



Mayesbrook Park School

Alternative Provision for young people in Barking and Dagenham

HEALTH AND SAFETY POLICY

FEBRUARY 2018

HEALTH & SAFETY POLICY

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1. HEALTH AND SAFETY POLICY – GENERAL

In accordance with the Health and Safety at Work Act 1974 this general statement of Policy will be available at the following locations for reference by all employees:-

- a) The School Office (hard copy of all policies)
- b) The Staff Intranet (RMStaff 001 Health and Safety)
- c) The School Website

It is the intention of the Governors that the school adopts the Health and Safety Policy of the London Borough of Barking and Dagenham and will apply health and safety instructions and advice issued by the Education Department.

The Governors of MPS have set the following aims and objectives in order to ensure, as far as is reasonably practicable, the health and safety of all the school's employees and students:

- 1.1 To set and maintain high standards for the Health and Safety of all employees and students.
- 1.2 To ensure that all employees, students and visitors are fully aware of safety and procedures that are appropriate to the task(s) being undertaken.
- 1.3 To ensure that all employees and students are fully aware of their individual responsibilities for Health and Safety matters.
- 1.4 Responsibility regarding Health and Safety matters will be assigned to individuals as part of the organisation necessary to implement these procedures and policies.
- 1.5 To maintain a system of joint consultation with employees and students for the purpose of ensuring the ready implementation of the requirements of this policy.

The following list of persons and categories of employees are responsible for implementation and monitoring the school policy on Health and Safety at Work, organisation of responsibilities for the implementation and/or monitoring of Health and Safety at Work.

- The Management Committee of Mayesbrook Park School (MPS)
- The Finance and Staffing committee of the Management Committee
- The Heads of Campus
- The Schools Business Manager
- The Senior Leadership Team
- All employees

2. DECLARATION BY GOVERNORS

It is the intention and the aim of the Governors to provide safe and healthy working conditions for all employees and students as far as is reasonably practicable. In order to achieve this aim it is necessary that the full cooperation of all employees and students is willingly given, therefore initiative regarding health and safety matters has been assigned to individuals as part of the organisation necessary to implement the school's Health and Safety Policy.

2.1 The Health and Safety of all is recognised as a management responsibility.

2.2 Governors will ensure that systems are in place to provide and maintain safe and healthy conditions in all areas of the school site.

2.3 It is the duty of all employees and students to act responsibly and to take all precautions necessary to protect themselves and their fellow workers from injury and preventable illness and ensure they avail themselves of all protective measures, devices and equipment provided for this purpose. Failure to do so is an offence under Chapter 37 Section 7 and 8, of the HSWA 1974 and disciplinary action will be considered against those failing to comply.

2.4 The operation of the Health and Safety Policy will be monitored by the Management Committee

SECTION 1

THE MANAGEMENT COMMITTEE:

Main responsibilities are:

- 1.1 To approve, review and revise as necessary the school's statement of policy on employee, student and visitors' health and safety.
- 1.2 To designate a sub-committee (Finance & Staffing) to promote the implementation of the Policy
- 1.3 To ensure that they are kept informed throughout the year of safety performance and steps being taken to minimise or eliminate accident producing conditions or health hazards.
- 1.4 To ensure that the resources necessary for the implementation of the school's policy objectives are made available as required.
- 1.5 To ensure that reports from the sub-committee about employee and student health and safety are received and discussed.
- 1.6 To consider relevant reports published by the statutory authority and other relevant bodies and to report school safety performance and information for all employees to the Management Committee in termly reports. All employees will be updated with notices in the staff bulletin and during staff communication meetings.
- 1.7 To appoint a link governor for Health & Safety who will be a member of the Health & Safety sub-committee

SECTION 2

MAYESBROOK PARK SCHOOL HEALTH & SAFETY COMMITTEE

- 2.1 To be accountable to the Governors and to submit to that body the results of all monitoring activities and shall make appropriate recommendations for the improvement of Health and Safety at MPS.
- 2.2 To advise the Governors on any amendments required to the school's Safety Policy.
- 2.3 To advise the Governors throughout the year of accident experience and steps being taken to minimise or eliminate accident producing conditions and health hazards.

SECTION 3

THE HEAD OF SCHOOL WITH THE HEADS OF CAMPUS AND THE SCHOOL BUSINESS MANAGER

3.1 Shall ensure that the School's Policy for employee, student, visitor and contractor Health and Safety and all relevant statutory requirements are fully implemented and complied with. This will be audited every 3 years by the local authority Health and Safety Section.

3.2 To prepare (termly) monitoring reports for submissions to the Health & Safety Sub Committees and shall prepare an annual safety report for the information of all Governors and all employees.

