



The Westminster
School

Safe, Happy and Learning Together

www.thewestminsterschool.co.uk

2023/2024

Health and Safety Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	09/11/2023
Signed by Chair of Governors:	P. A. Evans
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson
Date of Review:	09/11/2024

Rationale

This document is produced in respect of The Westminster School only and is published in addition to the Local Authority's Statement of Safety Policy and in conjunction with the Department of Education's own Policy Statement.

General

The school recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is the school's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also the school's responsibility as far as is reasonably practicable to extend this protection to pupils and members of the general public from foreseeable risks.

In conjunction with the Education Department's Policy Statement and in liaison with the appropriate Safety Representatives, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Head Teacher and Governors of the school.

1. Equipment and systems of work.
2. The handling and storage or transportation of articles and substances.
3. The supply of adequate information, instruction, training or supervision to either staff or pupils.
4. The place of work or access to it.
5. The provision of protective clothing, equipment for the safe use and handling of machinery and substances.
6. The working environment.
7. Welfare facilities

Without detracting from the principal responsibility of persons in charge of particular work activities, the school recognises that the Director of Children and Education will provide competent technical advice on health and safety matters.

In support of the aim and particularly to ensure that resources for dealing with major and costly remedial works are not overburdened, it is the intention that minor hazards or problems will be dealt with within the school where practicable.

It is important that all staff within the school and other persons, who may visit or use any site or area of the school, must adopt the following standards of working in accordance with the Act: -

- a) To work safely and efficiently.
- b) Not to misuse any machine or substance.
- c) To use the approved protective clothing and equipment.
- d) To report any defect in any machine, accessory or electric cabling.
- e) To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.
- f) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

Organisation

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the school. The school recognises that it will be responsible for producing and reviewing its own Health and Safety

Policy in order to ensure organisation and arrangements are in place for the health and safety of all employees, pupils, visitors, contractors or any persons who may be affected by their activities.

Head Teacher – Responsibilities

1. To be familiar with the content of the Children and Young People's Services Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of work.
2. On behalf of the Director of Children and Education to ensure that these policies and relevant legislation are implemented.
3. To ensure that all employees carry out their health and safety duties and responsibilities.
4. To ensure that all hazards within their area of responsibility are identified.
5. To ensure that risk assessments are carried out and appropriate control measures are implemented within their area of responsibility.
6. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
7. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
8. To involve relevant employees in the risk assessment process.
9. To ensure the effective use of resources in order to achieve health and safety objectives.
10. To attain as a minimum the Institution of Occupational Safety and Health (IOSH) 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
11. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others' health and safety.
12. To ensure that all incidents (accidents, near misses, violence and aggression) are properly reported investigated, and actions taken to avoid recurrence.
13. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
14. To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities of safe working practices as laid down in policies and procedures.
15. To demonstrate commitment by taking a proactive approach in health and safety matters.

Governing Board Safety Committee

To ensure that Health and Safety is considered at a local level, school based health and safety matters are dealt with by the Resources Committee.

The main function of the Committee is to keep under review the measures taken to ensure the health and safety at work of employees, pupils and visitors.

The specific functions of this Committee will include:

- a. the study of accident reports and notifiable disease statistics and trends
- b. the study of incidents of violence and aggression statistics and trends
- c. to examine safety audit reports
- d. to consider reports and information from the Health and Safety Executive
- e. to consider reports from health and safety representatives
- f. to assist in the development of safety rules and systems of work
- g. inspections of the school as appropriate
- h. to promote and develop measures to ensure the health, safety and welfare of employees

A copy of the minutes of each meeting will be referred to the Full Governing Board. The Resources Committee will meet termly.

The Senior Leadership Team (SLT)

SLT must ensure that the school's policy for Health and Safety is effectively implemented and understood at all levels. The Policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the school's Health and Safety policy is implemented at all levels.

The School Business Manager and Head's PA/HR Manager conduct regular Health and Safety walkabouts. This is to monitor the implementation and compliance of the school's policy. Monitoring records will be taken and general themes communicated to staff through the morning briefings and whole school communication e.g. email. Individual breaches of the policy will be addressed with the personnel concerned and repeat breaches will be addressed in conjunction with the school's Disciplinary Policy.

School Staff

All staff must conform with responsibilities as specified. They must ensure that where conditions apply all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner. All staff will be asked to sign to say that they have read and understood this policy.

The School Business Manager and Head's PA/HR Manager should also carry out their duties in accordance with any specific safety policy issued by the LA Health and Safety Team. They must also inform and instruct staff under their control in safe and efficient methods of work.

Kitchen Manager

The Kitchen Managers will be subject to the Health and Safety at Work Policy issued by the Catering Contractor Chartwells but it is expected that:

- a. He/She will familiarise him/herself with the school's Health and Safety Policy and what it means to their work activities.
- b. He/She will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- c. The Kitchen Managers must inform the Head Teacher/Deputy Head Teachers/Assistant Head Teachers/School Business Manager as appropriate, of any potential hazard or defects.
- d. He/She should also be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

Health and Safety Executive

Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents, etc.

On completion of an inspection, they will inform the Head Teacher of their findings and subsequently forward a written copy of their findings to the Head Teacher. Any such report received should be discussed at Governors' Meetings.

Employees

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to initially the School Business Manager/Head's PA/HR Manager and/or the Facilities Management (FM) Mitie. Alternatively, a member of SLT can be informed.

All employees will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety within the school. Copies of the Health and Safety Policy will be available at all times on the School website at <http://www.thewestminsterschool.co.uk/policies>

Employees are required to assist with the carrying out of risk assessments and to report to School Business Manager/Head's PA/HR Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken. Employees are 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.

Employees are asked to report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage in accordance with the Children and Young People's procedure. The form to be completed is the SHW012 form available from the Head's PA/HR Manager.

Virtual Office Updates

All employees are reminded that updates to health and safety procedures as indicated in this policy can be found on the Sandwell MBC Virtual Offices under the heading of Health and Safety. Employees must ensure that they keep abreast of any changes to procedures by regularly visiting the Virtual Office facility.

