



# SVS Health and Safety Policy

## 2021-2022

<b>School Name</b>	Sandwell Valley School	<b>URN:</b>	143038
		<b>DfE Number:</b>	333/6011
<b>Principal</b>	Mim Hall	<b>Date of Last Ofsted:</b>	01/10/2017;13/12/2018
		<b>Ofsted Grade</b>	Good

### Approval and review dates

Policy	Date of last review	Date of next review
SVS SEN Policy and Information Report	August 2021	September 2022

This policy sets out Sandwell Valley School's approach to identifying health and safety/safeguarding risks and adequately managing them. Any questions regarding its operation should be addressed to the Principal.

## **Health and Safety/Safeguarding**

Sandwell Valley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. SVS provides a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and staff strive to provide this within their classrooms. All staff are aware of and follow health and safety guidelines. Please see the Child Protection and Safeguarding Policy for more details.

## **1 Aims**

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Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

## **2 Legislation and guidance**

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This policy meets the requirements and is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- CO2 monitors will be in place, so staff can quickly identify where ventilation needs to be improved. Letting fresh air into indoor spaces can help remove air that contains virus particles and is important in preventing the spread of Covid-19. CO2 monitors will help make sure that students have the right balance of measures in place, minimising any potential disruption to education and allowing them to focus on world class lessons and catch up for the children who need it.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The school follows national guidance published by Public Health England when responding to infection control issues.

### **3 Roles and responsibilities**

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#### **3.1 The Governing Board**

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

#### **3.2 Principal**

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Appropriate evacuation procedures are in place and regular fire drills
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, SLT assumes the latter day-to-day health and safety responsibilities.

#### **3.3 Health and Safety lead**

The nominated health and safety lead is Chris Powell.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent par would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to the school's health & safety lead and the site manager.

### **3.6 Contractors**

Contractors will agree health and safety practices with the Principal before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4 Site security**

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The Site Manager, Winston Gordon with the support of Manjit Kaur, are responsible for the security of the site, in and out of school hours. They are responsible for visual inspections of the site, which take place daily and for the intruder and fire alarm systems.

Manjit Kaur and Winston Gordon are key holders and will respond to an emergency.

## **5 Fire**

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Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous buzzer. Fire alarm testing will take place once a week, every Tuesday at 2.00 pm.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The marshall/senior administrator will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Evacuation of people with specific mobility needs.

Person responsible for assisting: SEN Manager and Fire Marshall

Personal Emergency Evacuation Plan (PEEPs) will be designed as soon as we have students with mobility needs.

A fire safety checklist can be found in appendix 1.

## **6 COSHH**

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Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases

Germ that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by; designated H&S lead and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### 6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### 6.2 Legionella

A water risk assessment has been completed to date by an accredited company. H2O are responsible for ensuring that the identified areas are operational and are conducted and recorded in the school's log book

- This risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
  - Monthly temperature monitoring
  - Inspection of Cold Water Storage Tank
  - Sampling

### 6.3 Asbestos

- Staff are briefed in the hazards related to asbestos
- Arrangements are in place to ensure that contractors are aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover materials which they suspect could be asbestos, they will stop work immediately until the area is declared safe. Records are kept of the location of asbestos that have been found on the school site

## 7 Equipment

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- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the health & safety lead immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolated switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. The Site Manager checks that equipment is set up safely.
- Any concerns about the equipment will be reported to the Site Manager.

### **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **8 Lone working**

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Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

## **9 Working at height**

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We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains steps for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10 Manual handling**

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It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper lifting equipment is available in school if required, and that staff are trained in how to use it safely.

Staff and pupils are expected to use the following basic manual handling procedure.

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11 Off-site visits**

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When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

- There will always be at least one first aider on school trips and visits

## **12 Lettings**

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This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13 Violence at work**

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We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/principal immediately. This applies to violence from pupils, visitors or other staff.

## **14 Smoking**

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Smoking is not permitted anywhere on the school premises.

## **15 Infection prevention and control**

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We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. Risk Assessment guidance is in place.

### **15.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings
- Sanitisers are in offices and classrooms

### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids-(in line with Covid guidance)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

#### **15.4 Cleaning of the environment**

- Clean of the environment is carried out frequently and thoroughly

#### **15.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages-use disposable paper towels and discard clinical waste as described below

#### **15.6 Laundry**

- Where possible, the use of disposable paper towels are used and encouraged to avoid the use of towels that require regular washing.

#### **15.7 Clinical waste**

- Domestic and clinical waste, is segregated and disposed of in accordance with local policy
- Gloves, aprons and any soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Clinical waste is disposed of in line with H&S guidelines
- All clinical waste bags when they are two-thirds full are store in a dedicated, secure area while awaiting disposal

#### **15.8 Animals**

- Hands are washed before and after handling any animals
- Pupils are supervised when playing with animals
- Veterinary advice on animal welfare and animal health issues, are followed where necessary
- Risk Assessments are in place where appropriate

#### **15.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B 19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal, influenza and Covid-19.

#### **15.10 Infectious diseases/Pandemic**

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **16 New and expectant mothers**

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Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B 19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **17 Occupational stress**

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We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Please see SVS Mental Well-Being Plan 2021-22.

## **18 Accident reporting**

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### **18.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of [Peninsula]

### **18.2 Reporting to the Health and Safety Executive**

- The H&S designated lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation regulations 4, 5, 6 and 7).
- The H&S designated lead will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
  - Death
  - Specified injuries. These are:
    - 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)
- 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 leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
  - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to the collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion Information on how to make a RIDDOR report is available here:
    - How to make a RIDDOR report — <http://www.hse.gov.uk/riddor/report.htm>

### **18.3 Notifying parent**

- The Health & Safety lead will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting child protection agencies**

- The Safeguarding Lead will notify SMBC any serious accident or injury to, or the death of, a pupil while in the school's care.

### **18.5 Reporting to Ofsted**

- The Dedicated Safeguarding Lead will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **19 Monitoring**

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- This policy will be reviewed by SLT and the Health & Safety Lead every year.
- At every review, the policy will be approved by the Principal and full Governing Board.

### 19.1 Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan

### Appendix 1. Fire safety checklist

	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<u>Describe in detail what happened, how it happened and what injuries the person incurred</u>			
Action taken			
<u>describe the steps taken in response to the incident including any first aid treatment, and what happened to the injured person immediately afterwards</u>			
Follow-up action required			
<u>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</u>			
Name of person attending the incident			
Signature		Date	

# Health and Safety Policy

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