3.3 On behalf of the Governors, to maintain current knowledge with respect to legislative requirements, codes of practice and manufacturers guidance and instructions. Also, to be responsible for the school's relationships with the regulatory and enforcement authorities, and to advise the relevant level of management as appropriate.

3.4 To provide advice and or information to employees and students with regard to all relevant matters concerning employee health and safety.

3.5 To be responsible for identifying training needs and to assist as required in the implementation of the school's safety training programmes.

3.6 To ensure that all employees and students are competent and familiar with their duties and responsibilities with respect to health and safety. This will be through communication and training, where necessary.

3.7 To devise, introduce and monitor safe systems of work as and when required and to cause them to be revised when necessary.

3.8 To advise employees and students with respect to their responsibilities for maintaining safe places of work and to ensure that their attention is drawn to relevant arrangements and procedures.

3.9 To ensure that appropriate advice and instructions are given to employees and students with respect to any hazardous goods or substances, which may be handled, stored or used.

3.10 To advise staff with regard to the selection, purchase and supply of approved protective clothing and equipment. Also to provide advice to employees and students with respect to the wearing/use of such equipment as well as its maintenance and renewal.

3.11 To advise employees with respect to the best means of ensuring a healthy and safe working environment, with particular reference to standards of illumination, ventilation and workplace hygiene; as well as temperature and noise control requirements.

3.12 To be responsible for ensuring that arrangements are made for raising the standards of safety consciousness and safety performance.

3.13 To ensure that all accidents and dangerous occurrences are investigated.

3.14 To organise the routine inspection of Fire fighting equipment with a view to ensuring that it is maintained and replaced as necessary.

SECTION 4

HEADS OF CAMPUS

4.1 The heads of each campus will be responsible to the Head of School for the Health and Safety of all persons in their campus.

4.2 To ensure that risk assessments are carried out for each teaching area and where appropriate each type of activity on an annual basis and more frequently when new equipment or activities are introduced.

4.3 The heads of each campus are responsible for ensuring all of the members within their campuses are kept updated with relevant Health & Safety training and for ensuring that current procedures are implemented.

4.4 They shall ensure that an adequate supply of approved protective clothing and equipment for the use by staff and students is kept at all times. They shall further ensure that the approved protective clothing and equipment is properly worn or used, maintained, and renewed as necessity arises.

4.5 They shall ensure that safe systems of work are implemented at all times. There must be clear references to Health and Safety requirements in all schemes of work.

4.6 They shall ensure they follow procedures for the safe storage and use of medications, toxic chemicals and hazardous substances.

4.7 They shall ensure that safe places of work are maintained within their sphere of jurisdiction.

4.8 They will ensure that careful and proper instruction and training is given to staff and students in the correct operation and maintenance of machinery, instruments, equipment, safety systems, fire and safety procedures and control of occupational health hazards.

4.9 They will report all health and safety concerns to the Health and Safety Coordinator. Health and Safety is an agenda item for all meetings.

SECTION 5

PASTORAL LEADER

5.1 The Pastoral Leader at the Mayesbrook Park Campus and Heads of Centre at Seabrook Campus and Erkenwald Campus will be responsible for ensuring health and safety is met for students.

5.2 To ensure that risk assessments are carried out for medical or physical changes to a student in their centre, i.e. broken bones and the necessary control measures to implement to ensure the risk is as low as possible.

5.3 They shall ensure that safe systems of work are implemented at all times. There must be clear references to Health and Safety requirements in all assemblies and tutor time or class time.

5.4 Any changes to a student's medication is communicated to the Pastoral Leader and Office Manager and relevant staff following parental advice and authorisation. Necessary procedures are in place for students who require support with a medical condition. Please refer to the Mayesbrook Park School policy, "Supporting Students with medical conditions".

5.5 They will report all health and safety concerns to the Health and Safety Coordinator. Health and Safety is an agenda item for all meetings.

SECTION 6

ALL STAFF – on all campuses

6.1 It is the duty of all employees to take every reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions at work.

6.2 It is also the duty of all employees to co-operate with their employer in achieving compliance with the Health and Safety at Work Act (1974).

6.3 All staff are required to carry out their assigned duties with due care and diligence. Staff must inform their line manager if they cannot attend a play time or break duty to ensure the duty is covered. Duties must take priority over other matters, i.e. speaking to a student.

