Health & Safety Policy



Signed by Chair of Governors: On paper copy

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Health and Safety Policy Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities as part of The Primrose Centre.

To meet these obligations, we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff, visitors and pupils; this will be achieved by:

- Effective leadership by governors, as well as the Head teacher and senior staff
- Participation of all employees; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. This statement will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for The Primrose Centre that the high standards we set ourselves will be achieved.

Organisation/responsibilities

- All staff within The Primrose Centre take seriously the need to ensure the health, safety and welfare of everybody within this service.
- Staff should be aware of Sandwell's Organisation and Arrangements for Health and Safety at Work and should be familiar with the school's procedures and named persons with responsibility for health & safety.

The Governing Body

- Fully accepts its obligations with regard to the health and safety of all employees, pupils and visitors within our Service.
- Is committed to matters of health and safety, alongside all education activities within the Service.
- Upholds the commitments laid down in the Children and Families and Corporate Health and Safety Policy.

- Will ensure that a positive approach is taken with all members of staff to address both the needs, of and concerns of, employees and others.
- Will undertake regular monitoring, with appropriate action taken, to ensure continued good practice, development and improvement where necessary.
- Will work with the Service on carrying out a Health and Safety audit to ensure all systems are in place and are of a high standard.

To ensure that health, safety and welfare is considered at a local level the Governing body has decided that there will be an identified member of the team to meet with the Head teacher regarding Health and Safety:

- Meet once a term
- Look at any accident, incident and near misses reports
- Review the measures taken to ensure the health and safety at work of employees, pupils and visitors
- Promote and develop measures to ensure the Health, Welfare and Safety of staff and pupils.
- Look at any incidents of violence and aggression.
- Carry out inspections of the centre as appropriate
- Minutes of any meeting will be referred to the full governing body.

Head teacher responsibilities

- Promote a positive health and safety culture and lead by example.
- Ensure that arrangements and procedures are in place to protect the health and safety of staff, pupils and others.
- Monitor and review health and safety performance and take remedial action if required

- Monitor accidents, incidents and near misses and investigate thoroughly, taking action where needed.
- Ensure all employees carry out their health and safety duties and responsibilities.
- Ensure that appropriate resources are available to meet health and safety objectives.
- To be familiar with all current Health and Safety legislation which may affect their Service.
- To have work towards appropriate IOSH certification, recognised by the Health and Safety Unit.
- Seek professional advice as necessary.
- Take appropriate action under established disciplinary procedures for any employee failing to comply with their safe working duties and responsibilities.
- Ensure that all employees, pupils and visitors are provided with adequate safety information, instruction and training to enable competency to minimise risks.

All Staff responsibilities

- To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- To assist as required with the carrying out of risk assessments in their area of responsibility.
- To report to the Head Teacher and/or Line Manager if for any reason instructions on health & safety cannot be implemented.
- To cease work where there is imminent danger of harm, and to report immediately to their Line Manager and/or Network Manager.
- To carry out visual checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instruction.
- To report to the Head teacher and/or line manager, equipment defects.
- To report anything where maintenance or repairs are necessary.

- To report all hazards, accidents, near misses and incidents, whether or not they result in injury or property damage, in accordance with the Children and Young Peoples Service procedure.
- Not to interfere with, or misuse, anything provided for health, safety or welfare.
- To seek and offer advice as appropriate to improve health and safety performance.
- To behave in a manner at all time so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.
- To undertake on an annual basis, the LA's Fire awareness training from the LA.
- To work safely and efficiently
- To record near misses, or safety concerns using the 'Oops Book' book in the staffroom., in the staffroom.

Organisation – Health and Safety Management System

Policy Development

The Primrose Centre will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective

All local policies and procedures, and revisions to them will be authorised by the head teacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

Our policies, procedures and assessments will be made available to staff through staff meetings, on the appropriate board in the staffroom and via emails and the website.

Competent Advice

Key health and safety competencies required within the school will be determined by use of a training analysis. In addition, competent, trained school staff will receive expert, guidance and advice from the Health and Safety Support Unit at SIPS.

Planning and Prioritising

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health.

Measuring health and safety performance

We will undertake a range of active and reactive monitoring of our health and safety performance.

- Active monitoring- will include regular inspections of the workplace/self-auditing by the governors and senior management team to ensure our premises and systems of work are safe

- Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence

Auditing/inspecting health and safety performance

As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan.

Arrangements for Health, Safety and Welfare

1] Visitors to Primrose

- All visitors have a legal duty to care for their own health and safety and that of others whilst they are in the centre.
- All Visitors to the centre should report to reception show identification where appropriate, sign into the electronic system, wear a badge and be supervised by a member of staff while on the premises. (Office Manager /Site Manager / appropriate member of staff).
- The visitor`s pass should be returned to reception when leaving the premises, and visitors sign out in the electronic system.
- Contractors and service providers are the responsibility of Sandwell Council but should still comply with the policy of Primrose (first bullet point)

2] First Aid

- First aid boxes to be stocked as recommended by official documentation.
- First aid boxes are checked weekly to ensure item are not used after the expiry date.
- The minimum contents of the First Aid box should be:
    - One Leaflet giving general guidance on first aid
    - Contents list
    - Individually small, medium & large sterile gauze dressings x 2 of each
    - Individually wrapped, sterile, triangular bandages x 4

- Crepe bandages
- Safety pins
- Sterile eye pads x 2
- Eye wash x 3
- Plasters – assorted
- Adhesive tape / Micropore tape
- Disposable nitrile gloves (pairs)
- Crepe rolled bandages x 2
- Resus face shield x 1
- Gauze for cleaning
- Burn gel
- Tweezers
- Scissors
- Hand gel
- Apron
- Instant Ice Pack x 1
- Survival blanket