Display Screen Equipment Regulations (1992)

Reimbursement of eye sight tests and glasses

Persons identified as users of display screen equipment are entitled to an eyesight test as required by the above regulations. All employees are at present entitled to the cost of an eyesight test and fifty pounds towards the cost of lenses/frames, if an optician prescribes them.

All claims should be processed via the Finance Officer who is responsible for ensuring that employees are duly reimbursed. This procedure is monitored under the direction of the School Business Manager.

Risk Assessments

Assessments are to be carried out by nominated competent persons and will include aspects of the following:

- The risks to the health and safety of employees to which they are exposed whilst they are at work.
- The risks to the health and safety of other persons arising out of or in connection with work activities.
- Significant findings of the assessment will identify hazards, risks, groups of people especially at risk, existing control measures in place, effectiveness of the measures, remaining risk and the control measures required to comply with requirements of health and safety legislation.
- For new operations, substances, plant and equipment, it is particularly important that assessments are completed before introduction or commencement of the activity or equipment.
- Assessments must be reviewed at least every 12 months, or when there is reason to suspect that they are no longer valid or significant changes have occurred. Assessments are available to view on the Health and Safety Hub on SharePoint.
- Generic risk assessments may be produced to assist with commonly occurring hazards and risks.

- Pupil risk assessments will need to be reviewed each year to take account previous behaviour and the changing needs of pupils within the school environment.

Risk Assessment – Pregnant Employees

The Westminster School aims to ensure that all generic hazards are minimised through the following risk control measures for pregnant employees.

<i>Generic Hazards</i>	Preventative or risk control measures
Mental and physical fatigue and working hours	It may be necessary to adjust working hours temporarily, as well as the timing and frequency of rest breaks, and to change work pattern.
Postural problems connected with the activities of new or expectant mothers	Ensure that the hours, volume and pacing of work are not excessive. Fatigue can be addressed with longer and more frequent breaks during the work session. Ensure that seating is available where appropriate.
Work at heights	The employer must ensure that pregnant workers do not work at heights.
Working alone	Depending on their medical condition, help and support needs to be available when required.
Occupational stress	Employers will need to take account of known stress factors.
Lack of rest and other welfare issues	Provide access to somewhere where the employee can sit in privacy.
Toilet facilities	Appropriate measures must enable expectant and nursing mothers to leave their workstation/activity at short notice, and more frequently than normal.
Noise	Ensure that workers who are pregnant, who have recently given birth or who are breastfeeding are not exposed to noise levels exceeding national exposure limit values.
Extremes of cold or heat	Pregnant workers should not be exposed to prolonged excessive heat or cold at work.
Hazardous substances	The Westminster School recognises that a risk assessment regarding pregnant employees should be undertaken.
Work with display screen equipment (DSE)	Pregnant women do not need to stop working with Display Screen Equipment.

Control of Substances Hazardous to Health (COSHH)

Through the review of risk assessments, the school can identify issues that may arise with regard to the control of substances hazardous to health. Subsequent control measures can then be put into place to eliminate or minimise risk.

The Site Managers are responsible for the regular update and keeping of the register including testing of the fire alarms etc. The copies of the register are kept in the Site Manager's office, the Science Preparation Room and the Medical Room.

Completion of COSHH assessments that relate to curriculum areas are the responsibility of the Senior Science Technician and Design and Technology Technician. The School Business Manager will ensure compliance with this area and review the documentation annually. The details of the COSHH assessments and chemical inventories are provided to Mitie to be kept in the site office in the event of a major incident or fire.

All hazardous cleaning fluids, sprays and other liquids must be stored and used correctly. This is the responsibility of the Site Managers and will be monitored by the School Business Managers.

Fire and Emergency Procedures – Arrangements

The school recognises its obligations to identify arrangements designed to make its health and safety policy effective. Please refer to the school's Fire Plan for details of further procedures.

- a) At a fixed time each week, the alarm will be tested by Mitie to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. These tests are to be recorded in the fire book.
- b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.
- c) In each room there are instructions about exits and the Assembly Point.
- d) On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them, if possible.
- e) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher. Also, switching off power supplies from the mains.
- f) The location of gas cylinders must be known and the Senior Fire Officer informed on his/her arrival.
- g) At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.
- h) Exits must be clearly identified and marked.
- i) The use of display material must be controlled in fire exit routes in accordance with Authority Policy.
- j) All visitors to the school should be made aware of arrangements in case of fire. Details are provided at the Campus Entrance upon arrival at the school.

All personnel within The Westminster School undertake fire safety training annually. This is recorded and added to their CPD record and reflects any changes to the procedures of tackling a fire.

Lettings

Details of fire procedures will be given to hirers by Mitie. If Mitie staff discover a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade. The Head Teacher must be informed immediately.

Combustible waste

This should not be left in the boiler room, in escape routes or in the corridors. Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

Teachers and classroom support staff take responsibility for their classroom to ensure there are not excess amount of combustible material left in the room. Large quantities of paper and card must be locked away in the cupboards provided to manage the risks associated with fire and arson.

Displays and decoration

Decorations must not be placed near temporary heaters or suspended from light fittings. There should be a limited and reasonable amount of display material within the classroom. Where possible displays should be placed behind a transparent Perspex screen to manage the risks associated with arson. If this is not possible then they should be treated fire retardant chemicals to manage the risk of fire with the combustible materials.

Smoking

Smoking is not allowed in any part of the school premises and not within 15 metres of the premises boundary.

Electrical Supplies and Fittings

Any faults must be reported immediately to the School Business Manager, Mitie or a member of SLT.

First Aid

See the School's First Aid Policy.

Arrangements

- a) In cases of serious injury, the responsibility of the school ends when the patient is handed over to medical care of the parent/guardian.
- b) All injuries, for staff and or visitor must be entered in the Accident Log.
- c) The Accident Log Book for pupils within Medical Tracker. The process for logging First Aid incidents in Medical Tracker is in Appendix 1
- d) The Accident Log Book for staff is maintained through Google Forms and a First Aid form must be completed through Form Central on the School's website.
- e) All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.
- f) No attempt to move an injured person should be made until an appropriate examination and assessment have been completed. Injuries have been made worse by premature handling
- g) If a sporting activity has to be ended or postponed, this will have to be accepted.

