



Milford Haven School
HEALTH AND SAFETY
(incorporating Administration of Medicines Policy)
Policy (Oct 2017)



1988

..... (Signed by Chair)

.....*Date*

This policy will be reviewed on or before the following date

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PART A - GENERAL STATEMENT

This policy is produced in respect of Milford Haven School/Ysgol Aberdaugleddau only and is supplemental to the Pembrokeshire County Council & Departmental Safety Policy Statements.

STATEMENT OF POLICY

The school recognizes its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

1. Plant, equipment and systems of work are safe and without risks to health.
2. The handling, storage or transport of articles and substances will be safe and without risk to health.
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. The site is maintained in a safe condition and without risks to health.
5. Access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for health and safety are identified in this policy and the arrangements implemented to meet the above requirements are also detailed.

PART B - ORGANISATION

GOVERNORS

The School governors will ensure that:

The school produces a school Health and Safety policy for approval by the Governing Body and that this policy is regularly reviewed;

Risk assessments of work activities are undertaken and a written record of the assessments kept and uploaded onto the JCAD risk assessment system;

Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;

Regular safety inspections are undertaken;

A positive health and safety culture is established and maintained.

HEAD TEACHER

(The Headteacher is the day-to-day manager of the site and is responsible for health and safety on that basis.)

The head teacher will liaise with the Local Authority health and safety Office as required to receive advice and guidance on all health and safety issues.

The Headteacher will ensure that:

A school health and safety policy is produced for approval by the governing body and that the policy is reviewed annually and revised as necessary;

Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid. health and safety risk assessments are uploaded onto the JCAD risk management system;

Safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;

Information and advice on health and safety is acted upon/circulated to staff and governors.

A regular safety inspection is undertaken;

A termly report is provided to the school governors health and safety sub-committee on health and safety;

Full cooperation with Pembrokeshire County Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;

Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;

Receive all health and safety information sent to the school and disseminate the information to staff/governors as necessary;

Advise the Governors on action required to comply with relevant health and safety Legislation;

In consultation with Governors, set timescales/ensure work is carried out to meet the requirements of health and safety Legislation;

Carry out the regular safety inspection.

SENIOR MANAGEMENT TEAM

(The leader of learning is responsible for the day-to-day management of health and safety issues within a department.)

The Senior Management Team will:

Ensure that health and safety is a standard item on the agendas of departmental meetings;

Ensure certain departments i.e. Science, PE and Design and Technology have specific statements and procedures relevant to their areas that include any precise health and safety responsibilities and any special arrangements or standards to be followed;

Assist the Health and Safety Coordinator (currently the Site Manager) in identifying competent persons/carrying out risk assessments;

Ensure that health and safety requirements, e.g. staff training, provision of

Personal Protective Equipment (PPE), are adequately catered for in the Area/Department budget or brought to the attention of Head/Health and Safety Coordinator/Governors as appropriate; and

Ensure that staff are made aware of health and safety information relevant to them and have access to the health and safety publications provided or referred to as standards.

EMPLOYEE (ALL)

All employees must:

Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;

Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person (staff should use the sitehelp@milfordhavenschool.co.uk as far as possible and practical to do so - unless it is urgent)

Not misuse anything provided for health and safety purposes;

Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;

Cooperate with management in respect of complying with health and safety requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.

CONTRACTOR STAFF

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees.

THE SCHOOL'S HEALTH AND SAFETY COMMITTEE

The committee shall meet regularly, at least once each term to consider:

Health and safety issues raised by employees, Pembrokeshire Education Authority, Director – Finance and Administration or the Headteacher.

New legislation and information.

New working practices or environments.

Reports of health and safety incidents and investigations.

Monitoring of health and safety training.

The risk assessments raised by leaders of learning and consider any issues raised.

Where appropriate it will recommend a course of action to the Headteacher.

Designated members of the committee will inspect areas of the school on a regular basis as part of the policy monitoring process and will report their findings to the committee.

PUPILS

(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for health and safety, schools will have expectations as to what is appropriate behaviour.)