6.4 Staff must wear their photographic ID at all times.

6.5 Non-compliance with Health and Safety legislation will be regarded as a disciplinary matter.

SECTION 7

ALL STUDENTS

7.1 It is the duty of all students to take every reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.

7.2 It is also the duty of all students to co-operate with the supervising staff in achieving compliance with the Health and Safety at Work Act (1974)

7.3 Students will be informed of Health and Safety matters by the use of, plasma screens, assemblies and PSHE and during class

SECTION 8

VISITORS AND CONTRACTORS

8.1 Visitors and contractors must be informed of the School's Health and Safety Policy and Procedures and must confirm that these instructions are understood.

8.2 MPS has a visitor signing in system which produces a visitor badge. Visitors must wear the badge at all times and return the badge to the office before departure.

8.2 It is the duty of the supervising employee to advise visitors and contractors of specific and relevant Health and Safety issues.

8.3 Contractors must be escorted by site staff, at all times. Under no circumstances must contractors be working alone unless safeguarding checks are in place or the site is without students.

8.4 During building projects, all contractors must ensure that student and staff safety is paramount and all necessary control measures are in place to prohibit access to any dangerous site areas.

SECTION 8

HEALTH AND SAFETY GUIDELINES

Hazards and defects:

Major defects and hazards in the buildings:

Heating, lighting and ventilation systems should be reported immediately to the external contractor's to ensure the area can be made safe without delay.

IT equipment:

All computers in use within school, together with associated equipment such as interactive screens, are purchased from reputable suppliers and installed in line with relevant guidance. Any faults on such equipment, must be reported to the Network department immediately.

Computer Workstation Assessments:

Any employee who is classed as a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers, etc. must complete a 'user' form for the workstation where they work. A 'User' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test and a contribution to glasses on the basis of a changed prescription. DSE 'User' assessments are to be completed by the School Business Manager. Claims are to be made to finance with a completed DSE form for defined 'users' only.

E-Safety

The school has a separate policy for E-Safety. Copies are available in RMStaff and the MPS Website. These policies indicate there is a whole school approach to E-Safety and details the ways ICT facilities can and cannot be used by the network users. All staff must ensure they sign an Acceptable User form.

Hazardous Substances

The requirement to assess hazardous substances either in use or created by school operations is a requirements of the Control of Substances Hazardous to Health (COSHH) Regulations. The school COSHH assessments are held in Curriculum Areas and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their line managers.

Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency and local authority guidance. Staff/Students and Parents will be regularly updated with any information or action required.

Fire Safety**Risk Assessment**

A fire risk assessment is undertaken annually to identify and ensure that physical fire precautions are in place, measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

The fire evacuation plan is updated annually and distributed to all staff at the start of each academic year. A copy of the fire evacuation plan and fire risk assessment can be found on the staff and school website. Copies are also kept in the School Business Manager's office. Changes are made more frequently than annually if the need arises.

Fire Drills

Fire Drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of three times a year; once each term. Planned fire drills may

however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

Fire Alarm

The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded between 07:45 to 14:00 on Friday each week to ensure it is working and can be heard throughout each centre. At all times we notify the Borough Control Office 02085942994.

Fire Extinguishers

Fire Extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked by Fire Marshals to ensure they are in position and that the pins are in place. Staff must report any damage to fire extinguishers to the Head of Centre, if found. Fire extinguishers must not be removed from their position and used to prop open doors.

If the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided to aid escape if required but are not otherwise intended to be used. A number of fire marshals are trained to use the fire extinguishers for small fires.

Electrical Safety

The school has fixed electrical installation checked and certified once every 5 years in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wires are not work or loose entering equipment or plug. If any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to annual checks in line with guidance on the checking of electrical equipment.

Smoking

To help ensure we offer a safe, secure and healthy environment, MPS has adopted a no smoking environment which covers the school, grounds. Staff wishing to smoke must ensure that they exit the school site safely and use an appropriate place away from the school surroundings, out of site from students and visitors to the school site.

Safety and Wellbeing

New staff: arrangements for briefing new staff about health and safety procedures will be incorporated into the Induction Programme and is incorporated into the Staff Handbook

Wellbeing: The wellbeing of employees is seen as an integral part of the Schools' H&S responsibilities. The Management Committee and the Head of Service have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees team as a whole. All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns

to the Head of Campus or Line Manager but also have access to a confidential counselling service; Workplace Options – Employee Assistance Programme 0800243458.

