



**Yardleys**  
**School**  
WORKING TOGETHER FOR A BETTER FUTURE

## HEALTH & SAFETY POLICY

Adopted by Governors:

Signed: .....

Date: .....

This policy is reviewed annually by the Finance, Premises and Staffing Committee

Review date: .....

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## INTRODUCTION

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Yardleys School Health and Safety Policy has been formally adopted by the School's Governing body. This policy conforms to the legal framework set out in *The Health and Safety at Work etc. Act 1974* and regulations made under that act, in particular the *Management of Health at Work Regulations 1999*. The policy takes into account the latest departmental advice from the Department for Education, *Health and safety: advice on legal duties and powers February 2014*.

The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

## GENERAL PRINCIPLES:

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- The aim of this policy is to provide the background for a safe and healthy working and learning environment for staff, pupils, visitors and any other person using the school premises or facilities; to create a culture in which risk assessment and control become routine and in which we accept that the quality of management can affect the number of accidents and incidents of ill health and stress; to provide appropriate resources to support health and safety requirements
- The Governing Body believes that students should be able to experience a wide range of activities and that it is important that children learn to understand and manage the risks that are a normal part of life
- As an employer, the governing body recognises its responsibility to assess the risks of to the health and safety of staff and others affected by its activities
- At all times relevant risk assessments and decisions will be shared with the school's partners, in particular BSPL, Galliford Try FM and their subcontractors and Chartwells

## SECTION 1 - RESPONSIBILITIES

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The Headteacher has the day-to-day responsibility for health and safety matters in the school. More detailed responsibilities are as follows:

### **The Governing Body is responsible for:**

- As the employer, overall responsibility for health and safety rests with the governing body
- Approving the school's Health and Safety policy

- Complying with the school's Health and Safety policy
- Reviewing health and safety arrangements regularly (at least once annually)
- Prioritising any action required on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken
- Promoting high standards of health and safety within the school
- Monitoring health and safety matters within the school

**The Headteacher is responsible for:**

- Ensure competent people are appointed to provide advice and guidance on health and safety
- Ensure arrangements are in place to monitor, audit and review health and safety activities
- Ensure that a suitable training programme is maintained to address the needs of staff at all levels

**Health and Safety Co-ordinators:**

Health and Safety law requires the appointment of one or more competent persons to help employers comply with legislation. At Yardleys School this role is fulfilled by the Business Manager. This includes acquiring advice from a health and safety professional body, currently this support is provided by Birmingham City Council Health and Safety department.

**The Health and Safety Co-ordinator is responsible for:**

- Acting as the first point of contact on health and safety issues
- Liaising with the school's partners over relevant health and safety arrangements, in particular BSPL and Galliford Try FM, as well as the catering contractors – currently Chartwells
- Maintain health and safety records, develop policies and procedures to ensure that consistent and effective health and safety practices exist across the school
- Liaising with the school's advisors on any changes to health and safety legislation and best practice
- Undertake specialist risk assessments as required
- Review reports of accidents and compile statistics to identify trends, making recommendations and referrals as necessary
- Ensure that emergency drills are carried out regularly and monitored for effectiveness
- Arranging for the professional advisors to carry out annual fire risk assessments

**Subject Leaders/Line managers are responsible for:**

- Ensuring that within their particular area policies, procedures and safe systems of work are implemented on a daily basis
- Promote a positive and proactive approach to health and safety
- Develop, implement and review safe working practices, including written risk assessments as required
- Ensure that all accidents and incidents, including near misses are investigated and reported and any necessary remedial action is taken

### **All employees are responsible for:**

- Taking reasonable care of the health and safety of themselves, fellow employees and others who may be affected by their acts or omissions
- co-operating with managers on health and safety matters
- not interfering with anything provided to safeguard their health and safety
- reporting all health and safety concerns, including accidents, incidents and near misses to an appropriate person (as detailed in this policy)

## **SECTION 2 - THE MANAGEMENT OF HEALTH AND SAFETY**

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There is a three stage management process in increasing health and safety for staff, premises and contents.

- STAGE A**     **Risk Assessment and planning before lesson or activity begins** - to include finding out if there is a problem or risk of a problem.
- STAGE B**     **Control/take action.**
- STAGE C**     **Monitor and evaluate** the implementation and effectiveness or otherwise of any preventative actions. To include procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general.

## **SECTION 3 - SPECIAL AREAS FOR CONSIDERATION**

### **a)     Duty Supervision**

- Before the start of school staff will be on duty (one house per day)
- At break times members of staff will be on duty (see break duty rota)
- Lunch time supervision is managed by SLT and Heads of House (see lunch duty rota)
- At the end of the School day members of staff will be on gate duty

### **b)     Areas of Special Risk**

The School will follow any guidance issued by relevant official bodies in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Art and Design Technology
- Science
- PE
- ICT (where electrical risks are relatively high).

### **c)     Critical incidents**

The critical incident file is kept in the Business Manager's office.

#### **d) Pupil illness**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

#### **e) Pupil medication**

Please refer to separate Medication Policy.

#### **f) School visits and 'off site' activities.**

Please refer to separate Educational Visits policy.

#### **g) First Aid Cover**

The following principles apply to the provision of First Aid:

1. The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. A qualified nurse is employed, along with a team of trained first aiders. The number of certificated first-aiders will always be at least that number required by law. All such staff will be trained to a basic, minimum level of competence. The list of first aiders is kept in reception and the Business manager's office.
2. Any cuts and abrasions must be dealt with in accordance with the 'HIV preventative protocol'.
3. A record must be made of all visits to the nurse or a first aider.
4. An accident form will be completed for all accidents to staff, and for more serious accidents to children, in line with school policy. First-aid materials are held in the Nurse's room.
5. Adequate and appropriate first-aid provision will form part of the arrangements for all out of School activities. Normally, groups will have a qualified first aider with them (exceptions will be determined by the Business Manager e.g. very short, local visits).

#### **h) Fire/Emergency Evacuation:**

Please refer to separate Evacuation procedure.

#### **i) Staff welfare:**

As part of the School's insurance a confidential 24/7 counselling service is available to staff. This operates on a self-referral basis only and any contact is kept confidential from the school.

The school follows the Birmingham City Council Managing Staff Sickness policy and at times may choose to refer staff to an occupational health provider for further medical advice.

#### **j) Asthma Attack Flow Chart:**

In the event of an asthma attack:

- Stay calm and reassure the child
- Encourage the child to breathe slowly

- Ensure any tight clothing is loosened
- Help the child to take their reliever inhaler (blue)

Usually 2-4 puffs (ideally given individually through the spacer device, if available) are enough to bring the symptoms of a mild attack under control.

**HOWEVER DO NOT BE AFRAID TO GIVE MORE IF NEEDED RELIEVER  
MEDICATION IS VERY SAFE**

**ALWAYS CALL FOR AN AMBULANCE if ANY of the following occur:**

- There is no significant improvement in 5 – 10 minutes
- The child is distressed and gasping or struggling for breath
- The child has difficulty in speaking more than a few words at a time
- The child is pale, sweaty and may be blue around the lips
- The child is showing signs of fatigue or exhaustion
- The child is exhibiting a reduced level of consciousness
- You are concerned about the child's condition at any time

Whilst the ambulance is on its way the child should continue to take puffs of the reliever inhaler (blue) as needed until their symptoms resolve.

Alternatively, if the child has a spacer device and reliever inhaler (blue) available give up to 10 puffs, one puff every minute (shaking the inhaler between each puff).

If the child's condition is not improving and the ambulance has not arrived this may be repeated. Contact parents/carers once the emergency situation is under control and the ambulance has been called.

