



Promoting the Health and Safety and Safeguarding of Students Policy

Health & Safety Policy

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

Health and Safety/Safeguarding

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

Our statement of general policy is:

1. to provide adequate control of the health and safety risks arising from our work activities
2. to risk assess all activities to ensure that students and staff are safe.
3. to consult with our employees on matters affecting their health and safety
4. to ensure safe handling, use, storage and transport of articles and substances
5. to provide adequate information, instruction and training to enable staff and students to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
6. to ensure all employees are competent to do their tasks
7. to prevent accidents and cases of work-related ill health
8. To liaise with Citation (H & S Consultants) in order to ensure safe procedures in case of fire or other emergency situations and procedures.

9. to make arrangements within Sandwell Valley School and Sandwell Community Care Trust Training for the reporting of all accidents/incidents to the LA and relevant bodies
10. to include aspects of child/personal safety within the curriculum which includes safety at home, off site, radicalisation/PREVENT, CSE, grooming, bullying, smoking and drug abuse and healthy eating
11. to ensure so far as is reasonably practicable, the health and safety of visitors to Sandwell Valley School and Sandwell Community Care Trust Training (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or students whilst taking part in Sandwell Valley School and Sandwell Community Care Trust Training activities; and to review and revise this policy as necessary at regular intervals. (signed/dates on back page of this Policy)

Responsibility for monitoring the policy:

- Day-to-day responsibility for ensuring this policy is put into practice is delegated to Sandwell Valley School and Sandwell Community Care Trust Training Governing Body and Executive Principal /Principal.

Sandwell Valley School and Sandwell Community Care Trust Training Governors will:

- ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;
- ensure so far as is reasonably practicable the health and safety of students at Sandwell Valley School and Sandwell Community Care Trust Training and on off-site visits;
- ensure so far as is reasonably practicable the health and safety of visitors to Sandwell Valley School and Sandwell Community Care Trust Training, and volunteers involved in any Sandwell Valley School and Sandwell Community Care Trust Training activity;
- guide and monitor the Executive Principal /Principal to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the Sandwell Valley School and Sandwell Community Care Trust Training;
- appoint one of the Governors to be the Governor for Health and Safety;