Medicines

Non-prescription

No non-prescription medicines are kept in school, with the exception of paracetamol, ibuprofen, Calpol and Nurofen.

Prescription

No pupil may be given prescribed medicines or asthma inhalers in school unless the parent/guardian gives written consent with instructions and the medicine is in the original container bearing his/her name and the recommended dosage. These must be locked away in a designated cupboard by a member of staff responsible for First Aid.

Prescribed medicines/asthma inhalers etc will be administered, logged and signed by two qualified First Aiders. The process of administering medication is coordinated by Marie Harewood.

For further information relating to the administration of medication please refer to Supporting Pupils with Medical Conditions Policy.

Epilepsy

- a) If a person known to have epilepsy suffers a short seizure and shows rapid signs of recovery then it is appropriate to sit the person quietly and to closely monitor his/her condition.
- b) If the person suffers an injury during the seizure, then immediate first aid should be given.
- c) Send for an ambulance if you suspect the casualty has:
 - No previous history of seizure or
 - A succession of repeated seizure or
 - Remained unconscious for more than 10 minutes or injured themselves during the seizure.
- d) All staff are informed of pupils who have epilepsy and are to be aware of action to be taken. This will involve sending for a First Aider. Parents are to be informed of any seizures by the First Aider.
- e) If a pupil with no past history of epilepsy has a seizure, parents/guardians should be contacted immediately and medical advice sought.

Infectious diseases

More detailed information is available from the relevant health authorities in a handbook entitled 'Infectious Diseases Control Handbook'. This is available from the Client Services Team at the LA.

Bodily spillages

Where employees are required to come into contact with bodily fluids, the following minimum precautions are to be adopted, regardless of whether a risk of infection has been identified. The recommended method of dealing with any spillage is the use of special sanitising granules.

Procedures for the Safe Handling, Treatment and Disposal of Body Fluids

Spillage of blood or body fluids

1. Clean up spillages of blood or body fluids however small immediately. This must be conducted by Mitie and arranged by the School Business Manager.
2. Open wounds must be covered with a waterproof dressing.
3. It is essential to wear disposable non-seamed latex or vinyl gloves and an apron.

4. If there is broken glass, never pick it up with your fingers, even if wearing gloves. This must be conducted by Mitie, who will follow their procedures. Needles to be disposed in a special sharps box.
5. Splashes of blood or body fluid on the skin should be washed off immediately with soap and hot water.
6. If clothing becomes contaminated with blood or other body fluids, it should be rinsed with cold water, and then laundered separately in a hot wash.

All staff should ensure that wounds or damaged skin are covered with a waterproof dressing (without visible air holes). Disposable non-seamed latex or vinyl gloves must be worn at all times, without exception.

Employees carrying out first aid who are likely to come into contact with bodily fluids should adopt the same precautions as above.

All waste materials, containing high-risk bodily fluids are to be properly disposed of as "clinical waste" into a prescribed container. The removal of the clinical waste is to be undertaken by the local Health Trust.

If the employee feels that they have been contaminated they should contact their line manager who will seek further advice from medical advisors in the Public Health Department. Alternatively, you may wish to contact the Occupational Health Unit at the Local Authority. It is important that these incidents are fully recorded on Health and Safety Incident Report Form.

Protection against Blood-Borne Viruses

Employees need to be aware that as First Aiders you must wear the appropriate Personal Protective Equipment such as gloves, face shield

This will manage the risks associated with infection and virus transference from Blood-Borne Viruses (BBV).

People suffering from certain infections may have the agent of disease present in their blood. In some cases, the organisms persist in the blood for long periods and in sufficient numbers to represent a high risk of transmission. If others are exposed to their blood - or other bodily fluids - the infectious agent may be transferred into their bodies and infect them. As the individual may not even be aware they are carrying the virus every precaution must be had to manage the risks associated with this.

Info Box 1.1: Bodily fluids that may contain BBVs

- Blood
- Cerebrospinal fluid
- Pleural fluid
- Breast milk
- Amniotic fluid
- Vaginal secretions
- Peritoneal fluid
- Pericardial fluid
- Synovial fluid
- Semen
- Other bodily fluids containing blood

Urine, faeces, saliva, sputum, tears, sweat and vomit, present a minimal risk of blood-borne virus infection unless they are contaminated with blood. However, they may be hazardous for other reasons.

BBVs of major concern are the human immunodeficiency virus (HIV, which causes Acquired Immune Deficiency Syndrome or AIDS), and Hepatitis B and C, which may result in chronic infection. These viruses represent a significant risk of blood-borne transmission.

Experience to date has shown that BBV transmission to workers or the public is very unlikely through everyday social contact with BBV-infected individuals. Transmission is associated invariably with direct exposure to blood or body fluids and a means of delivering them through the protective skin barrier. In the occupational setting this is most likely to result from a penetrating injury with a contaminated sharp instrument, such as a needle, broken glass or contaminated machinery/vehicles; and more rarely when there is contamination of broken skin or mucous membranes. Sport, however, may constitute social and/or work exposure, and studies of this topic support the potential for infection by this route. There are impact injuries associated with sports such as wrestling, football and rugby, which result in bloody injuries and a potential risk of blood-borne transmission of hepatitis B and C, and HIV. Recommendations have been made that those involved in contact sport should receive hepatitis B immunisation.

Further information about Blood-Borne Viruses and the management of the risk within the school setting can be obtained from the School Business Manager/Head's PA/HR Manager or on the HSE website at <http://www.hse.gov.uk>

It is not possible for employers to totally eliminate the risks posed by BBVs in their workplace, because there is always the possibility of accidents where first-aiders and/or colleagues could be exposed when working. Employers are, however, required to adequately control exposure and protective measures.