Students are expected to:

- a) Comply with school rules relating to general behaviour;
- b) Take note of and comply with information provided for safety with regards activities undertaken;
- c) In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) Not to misuse anything provided for health and safety reasons.

PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. Each Area/Department has/will produce a supplemental policy covering the organisation and specific arrangements within Area/Department and these will be attached as appendices.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard accident forms as provided by Pembrokeshire County Council (PCC)- these are kept in the First Aid room or with the Headteachers PA.

In addition all accident forms will entered on to the County Council accident report system (accessed via the PCC Intranet under the Health and Safety section)

<http://pccintranet.pembrokeshire.gov.uk/content.asp>)

Reportable incidents are categorised as:-

- Accident
- Incident
- Near miss
- Assault

1.2 – STAFF – All accidents to staff are to be recorded using the same accident form as for the pupils - reporting process and categories are the same as above.

1.3 – VISITORS – All accidents to visitors are to be recorded on the accident forms and reported via the PCC intranet module using the same process as for pupils and staff.

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident form is to be completed. The form will be sent to the health and safety Coordinator who will then decide if it needs to be forwarded to the County Council health and safety Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded by the health and safety co-ordinator on the accident forms.

2 – ASBESTOS

The asbestos register is compiled and completed by Pembrokeshire County Council under local authority policy. Procedures are such that the register is kept centrally and not on site. Any major works planned must be approved by the local authority officer with responsibility for asbestos management.

Do not assume there is no asbestos present and always liaise with the local authority prior to commencement of any works on site.

3 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract (these would be under the local authority service level agreements so overseen by PCC). Such contractors' visits can vary from an annual visits to ad hoc requirements, e.g. to service boilers, check fire extinguishers, PAT testing, responsive requests etc. The PCC service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its own risk assessments to the contractors where relevant. A copy of this policy will be provided to the PCC Building Maintenance Officer as well.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated. These types of works are generally organised via the local authority building maintenance department who would ensure contractors follow local authority processes and procedures.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the **Headteacher/Site Manager.**
- b) Before any work is commenced, it is essential that the **Headteacher/Site Manager** is made aware of
 - what work is to be undertaken,
 - where the work is to be carried out,
 - an indication of the likely timescale,
 - what equipment is to be used,
 - which services are required.

- c) Before work is to commence, the contractors must be advised by the **Headteacher/Site Manager**

Where they can gain access to services,

What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **rear of the school / school assembly point**

Any particular problems with the work, e.g. access may still be required to the area.

The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.

The contractors must be advised who to contact on site if they have a problem.

3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and is overseen by the local authority building maintenance department under the school's SLA agreement. For all large scale works a pre meeting will take place and the **Headteacher/Site Manager** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc).

4 – CONSULTATION WITH EMPLOYEES

The school complies with the Health and Safety (Consultation with Employees) Regulations 1996 by:

- a) having health and safety as a standard item on the staff briefing at the commencement of the academic year;
- b) circulating any school safety news to all staff; and
- c) where appointed, consulting with the Trade Union Accredited Safety Representative/ representative(s) of employee safety in good time on all health and safety issues.

5 – COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to health and safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety the school has a list of items that need to be covered at induction and a supplemental list within each Department.

6 – INTERNET USAGE / E-SAFETY

The school has a separate policy for Internet usage / safety and a copy of this policy can be found on the staff intranet. The policy indicates there is a whole school approach to internet safety and details the ways ICT facilities can and cannot be used by the networks users.

7 – FIRST AID

The school exceeds the basic recommendation for first aiders, which is for two persons to have a first aid at work certificate, and a list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

(See also First Aid Policy)

7.1 - FOLLOWING ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in school.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

7.2 – RECORDING - Any accident where first aid is administered to students is to be recorded on the PCC accident forms and submitted on the PCC accident reporting module.

7.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site. The teaching assistant with designated first aid responsibilities will periodically check and re-stock all the first aid boxes.

7.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept *in* the first aid box. Staff are advised to contact the site team who have a specific spillage kit for cleaning up spillages such as blood or vomit.