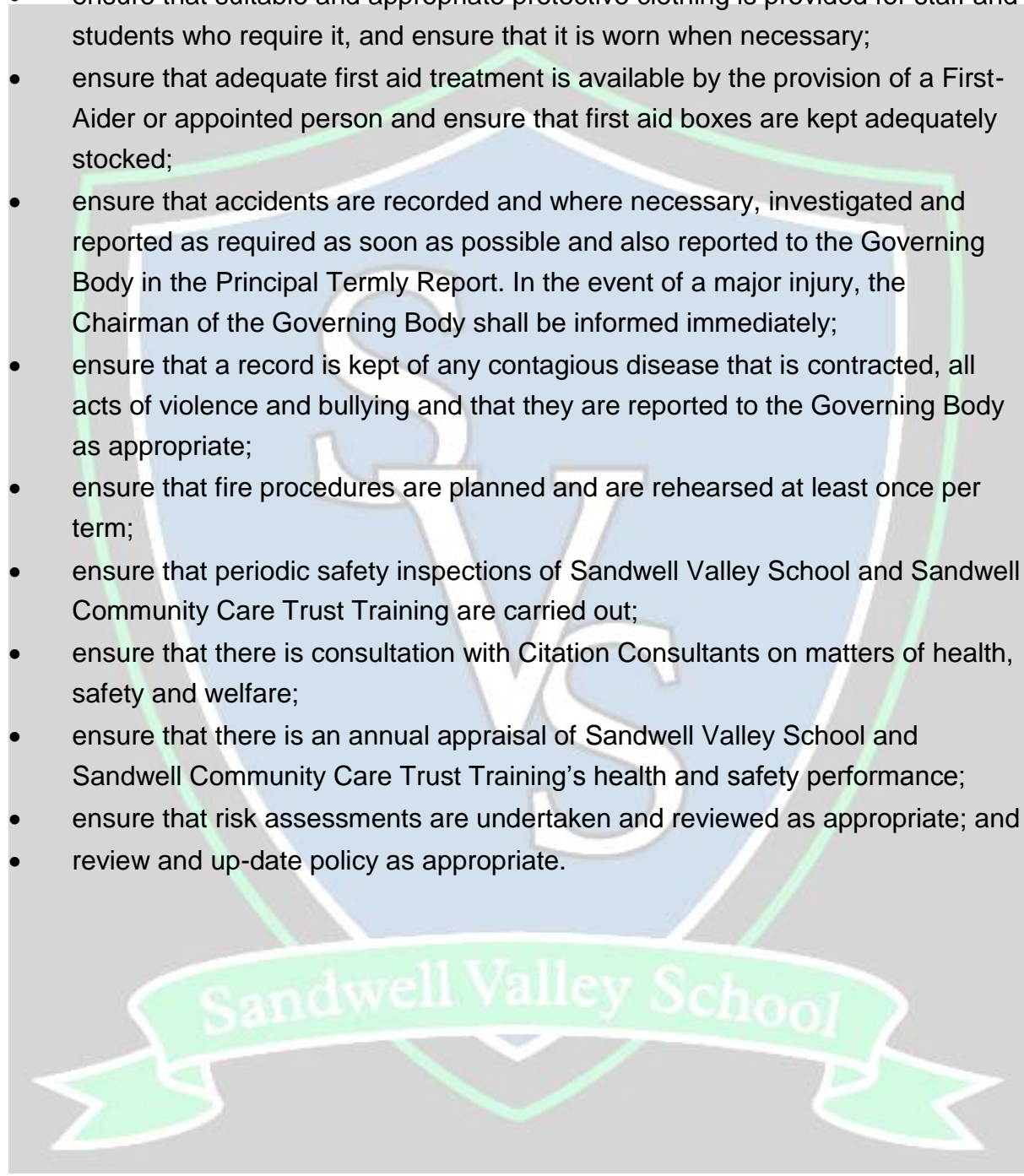
- shall consider the health and safety implications of policies and guidance issued by DFE' February 2014: Health and safety advice on legal duties and powers.
- draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body; and
- carry out an annual appraisal of the safety performance of Sandwell Valley School and Sandwell Community Care Trust Training.

Principal

The Principal is responsible for the day-to-day management of Sandwell Valley School and Sandwell Community Care Trust Training and shall so far as is reasonably practicable:-

- Sandwell Valley School and Sandwell Community Care Trust Training's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the strategic review and management of Sandwell Valley School and Sandwell Community Care Trust Training budget and activities;
- ensure that all employees, students and visitors receive adequate information, instruction, training and supervision, both within Sandwell Valley School and Sandwell Community Care Trust Training and on trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within Sandwell Valley School and Sandwell Community Care Trust Training, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;

- ensure that only approved chemicals and substances are used at Sandwell Valley School and Sandwell Community Care Trust Training and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and students who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- ensure that accidents are recorded and where necessary, investigated and reported as required as soon as possible and also reported to the Governing Body in the Principal Termly Report. In the event of a major injury, the Chairman of the Governing Body shall be informed immediately;
- ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that periodic safety inspections of Sandwell Valley School and Sandwell Community Care Trust Training are carried out;
- ensure that there is consultation with Citation Consultants on matters of health, safety and welfare;
- ensure that there is an annual appraisal of Sandwell Valley School and Sandwell Community Care Trust Training's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.



TEACHING AND NON-TEACHING STAFF

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

- ensure that the Sandwell Valley School and Sandwell Community Care Trust Training's policies are implemented at all times;
- be responsible for the health and safety of the students they supervise;
- ensure that equipment used at Sandwell Valley School and Sandwell Community Care Trust Training is safe and presents no risk to health and ensure that any defects are reported immediately to the Principal so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all students know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that, whilst students are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting students by car, safety seatbelts are worn and the requisite guidelines are followed;
- ensure that when undertaking trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Local Authorities guidelines and Code of Practice. Where specialist instructors are engaged to lead students, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into Sandwell Valley School and Sandwell Community Care Trust Training any potentially dangerous article or hazardous substance without the expressed permission of the Principal;
- ensure that any agreed security provisions are carried out;
- co-operate with the Principal on all aspects of health, safety and welfare; and
- co-operate with the Principal in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

STUDENTS

All students must:-

- co-operate with Teachers and Sandwell Valley School and Sandwell Community Care Trust Training staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Teacher.