Minimising the risk of exposure to blood products and BBV

- Do avoid contact with blood or bodily fluids
- Do take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and body fluids;
- Do avoid use of, or exposure to, sharps (needles, glass, metal etc) when possible and discard sharps directly into the sharps container immediately after use, and at the point of use;
- Do take particular care in handling and disposal if use of sharps is unavoidable – one use only contaminated sharps must be discarded in to an approved sharps container. This must

be constructed to BS 7320; 1990 / UN 3291, and used containers must be disposed of through a waste management company who will dispose of them safely as **'waste for incineration only'**;

- Do protect all breaks in exposed skin by means of waterproof dressings and/or gloves.
- Do protect the eyes and mouth by means of a visor or goggles/ safety spectacles and a mask when splashing is a possibility (this will also protect against bone fragments in orthopaedic surgery and post-mortem examination);
- Do avoid contamination of the person or clothing by use of waterproof/water-resistant protective clothing, plastic apron etc;
- Do wear rubber boots or plastic disposable overshoes when the floor or ground is likely to be contaminated;
- Do apply good, basic hygiene practices including hand-washing before and after glove use, and avoid hand-to-mouth/eye contact;
- Do control surface contamination by blood and body fluids by containment and appropriate decontamination procedures; and
- Do dispose of all contaminated waste safely and refer to relevant guidance (see below) if you are uncertain how to classify and dispose of your waste.

Information source - <http://www.hse.gov.uk/biosafety/diseases/bbv.pdf>

Where possible contact with blood or bodily fluids should be avoided and restricted to those with appropriate training in handling these products. These control measures, along with any necessary adaptation to local circumstances, must also take account of any potential exposure of patients and members of the visiting public, including contractors. Where appropriate, PPE most often required to avoid contamination consists of simple items such as gloves, goggles or visor and disposable clothing protection, such as plastic aprons.

Procedures for Avoiding Needle Stick Injuries

Staff dealing with rubbish as part of their duties should be issued with gloves, a litter picker (if applicable) and a sharps container (specifically for needles).

Staff must not get into any rubbish containers to tread rubbish down as this could lead to a needle stick injury of the feet, legs or lower body.

Bags of rubbish should not be picked up bodily but must be lifted by the loose top, whether tied up or not. Make every effort to avoid contact between bags and the legs in such circumstances.

If skin is punctured, immediately squeeze the injured site. Keep squeezing and wash the injured site under running water for 5 minutes and seek medical attention.

If a member of staff has received a puncture wound from a contaminated sharp, it should be carefully picked up by a non-touch method and retained in a rigid container and should be taken with the member of staff to the Casualty Department/GP.

If there are several needles, inform the police and contact Sandwell Direct on 0121 569 6625 for removal and clean-up operation.

Use of Scissors and Knives within School

All staff must be aware of the need to be vigilant and careful around the use of scissors, knives and other sharp objects. Under no circumstances should staff, pupils or visitors bring into school any sharp knives, scissors or other objects for use within school.

Only scissors and other instruments purchased through the School are to be used within the classroom environment. This is paramount when dealing with pupils with special needs and who have complex behavioural needs. The use of scissors and knives in classroom areas are governed and the risks controlled through specific risk assessments.

First Aid Boxes

Please refer to the First Aid Policy.

Accidents Involving External Bleeding

- a) Normal first aid procedures should be followed. First aiders should wash their hands before and after administering first aid (wearing disposable gloves).
- b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.
- c) Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
- d) Contaminated surfaces should be washed thoroughly using approved cleaning substances using rubber gloves.
- e) In the case of small cuts, whenever feasible, the person should wash the affected area him/herself with soap and water and cover the wound with a dressing provided.

Accidents

- a) All accidents must be reported to SLT/Head's PA/HR Manager.
- b) Fatal or major injuries must also be reported immediately by telephone to the LA's Health and Safety Section and to the Chair of Governors. The Health and Safety Form SHW012 should be completed and forwarded to the Health and Safety Team at Sandwell MBC. A copy is retained at the school with the School Business Managers. Any injuries to staff are reported on the SHW012 form.
- c) Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the LA.
- d) In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Immediate Action

- a) Necessary medical attention must be given as first priority and the safety of all ensured.
- b) Parents/guardians or next of kin must be contacted as soon as possible. If parents/guardians cannot be contacted or are unable to cope, where possible the school will provide an escort.
- c) Normally an ambulance should be called for anyone requiring hospital treatment.
- d) Staff should not use their own cars unless their insurance policy specifically permits this use, and another member of staff accompanies them.

Near-miss Reporting

Any incident, which may have resulted in a very serious accident, must be reported to the Head's PA/HR Manager. This can be done by completing the Online Near Miss Form on Form Central and handed to the Head's PA/HR Manager for reporting to LA.

Stress

Form SHW 012 should be used in all instances and a stress risk assessment can be conducted as a supportive measure and to identify the environmental factors and management strategies. This should be a collaborative activity between the personnel concerned and the Head's PA/HR Manager. The School adheres to the particulars detailed in the Corporate Stress Risk Assessment Policy from Sandwell Council in relation to these matters.

In the event of work-related stress the school is concerned about the welfare of the individual and will make a referral to Occupational Health. Staff will also be provided the details of the Employee Assistance Programme (EAP) provided by Lifestyle Support.

Parental Consent

The written approval of parents/guardians must be obtained when there is a significant risk of Injury before children participate in any activity. The LA Guidelines for Off-Site Activities must be followed for educational visits and residential.

Work Experience

Midland Training and Consultancy Ltd carry out health and safety checks of placement providers on behalf of the Sandwell Education Business Partnership (SEBP), who act as the organising agent for the LA. This does not alter the overall responsibility of the school for ensuring that each pupil has a work experience programme, which meets their needs in a safe and secure environment.

Duties

School Governing Boards if they opt out of the Sandwell Scheme.

- To do what is reasonably practicable to ensure that students are not placed in a working environment where there are significant risks to their health and safety.
- To take reasonably practicable measures to arrive at an informed opinion about the health, safety and welfare arrangements at the placement and to assess the suitability of the placement provider. These measures depend on the risks associated with the work experience.
- Organisers have the same duties towards students who find their own placements or are placed with a family business.

Placement Providers

- To assess the risks to which work experience placements are exposed whilst at work.
- To introduce and maintain appropriate measures to eliminate or control the risks and to provide adequate training and supervision.
- The risk assessment should take into account specific factors such as their immaturity, inexperience and lack of awareness. Parents/Guardians should be informed of the findings of the risk assessment and control measures.

