safety grounds and on security grounds.

The only items of jewelry that are permitted are a watch and one pair of small "stud" earrings which must be removed for P.E, games lessons and swimming. We suggest ear piercing should take place at the start of long holidays. We do not accept any other jewelry including that which involves piercing of the face or any other part of the body.

Items with a deep religious significance will be allowed at the discretion of the Headteacher.

Teachers will not be responsible for the removal and replacement of earrings nor for their safekeeping during lessons.

16 Lettings/shared use of premises

For Health & Safety procedures relating to Lettings refer to the document 'Conditions of Use' and the Lettings Policy

A public entertainment license is held by the school and renewed each year.

KPI's

- Office Manager / School Business Manager - All lettings users must sign a lettings agreement before use commences.
- Site supervisor - Emergency lighting visually checked monthly.
- SCC - Emergency lighting inspected 6 monthly.
- All employees report any misuse of premises.

17. Lone Working

A risk assessment will be carried out for staff that may be put into a position of lone working.

18. Maintenance / Inspection of Equipment

Details of inspections can be found in the document 'Inspection check list' held in the Premises Central file.

KPI's

Equipment	Internally	Whom By	Externally
Fire Extinguishers	Monthly	S/S / Caretaker	Annually
Emergency lighting	Weekly	" "	Annually
Fire Doors	Weekly	" "	6 months
Fixed playground equipment	Daily	" "	Annually
PAT testing			Annually
Fire Alarm	Weekly	" "	6 months
Fume Cupboards	Weekly	" "	
PE Equipment	Weekly	Teaching Staff	Annually
Ladders / Steps	6 months	S/S / Caretaker	

19. Monitoring the Policy

The H & S committee will ensure a bi-annual H & S check is carried out. A Fire Risk Assessment is carried out annually and all other generic risk assessments are reviewed at least on a two year basis. The school's H & S performance will be measured by the annual report to governors and annual action plans.

KPI's

- Reviews & action plans on the health & safety notice board located in the staff room.

20. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines to be necessary

21. Poster on H & S Law

The poster is maintained by the school business manager and is checked on a regular basis.

KPI's

- All employees must associate themselves with the poster.

22. Reporting Defects

A record book is held in the School office for all defects to be recorded. All hazards should be reported to the Site Supervisor and recorded in the book immediately. The Site Supervisor will arrange for all remedial work to be carried out.

KPI's

- All employees must report defects as soon as possible to the site supervisor.

23. Risk Assessments

Headteacher is responsible for ensuring Risk Assessments are undertaken for all Education visits. The Health & Safety Co-ordinator is responsible for ensuring all other Risk Assessments to be carried out, along with periodic reviews

24. School Trips/ Off-Site Activities

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the separate document held in each area entitled 'Procedure for school visits and out of school activities'. Staff follow the school's written procedures for Educational Visits.

25. Smoking (including electronic smoking devices)

No smoking is permitted anywhere on the school premises internal or external. It is the responsibility of all staff to ensure that if they see someone smoking:

- ask them to stop smoking or to leave the premises;
- point out that they are committing a criminal offence by smoking in smoke free premises or vehicle and could be subject to criminal proceedings;
- remind the person that under the law you have responsibilities to prevent smoking and that you both could receive a fine; and / or
- advise an employee who breaks the law that disciplinary action may be taken.

26. Staff Consultation & Communication

It is important that all staff know that H&S is the responsibility of everyone. Staff can raise issues of concern and make suggestions for H & S improvements at any time by approaching any member of the SLT. The member of the team will ensure that the issues are raised within the next SLT meeting or as soon as possible if urgent. General risk assessments and policies can be found in the main school office. Any member of staff is able to access these files and take copies of any RA or policy they wish to but please consider others and replace the original in the correct place. H&S will be communicated to staff within staff meetings, through memos, briefing papers, e-mails and personally where applicable. Information about H&S can be found on the H&S noticeboard located in the staffroom.

27. Staff Health & Safety Training and Development

The Health & Safety Co-ordinator will ensure all new staff are informed about H & Safety arrangements. All new staff will be issued with written guidelines.

28. Staff Well-being / Stress

The county arrangements apply to all staff employed at the school. Information is held on the staff notice board and in the main school office.

29. Training and Development

An induction process is carried out for all new staff. Risk Assessments are carried out, if necessary.

30. Supervision [including out of school learning activity/study support]

Pupils must not be left unattended during curriculum time and all other times when in care of school. The legal ratios for school trips and school activities will be adhered to. All Governors, staff and volunteers will be DBS cleared.

31. Use of VDU's / Display Screens

Written guidance is issued to all staff that make significant use of VDU's. All defects are recorded in the record book held in the office. Information on

arrangements for eyesight testing can be found on the staff notice board. All health concerns should be reported to the headteacher or school business manager.

32. Vehicles on Site

All vehicles on site must park on the allocated parking bays, unless at the discretion of the headteacher / school business manager.

33. Violence to Staff / School Security

All visitors are required to report to reception on arrival. All visitors are required to sign in and out. Gates are closed during morning break time and during the lunch period. All incidents of verbal & physical violence to any stakeholder must be reported to the headteacher immediately.

34. Water Hygiene

The site supervisor is responsible for carrying out the water testing as recommended in the Water Hygiene Manual.

KPI's

- All employees to report any defects in the defect book located in the main office.
- Weekly tests done by the caretaker.
- 6 monthly checks done by Hertel.
- 12 monthly checks done by County Contractor.

35. Working at Height

Working at Height is restricted to the site supervisor. When using access equipment the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant. All access equipment is checked by the Site Supervisor on a regular basis. All contractors are required to provide their own equipment for working at height.

36. Work Experience

The Headteacher / school business manager is responsible for the arrangements for induction and supervision of students on work placement.

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

School KPI's may be added here

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

James Bateman Junior High School is a Dyslexia Friendly School. Staff plan lessons to ensure that they are accessible by all pupils and make adjustments to support pupils' additional needs. Additional support is available to pupils who require it. For further information, please see our SEND Policy (Incorporating the Local Offer).

Our school is inclusive and therefore our school environment is adapted in order to be accessible to all pupils, staff, parents/carers and other visitors. If you require any school policies or other information in an alternative/more accessible format, please do not hesitate to ask at reception.

Signed:

Chair of Business Support Committee

Date: 13.2.17

Date of Review: January 2018

Fire Marshals

SLT

SLT

SLT

Finance Assistant

Science Technician

Teaching Assistant

D&T Technician

Site Supervisor

Mrs T Price

Mr L Pace

Mrs C Picken

Miss R Edwards

Mrs D Kettle

Mr D Bowers

Miss R Shaw

Mr N Hopper