Accidents to Staff, Students and Visitors (Please see Appendix 1 ‘Accident/Incident Reporting Flowchart’)

The accident and incident report should be used for all hazardous incidents including work related to illness/disease, stress, violence and aggression and motor vehicles accidents/incidents. The accident/incident form is kept in the School Business Managers office

- Part A is completed by the involved person
- Part B Head of Centre to complete and to investigate and make recommendations for remedial action, implement support mechanisms. Review or amend current Risk assessments.
- The form is loaded onto the HR System (Occupational Health, Safety and Wellbeing) and a copy is kept in the Schools Business Managers Office. OHSW will notify Health and safety Executive (HSE) if the accident results in a major injury.
- Outside of normal working hours the responsible officer must notify the HSE direct on (01519514000).
- Minor cuts and grazes are recorded in the accident report and kept in the main office

Ambulances: the first member of staff listed as a first aider on the scene should not hesitate to arrange the calling of an ambulance. The ambulance should be directed to the scene of the accident upon arrival on the School premises. An adult should accompany casualties. Delay should not take place, and under no circumstances should medical treatment be delayed pending the arrival of parents, staff, etc. Parents should be informed appropriately and a member of SLT/Reception Office staff briefed accordingly.

Building Security

The school gates operate through a controlled entry system. All visitors must sign in and out and wear a visitors badge at all times. Any intruders must be reported to SLT immediately using the 2-way radio system or phone system. Staff are constantly reminded of the importance of closing windows and doors via the staff bulletin and briefings.

Staff ID badges must be worn at all times.

First Aid Kits

These are available from the Main Office and in all practical subjects around the school. Separate boxes are available for school visits. It is the responsibility of the Office Manager to ensure that the contents are regularly checked and restocked. Further supplies are available from the main office. Soiled and used dressings should be bagged, sealed and disposed of in a sani-bin. First aiders must use disposable gloves in treating injuries involving bleeding.

Students with Medical Needs

The school will make reasonable adjustments for students with medical needs wherever practical in line with the ‘Supporting Students with Medical Needs’ Policy.

School Trips

The school undertakes a mix of school trips in line with its approved school trips procedures. All trips undergo a risk assessment and necessary control measures are put into place. A first aider will accompany the trip if the risk assessment indicates a need or if any student with medical needs is attending the trip.

Photographs and Videos

The school has the intention of protecting children from the misuse of photographic images. Its aims to enable a safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits. All parents will be asked for permission for the taking of photography by the media.

Students who suffer from light sensitive epilepsy should ensure that the school is aware. Staff must always announce if flash photography is going to be used at the start of an event/lesson/trip, etc.

Transport

The options for transporting students are:

Use of Employees vehicles: Employees can transport students/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for the purpose and need to hold Business Class insurance for the vehicle they use.

Use of the School Mini-bus: Employees who hold an unendorsed, valid D1 driving licence are able to drive the school mini-bus. Staff without such a licence will need to undertake a D1 driving test.

Vehicle Movement

The school wishes to ensure that vehicular movements on site are managed to protect students, staff and members of the public. Vehicles moving around on the school sites pose a hazard to pedestrians.

The Governors are responsible for the overall management of vehicular movements on site. Day to day management of vehicular movements is delegated through the Head of Service to the School Business Manager.

The school will take all appropriate action to promote safe vehicular movements to protect its staff, its students, its visitors and its premises. All staff have a responsibility for the safety of themselves and those around them.

Sending students home:

If a student needs to be sent home, permission from the appropriate member of staff must be sought. Parents (for all years) will be informed and requested to collect their child or for their permission for the student to be sent home unaccompanied. No child is to be sent home unaccompanied or left in an empty house without parents' permission unless with the Head of Centre's permission.

Manual Handling/Heavy loads:

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, staff must ensure manual handling training has taken place. All heavy loads must have a risk assessment before the load is moved. Whenever possible, mechanical assistance, e.g., a trolley should be used.

Working at Height:

Only members of staff that have received adequate training should use a ladder. Staff should never stand on a chair or stool. When steps are used, the individual must make a risk assessment of the procedure to be carried out. If a risk of injury exists, the procedure should not be attempted

Windows/doors:

Notices should not be affixed to windows on any doors to ensure health and safety is compromised in any office or classroom.

Our points of Reference are the LBB:

- Management of Health and Safety Policy, Procedures and Arrangements
- Managing Occupational Health, Safety and Wellbeing (OHSW)
- Fire Safety Management, Standards and Guidance
- Duty Holder Support Pack: standards for building services maintenance
- Drug and Alcohol Policy: safety related
- Use of Private Vehicles for Council Business: Code of Safe Working Practice
- WORKPLACE OPTIONS advice: Achieving balance through total well-being (*around the clock, free confidential assistance*)

Appendix 1 'Accident/Incident Reporting Flowchart

Accident/Incident Reporting Flowchart

(Includes notification/process for violence and aggression)



The accident/incident report form should be used for all types of hazardous incidents including work related illness/disease, stress, violence and aggression and motor vehicles accidents/incidents.