Sandwell Valley School and Sandwell Community Care Trust Training in conjunction with the Buildings Management Company (Bond Wolfe) will:

- make positive arrangements for fire evacuation , first-aid and other emergency situations;
- provide and maintain a safe and healthy Sandwell Valley School and Sandwell Community Care Trust Training building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes (See Sandwell Valley School and Sandwell Community Care Trust Training Fire Risk Assessment).
- provide and maintain a safe and healthy working environment with effective management of temperature, ventilation, dust, smoke, fumes, noise.
- provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities;
- that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and students;
- ensure that contractors working at Sandwell Valley School and Sandwell Community Care Trust Training, report to the Safety Officer before work commences in order to ascertain work details and agree safety procedures;

Arrangements

1. Health and Safety Risks Arising From our Work Activity
 2. Consultation with employees
 3. Safe Plant and Equipment
 4. Safe Handling and Use of Substances
 5. Information, Instruction and Supervision
 6. Competency for Tasks and Training
 7. Accident, First Aid and Work Related Ill Health
 8. Monitoring
 9. Emergency Procedures – Fire and Evacuation
 10. Visitors to Sandwell Valley School and Sandwell Community Care Trust Training Premises
 11. Contractors and Safety
 12. Educational Visits / Extra Curricular Activities
 13. Sandwell Valley School and Sandwell Community Care Trust Training Security
 14. Occupational Health Services and Stress
 15. External Groups/Activities
 16. Safety in the Community
 17. Violence, Behaviour, Bullying and Harassment
 18. Health and Safety in the curriculum
 19. Health and Safety in the classroom
- 1. Health and Safety Risks Arising From our Work Activity**
- Risk assessments will be undertaken by all staff
 - The findings of the risk assessments will be recorded and reported to: Principal
 - Action required to remove / control risks will be approved by: Principal with responsibility for Health & Safety and responsible for ensuring the action required is implemented.
 - Principal with responsibility for health and safety plus H&S Adviser as necessary will check that the implemented actions have removed / reduced the risks.
 - Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

2. Consultation with employees

- Consultation with employee is provided during Staff Meetings and through the allocated Safeguarding Officers.