ICT

Teachers with Learning Responsibility (TLRs) must ensure that Risk Assessments are completed for their rooms in terms of the use of information technology. Members of staff should ensure that pupils are well supervised at all times.

Life Skills Flats

The Life Skills Flats are set up a like a home and as a consequence the dangers associated with domesticated accidents are present. All teachers utilising these areas must ensure that Risk Assessments are completed to manage the associated risks, whilst also taking into consideration the needs of the pupils in their groups. Members of staff should ensure that pupils are well supervised at all times particularly when using electrical appliances such as

irons, toasters and washing machines. Specific risk assessments must be completed to ensure the risks of using such appliances are suitably and safely managed.

Design and Technology

Technology Teachers in conjunction with the Technology Technician must ensure that Risk Assessments are completed for their rooms and the activities. Members of staff should ensure that pupils are well supervised at all times, as the pupils are working in an environment equipped with machinery. Protective clothing is to be worn when appropriate.

Specific machinery related risk assessments, such as the use of the bandsaw and pillar drills, will be completed and reviewed annually or in the event of an accident or near miss.

Further details are available from Design and Technology Association (DATA) with regard to safety measures that should be followed when teaching the delivery of all design and technology based subjects.

Sharp edged tools are stored so that cutting edges cannot be accidentally touched.

All tools are stored appropriately in a lockable cupboard. The keys to the cabinets should be kept in the store cupboard and the fire door/cupboard locked at all times.

Files and similar objects should have properly fitted handles. Hammer-heads must be checked regularly by the Teacher/Technician. Tools must only be used for their intended purpose. All tools including hand tools must be kept in a locked cupboard when not in use.

Risk assessments for all of the aspects of Resistant Materials should be completed and updated annually due to the potential risk associated with this environment. A copy of these assessment must be kept in the store cupboard and signed by each staff member before using the room and the equipment.

Glue Guns

Hot melt glue guns should be trigger operated. If used by pupils, protective clothing and eye protection are required. Glue guns should be located on stands ready for use. Use guns over a piece of hardwood or a mat to avoid damage to property. Electrical checks must be carried out once per year and any faults reported in the interim.

Food Technology

Teachers leading Food Technology lessons/activities must ensure that not only they, but also all staff supporting lessons, hold a current Food Handling and Hygiene Certificate. In addition to this any teacher who is not a qualified Technology Teacher or a Technology Technician must be supported by the aforementioned personnel to ensure compliance with risk assessment and adherence to food hygiene protocols.

Cooking with hot oils, butter or similar should be approached with extreme caution. The risks associated with fire and burns are significant and adequate control measures should be put in place to safeguard pupils, personnel and the premise.

When utilising the food technology facilities throughout the campus all cooking appliances and apparatus should be closely monitored at all times. No equipment should be left unattended for any reason.

The fire detection in these areas require both heat and smoke to be activated. An activation due to this cannot be cancelled and will mean that the entire learning campus will evacuate. The potential disruption caused to all parties concerned and the impact to pupils is significant. Repeat instances of negligent use of the Food Technology facilities that have an impact will be dealt with in accordance with the School's Disciplinary Policy.

The area should be uncluttered and passageways free for safe movement. Coats and bags must be stored safely. This is the responsibility of the teacher in charge of the lesson. The floor should be kept clean.

Windows and ventilation should be properly controlled. A properly stocked first aid box should be kept in the area, with a clearly visible notice. A fire blanket/extinguisher to be kept near the oven/cooker area. This equipment is audited by MITIE regularly and is serviced annually. Staff should note various means of exit from the room by the presence of the green fire exit signs and the notice indicating the closest means of escape. There must be no displays of cards, pictures, pin-board or pupil files near any cookers.

Safety

Any faults in relation to cooking equipment must be reported immediately to the School Business Manager or to the Help Desk. Safe and adequate working space is required around cookers. No two or three-way adapters should be used on any appliances due to the risks associated with electrical overloading.

Hygiene

Staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food. All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies, etc. Food waste disposal bins must be emptied daily or immediately after cookery sessions.

Pupil Protection

All pupils should wear clean aprons, tie back long hair, remove rings and be discouraged from wearing loose clothing. Pupils must walk in the area.

No pupils may carry bowls of hot water. Pupils should be closely supervised at all times.

Equipment and materials

No member of staff shall keep sharp knives, scissors or other sharp instruments in school. Any sharp implements used as part of a legitimate curriculum activity should be stored appropriately in a locked cupboard in the classroom.

Correcting Fluids

Pupils are not allowed to use correcting fluids, such as Tippex, at school. The harmful chemicals associated with this substance are considered too high to ensure safe use.

Marker Pens

Pens which are mainly water based should be used. When other pens are used, these should only be used by staff, and in a well-ventilated area. Staff should ensure that pens suit the board for which they are intended.

Visualizers and Projectors

It is identified that there is a fire risk associated with visualizers and projectors due to the induction of heat from the bulbs. As a consequence when it is not in use it should be switched off and stored appropriately. The light from a visualizer and projector must not be directed into the face of a person when in use, due to the risks posed to eyesight.

Kettles and Hot Drinks

Kettles should be used only in designated areas. All kettles should be approved and or sourced through the Mitie supply chain due to the risks associated with electrical fire.

Hot drinks must only be prepared in designated areas and are not to be used or transported in any areas where pupils have access due to risks of spillages and burns from hot liquid.

Electrical Equipment

Installations/PAT

All equipment should be tested every regularly and labelled by an electrical technician undertaking the test (PAT Testing). Although the yearly requirement for PAT is not the law Mitie will use approved Contractors to complete PAT testing which will be conducted at Easter or in the Summer holidays on an agreed schedule.

Under no circumstance should staff bring electrical items into school. As they will not be PAT tested and the origins of purchase are not clear. As a consequence the school is unable to decipher whether they are safe and they pose an electrical fire risk.

If personal electric items are brought onto the premises that compromise the safety of the building and the people within, action will be taken against the individual(s) in question.