8 – GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

a) ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

b) FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by contractor and on a termly basis the extinguishers are checked, by the **Site Manager**, to ensure that they are in position and that the pins are in place.

c) PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment.

9 – INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.

10 – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the *School Policy on Managing Medical Needs*.

11 – RISK ASSESSMENTS

The school risk assessment process is managed using the PCC JCAD risk management system and is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving.

In all cases staff, students and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

11.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (this is one of the mandatory units on the Pembrokeshire Online Development (POD) system.) for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.

11.2 – FIRE – A fire risk assessment has been undertaken by the Site Manager and reviewed by the local authority Health and Safety Officer in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire instructions are displayed in every classroom and are contained in the staff handbook. All staff must also complete the mandatory fire awareness module on the POD.

11.3 – HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments/Faculties or in the standards followed, e.g. CLEAPSS documentation for both Science and DT.

If staff have any questions on hazardous substances these should be raised with line managers or the leader of learning.

11.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, must be covered by a written manual handling assessment. The site team have completed a manual handling course and there is an on-line manual handling course which all staff must complete on POD.

All staff must ask themselves the question when considering undertaking any manual handling operation “Can I move the objects where I need to safely and without risks to health?” Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

11.4.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each department a supplemental list has been produced, in a similar format, where there are specific additions or changes from the generic. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

11.4.2 – MANUAL HANDLING – STUDENTS – All students who may need to be lifted or supported are assessed using the manual handling assessment forms.

The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

11.5 – NOISE – The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music.

If staff have any questions on Noise levels they should initially speak to their line manager or Head of Area/Department who will refer the matter on to the Headteacher if unable to resolve it.

11.6 – SECURITY –Security issues are regularly reviewed. If staff have any questions on security they should initially speak to their line manager who will refer the matter on to the health and safety coordinator if unable to resolve it.

11.7 - WATER ASSESSMENT – An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease. The legionella testing is undertaken by the site team in line with the guidelines and checklists provided by Pembrokeshire County Council.

11.8 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace. Staff are aware that any site related issues should be logged using the Spiceworks site helpdesk email.

11.9 - WORK AT HEIGHT – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if

not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment.

11.9.1 – REGULAR OPERATIONS – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Area/Department a supplemental list has been produced in a similar format where there are specific additions or changes from the generic.

11.9.2 – SPECIALIST OPERATIONS – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders. These are more likely to be undertaken by the local authority and as such risk assessed and managed by the PCC building maintenance department.

12 – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, and also the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People'.

13 - SCHOOL TRIPS

A separate school trips policy has been produced based on the council guidance and this is included in staff handbook

14 -TRANSPORT

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

1 - Staff transport students/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council.

NB Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use. Staff are reminded of this need periodically and the travel claim forms and guidance clearly stipulate this requirement.

2 - Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

3 - The parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

School trips are required to be risk assessed this will either be using the standard risk assessment templates which must be passed to the Business Manager upon completion or by using the EVOLVE system. The following trips must be submitted via EVOLVE:-

- Residential trips (at least 2 weeks before the date of the trip)
- Trips running outside of school hours
- Trips abroad (at least 8 weeks before the date of travel)
- Trips which are deemed to be of a high risk nature

- Trips where travel may be by boat, ferry or plane

All staff members have an EVOLVE user account and should submit the forms to the Educational Visits Co-ordinator (currently the Business Manager) - the Headteacher will approve all submitted trip assessments and the local authority must approve any residential trips or travel abroad.

15 - WELLBEING

The wellbeing of staff is seen as an integral part of the schools health and safety responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential telephone counselling service provided by the Education Support Partnership. Sickness absence or health concerns will be dealt with under the schools absence policy.

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

DATA – Design and Technology Association

DSE – Display Screen Equipment (Computers)

H&S – health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

FIRST AIDERS

Laura Parsons (First Aid at Work)

Mark Styles (First Aid at Work)

Pauline Bain (First Aid at Work)

Wendy Stewart (First Aid at Work)

Martin Edwards (First Aid at Work)