- A First Aid box is kept in the Reception office along with the AED and Epi pen.
- Epi pens and emergency inhalers must be logged on medical tracker to enable notifications to be sent for when items are coming close to their expiry dates.
- All staff complete up to date allergy awareness training in line with Benedicts Law.
- Travelling First Aid kits should be appropriate for the circumstance in which they are to be used. The following items should be included: -

  - One Leaflet giving general guidance on first aid
  - Contents list

- Individually small, medium & large sterile gauze dressings x 1 of each
- Individually wrapped, sterile, triangular bandages x 1
- Crepe bandages
- Safety pins
- Sterile eye pads x 1
- Eye wash x 1
- Plasters – assorted
- Adhesive tape / Micropore tape
- Disposable nitrile gloves (pairs)
- Crepe rolled bandages x 1
- Resus face shield x 1
- Gauze for cleaning
- Burn gel
- Tweezers
- Scissors
- Hand gel
- Apron
- Instant Ice Pack x 1
- Survival blanket

- Additional items may be added for specialised activities if appropriate.
- An adequate number of first aiders will have up to date training in order to attend to pupils/staff/visitors who are taken ill.

- The following staff have current first aid training

  - Mr Mahon, Mrs Dunn and Miss Ellis

- If it is unavoidable that staff come into contact with bodily fluids then at least minimum precautions should be taken i.e.

  ◦ Always wear gloves for handling items or surfaces soiled with blood or body fluids.

  ◦ Wear gloves if you have scraped, cut, or chapped skin on your hands.

  ◦ Change your gloves after each use.

  ◦ Wash your hands immediately after removing your gloves.

  ◦ Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids.

- The recommended method of dealing with any spillage is the use of special sanitising granules.
- Any spillages of blood or bodily fluids should be cleaned immediately.
- Staff carrying out first aid who are likely to come into contact with bodily fluids should follow the minimum precautions detailed above.

31 Accidents and Injuries

Definition: an accident is any unplanned event which results in, or might have resulted in, personal injury or damage to property or equipment.

- All accidents / Injuries should be recorded in the Accident/ Incident Book located in the main reception office. The Head teacher/SLT should be notified.
- Near misses will also be recorded in the book in the staffroom.
- A review of accidents, incidents and near misses should be undertaken by the Health and Safety representative every half term and actioned accordingly.
- For any accident an investigation will be carried out and a report completed and escalated to the LA if appropriate.

- Injuries should be dealt with by a named first-aider and should be reported to the Head Teacher/SLT. In the case of serious injury, emergency services will be called and SLT and parents/carers contacted as soon as possible. A report should be completed and escalated accordingly.

4] Medication

- A record is kept in the main office of all medication provided for pupils.
- Prescribed medication for individual pupils is kept securely and self-administered by the pupils with written parents' consent.
- The named first-aiders will check medication records termly.
- In the event of prolonged prescription medicine needing to be self-administered a health care plan will be drawn up by the pastoral deputy, parent/carer and relevant health professional.
- A defibrillator and epi pen is available for use in an emergency and is stored in the main office.
- Designated staff have been trained in the correct use of the defibrillator.
- Read in conjunction with the Children With Medical Needs Policy.

5] Fire Procedures

- Full details of the fire procedures for The Primrose Centre are contained within the Fire Risk Assessment.
- A copy of evacuation procedures is displayed in all classrooms, reception area and staffroom.
- The Fire Log Book is maintained by the site manager and should be available for inspection as required. A record is also kept by the Head Teacher.
- Fire drills for the campus are carried out termly minimum.

- Level 1 risk assessment is carried out on an annual basis.
- All staff undertake refresher fire training led by the LA fire safety officer or complete In the Line of Fire Training on an annual basis

61 Other Serious or Imminent Danger

- All staff have a responsibility to take action in response to any incident which they reasonably believe to be a serious or imminent danger to themselves and /or others, including pupils and visitors on the service sites.
- Staff who believe there is serious or imminent danger have the authority to take appropriate action.
- Appropriate action could include:

  Evacuation of a classroom

  Isolation of a classroom

  Closing off access to a classroom

- If such action is taken the staff member must inform the Head teacher/ SLT as soon as is possible or practicable, and an investigation carried out.

71 Electrical Equipment

The school organises for the inspection and testing of portable electrical equipment which should be undertaken on at least an annual basis.

All staff are responsible for visual inspection of electrical equipment for any obvious signs of damage and any queries reported immediately.

Any item failing an inspection should be taken out of service immediately until such time as it can be repaired, retested or scrapped.

Under no circumstances should staff bring electrical items into school as they may compromise the safety of the building and the people within.

Kettles should only be used in designated areas. Hot drinks should only be prepared in designated areas and pupils supervised appropriately.

81 Asbestos

Survey completed by Sandwell Council.

91 Violence and Aggression

If any member of staff is subjected to any aggression in the Centre, they should inform the Head Teacher/Assistant Head Teacher immediately.

A written report should be completed on Incident report form 012 and appropriate action will be taken by the Head Teacher to deal with such situations.

101 Off site visits

All off site visits should follow the Off Site Visits Risk Assessment Policy.

Named Persons

Head Teacher – M Saunders

Site Management – C. Turley

Health & Safety Representatives – M Saunders

Health and Safety Governor – R Hipkiss

Off-Site Co-ordinator – M Saunders

Medication Supervisor – Mr C Mahon, Miss Ellis and Mrs Dunn

First Aiders – Mr C Mahon, Miss Ellis and Mrs Dunn

Local Authority Health & Safety Unit Officers

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Oldbury

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