Checklist for Electrical Equipment A

3-amp fuse should be used on:

Radio or TV

Tape recorder

Refrigerator

A 13-amp fuse should be used on:

Iron

Vacuum cleaner

Kettle

Toaster

Polisher

Portable cooker

Projector or visualiser

Inventory

All electrical equipment details should be entered in the Inventory.

Any defective equipment should be marked "UNSAFE – DO NOT USE" and stored safely until they are disposed.

Gas

In every area of the building where there is a gas supply a GasGuard unit is installed. In the event of a fire or an incident the emergency stop button can be pressed to isolate and switch off the services. Access to the campus gas isolation is controlled and administered by Mitie.

Hazards if using Gas Cylinders (for contractors) Hazards

can occur if:

- a) Connection from the cylinder to the appliance can be damaged by being badly connected.
- b) The cylinder falls, or is struck.
- c) The valve is not closed on both full and empty cylinders before, during or after changing.

- d) The valve is open but ignition fails.
- e) The appliance is not kept upright.
- f) Changing cylinders indoors or near a flame. Electrical equipment, cigarette, etc.
- g) Placing in draughty position or near combustible materials.
- h) No guard.
- i) Using in a confined, badly ventilated space.
- j) Storing of spare or empty cylinders inside the building – THESE ARE POTENTIAL BOMBS.

Siting of LPG Heaters and Cylinders

LPG Heaters or Gas cylinders are not allowed on site without the knowledge of Mitie.

Physical Education

Staff are reminded that:

- a) If a parent/carers has put a restriction on a pupil's activity on medical grounds, it is the parent/carers alone who can remove it.
- b) If a pupil is taking part in an unaccustomed physical activity and is known to be disabled, or have an ongoing medical complaint, e.g. Asthma or epilepsy, rigorous supervision should be maintained.
- c) Goal Post Safety
 - 1) For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground. Portable goalposts must be either pinned or weighted to prevent them toppling forward.
 - 2) It is essential that under no circumstances should pupils or adults be allowed to climb, swing or play with the structures of the goalposts.
 - 3) Portable goalposts should not be left in place after use, but should be removed, tied together face-to-face or secured to a permanent structure such as a fence.
 - 4) The height of the goalposts for under 11s should be 6 foot. For over 11s, the standard height of the goalpost is 8 foot.
 - 5) Metal hooks on goalposts are not to be used.
 - 6) Home-made goalposts should, under no circumstance be used. 7) Guidelines to prevent toppling:
 - i. Follow Manufacturer's guidelines in assembling goalposts
 - ii. Before use, adults should:
 - a) exert a downward pressure on the cross bar
 - b) exert a backward pressure on both upright posts
 - c) exert a forward pressure on both upright posts
- d) Where the above two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

Swimming

- a) There must be continuous supervision by a qualified lifeguard at all times. No paperwork, marking or other activities can be engaged in that would distract the supervisor from their duties to ensuring the safety of those who use the pool.
- b) There must be adequate qualified cover for this lifeguard should he/she leaves the poolside for any reason.
- c) The instructor working with the swimmers cannot be the lifeguard but may be used to provide cover if he/she is adequately qualified.
- d) In this case, the instructor must stop teaching and the pupils must leave the water.

A Life Saving Qualification is a minimum of either:

- a) Bronze Medallion Award – enhanced by training in diving to a depth greater than 1.8m and ability to resuscitate by means of cardiac compression.
- b) Or preferably, Bronze Pool Medallion Award.

Teachers are instructed that they do not allow pupils into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

Equipment

It is the responsibility of all personnel to visually check electrical devices for defects before they are used. This includes devices used by pupils such as keyboards, laptops, computers or tablets. If a defect is identified, then the equipment must be isolated and not used immediately. Any defects identified or damage should be reported immediately to the School Business Managers, Interserve FM personnel or a member of the SLT.

Regulations for climbing ropes

Pupils are not allowed to “knot” the ends of gymnasium ropes as not only does this make them dangerous, it also damages the fibres.

Pupils should only be allowed to climb the school gymnasium ropes if:

- (1) there is appropriate supervision
- (2) the teacher is a qualified P.E. specialist
- (3) the pupil has been taught how to climb using correct technique
- (4) there is always a gymnastic mat placed under the object being climbed
- (5) no pupil is allowed to climb outside the PE environment

Animals in School

Teachers should discuss with the Head Teacher the possibility of keeping animals in school. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Pupils are not allowed to bring any animals onto school premises.

Any animals that are brought into school to support the teaching and learning activities must be appropriately risk assessed to ensure the safety of the staff and pupils whilst also taking into consideration animal welfare.

Visitors to School

All visitors to school have a legal duty to care for their own health and safety, and that of others, whilst they are in school. Upon entering the school visitors must report to Reception and sign in using Inventory.

A designated member of school staff must take responsibility for the visitor and they should not be left unsupervised with pupils at any time. Any third party contractors who have been commissioned on behalf of the school should have the appropriate checks conducted and their details entered onto the School's Single Central Record (SCR).

The visitors pass issued must be worn at all times whilst in school and returned to Reception upon leaving school where they are sign out using Inventory.

Minibuses

Drivers

- 1. All drivers must have current training certificate.
- 2. All drivers be between 25 and 65 years old.

3. Have no endorsements in the last 3 years.
4. Must undertake a review driving assessment every 3 years.
5. Be medically fit.
6. Never been refused personal motor insurance.
7. Any endorsements etc. must be reported.

All above to fall and comply with Sandwell MBC guidelines and requirements.

Driving

1. All drivers to complete vehicle safety check. This involves completely prepared forms' Drivers Log' before and after every trip.
2. a) No driver should drive a vehicle for more than 2 hours without having a 30- minute break away from the vehicle.
b) No driver to drive for more than 4 hours in a day.
3. All drivers must be accompanied by another member of staff who must travel in the rear of the bus with the pupils.
4. Once vehicle has been checked by the driver, all doors must be opened and remained unlocked during travelling.

Travelling

1. Seat belts must be worn by everybody.
 1. No smoking or drinking is allowed.
 2. A mobile phone must be taken by staff.
 3. No mobile phones are permitted on the bus except by staff for emergencies (as in accordance with school rules).
 4. Nobody is to distract the driver.
 5. Nobody is allowed to remove seat belt and move around bus.
 6. No pupils under the age of 14 are allowed in the front seat or if seat belts do not fit because of child's size.
 7. It is advised that refuelling is carried out without pupils on board if possible.

The Minibus

1. The travel company must ensure each minibus/vehicle undertakes a 6 week or half term safety check by a professional authorised garage. This is as well as, and not instead of, the daily drivers check.
2. The travel company must ensure minibus/vehicles undertakes a full service every 12 weeks or end of term.
3. The travel company must ensure minibus/vehicles undertakes an Authority safety check every 6 months.
4. The above is in addition to the legal requirement of a class 5 MOT every 12 months.
5. The travel company must ensure minibus/vehicles carries a First Aid Kit, which is part of the driver's check-on list.
6. The travel company must ensure minibus/vehicles carry a fire extinguisher, which must be visually checked by drivers as part of the daily check and is checked as part of the service.

Violence to Staff

1. If any member of staff is subjected to any aggression on school premises they must inform a member of the Senior Leadership Team immediately.
2. Staff are asked to keep written accounts of such episodes, according to policy.
3. Appropriate steps will be taken by the Head Teacher to deal with such situations.
4. If necessary, the Governors and LA will be informed and involved.

Violence can take many forms, including:

- 1) Physical force against an individual
- 2) Verbal abuse and threats
- 3) Rude gestures – innuendos
- 4) Sexual or racial harassment

The Head Teacher must ensure that risk assessments are undertaken in respect of all sources of potential violence to employees.

All acts of violence either of a physical or verbal nature must be recorded on the Council's Health and Safety Incident Report Form. Completed forms should be forwarded by the Head's PA/HR Manager to the Health and Safety Team at Sandwell Council as soon as possible following the incident. The information is then reported to the Health and Safety Governors Committee of the school.

The Head Teacher will ensure that the incident form is fully completed with the following details included: -

- a) description of possible causes;
- b) action taken to prevent recurrence and support offered to the employee;
- c) recommendations/comments (including any identified training needs).

If a member of staff is seriously injured or is off work for more than 3 days as a result of the incident it will be reportable to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

The school has a Managing Aggressive Behaviour from School Visitors policy which governs the protection of all site users and protects them against physical and verbal abuse. It provides clear guidance to site users and visitors about the standards of behaviour expected and the consequences of noncompliance.

Home Visiting

1. Some staff may need to visit pupils and/or parents/carers in their homes. This may involve travelling to known problem areas of a town and/or evening visits.
2. All staff must sign out detailing the destination if possible to ensure details of their whereabouts are known by site staff. If the meeting is of a sensitive nature then a member of SLT must be informed.
3. Visits should be made avoiding evenings whenever possible and in pairs in all situations where there has been an identified risk. Employees must ensure that they carry a mobile phone with them, if possible and make periodic contact with the school.

Holiday Access

There will be specified times during the holidays when the school can be accessed by staff. These will be communicated to staff in briefing in the week before the school holiday. If staff wish to attend the site outside of these times this must be coordinated with the Head Teacher and the School Business Manager to ensure the safety of all personnel. Mitie can then be contacted to ensure that access is granted and that fire doors are unlocked in the event of an emergency.

Process to adhere to in the holidays:

- When coming on site during the holidays all staff must park on the main Westminster car park and come onto the premise via the main pupil entrance.
- All staff must sign in and out via the holiday signing in sheet (in case of evacuation) detailing time of entry and exit and rooms being worked in.
- In the holiday the Walkie-Talkie radio will be kept on the main reception desk near the pupil entrance.
- The most senior member of staff will be responsible for the evacuation in the event of a fire alarm activation. The channel used is 4 and it must be switched on and audible at all times.
- The fire assembly point will be the MUGA during the holiday period and the signing in sheet will be obtained by the member of staff with the radio.
- The signing in sheet will act as a roll call document and any missing personnel must be reported to MITIE personnel via the Walkie-Talkie Radio.
- If there is a fire activation during the holidays the most senior member of staff must email the School Business Managers about the event.

Casual Users

All organisers of events outside school hours are required to observe health and safety requirements and fire regulations. The safety of these site users will be governed by Mitie FM.

CCTV and Health and Safety of Site Users

The CCTV system has been installed on behalf of The Westminster School with the primary purpose of reducing the threat of crime, protecting the school premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.
- Facilitate the movement of vehicles on site.

The system will not be used:

- To provide recorded images for the world-wide-web.

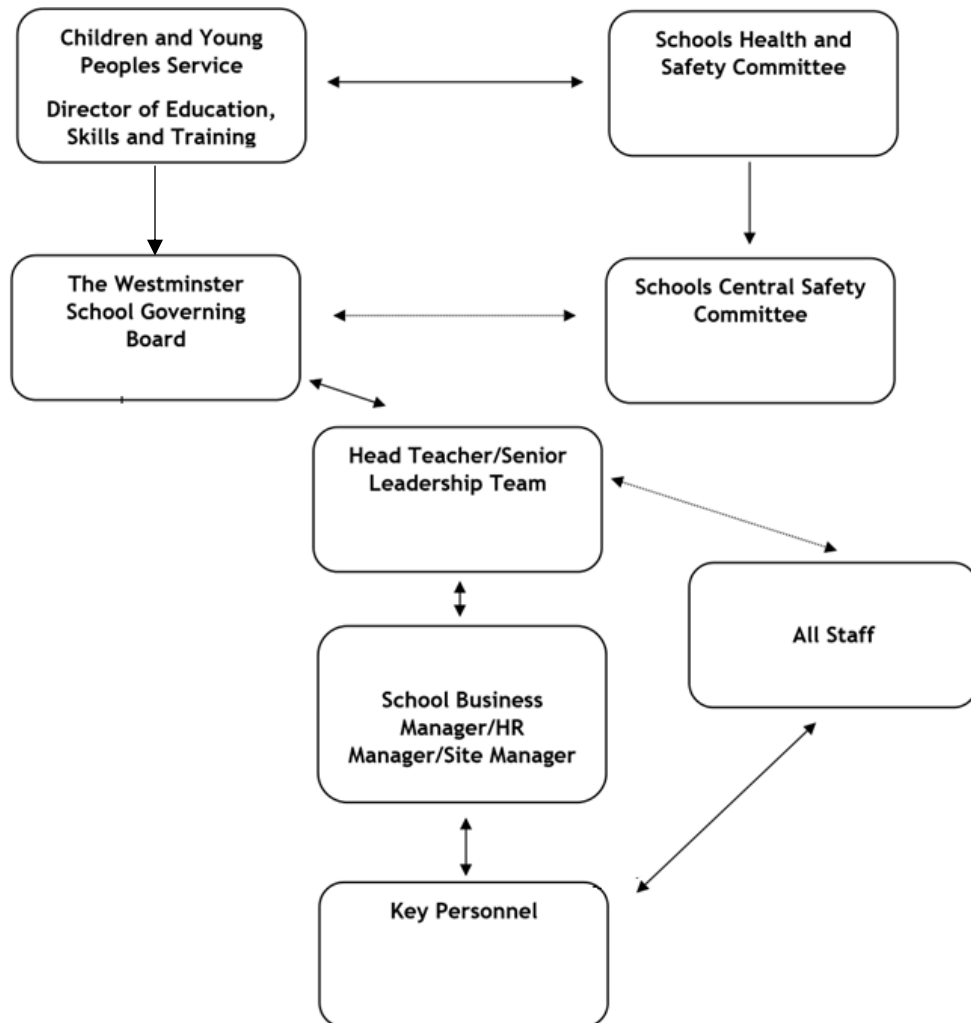
Further information can be sought from the School's CCTV policy.

Mitie

Mitie have an all-encompassing responsibility for the Health and Safety of the Rowley Learning Campus. They maintain the fire safety systems, emergency exits, emergency lighting, PAT

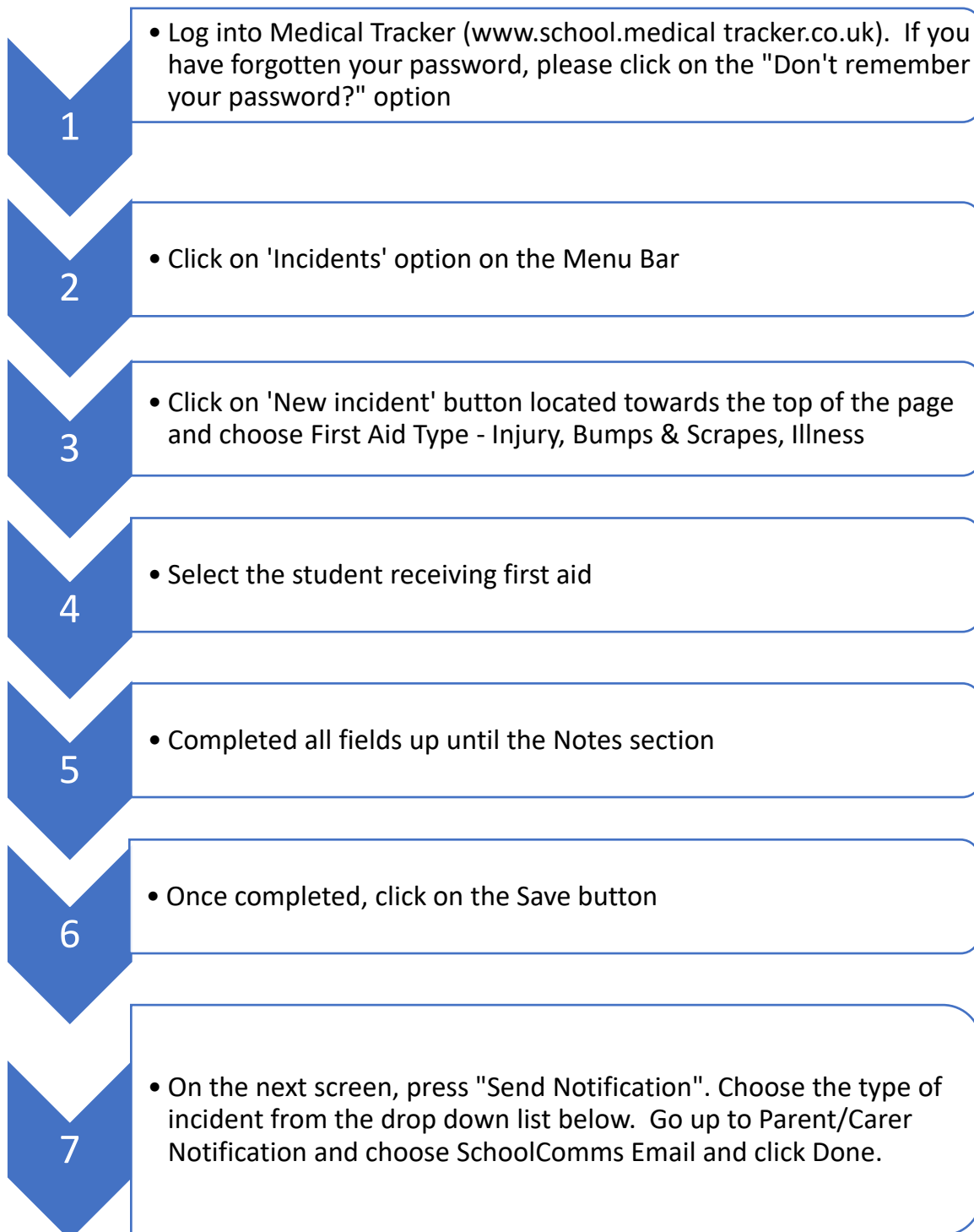
testing but to name a few. Nonetheless responsibility for Health and Safety rests with the site users and with this in mind everyone occupying the site has a duty to keep safe and to address any cause for concern. The Westminster School is committed to working with Mitie to create a safe environment for all to use.

Health and Safety Organisation Chart



Appendix 1 – Medical Tracker Reporting Instructions

Recording First Aid in Medical Tracker



A video walkthrough of the process is available here: <https://help.medicaltracker.co.uk/en/how-to-record-and-notify-parents/carers-of-injuries-bumps-and-scrapes-illnesses-and-medication-administration>