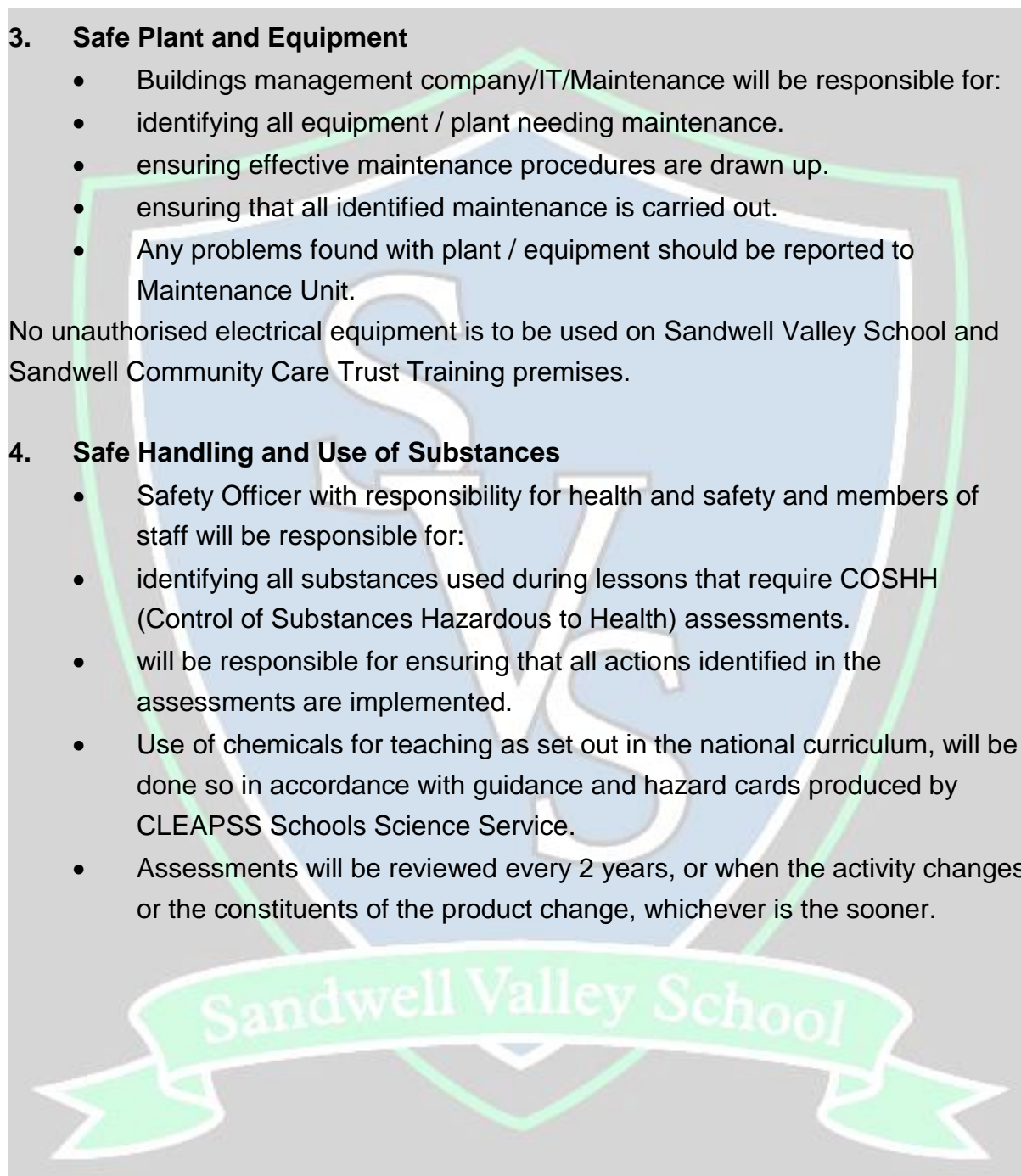
3. Safe Plant and Equipment

- Buildings management company/IT/Maintenance will be responsible for:
- identifying all equipment / plant needing maintenance.
- ensuring effective maintenance procedures are drawn up.
- ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to Maintenance Unit.

No unauthorised electrical equipment is to be used on Sandwell Valley School and Sandwell Community Care Trust Training premises.

4. Safe Handling and Use of Substances

- Safety Officer with responsibility for health and safety and members of staff will be responsible for:
- identifying all substances used during lessons that require COSHH (Control of Substances Hazardous to Health) assessments.
- will be responsible for ensuring that all actions identified in the assessments are implemented.
- Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.
- Assessments will be reviewed every 2 years, or when the activity changes or the constituents of the product change, whichever is the sooner.



5. Information, Instruction and Supervision

The Health and Safety Law poster is displayed at/in: **STAFF ROOM & RECEPTION AREA**

- Health & Safety Citation Consultants www.citation.co.uk and 0161 667 4000.

6. Competency for Tasks and Training

- Induction training will be monitored by Safety Officer with responsibility for Health & Safety

Specific jobs requiring special training are:-

- I.T related staff and Technicians
- All teachers and teaching support staff
- Training records are kept by the Principal
- Training records are located in Staff Development file and personal records.
- Training will be identified, arranged and monitored by ;
- Team Leaders and Principal

7. Accident and First Aid

- The first aiders and/or appointed persons* are:(delete as appropriate):-
M Hall
J Hall
C Geddes
M Stanley (First Aid Trainer)
S Parry

The first aid boxes are kept in reception and the kitchen area

- All minor accidents and cases of work-related ill health are to be recorded in the minor accident and first aid book which is kept in reception (H & S cupboard)
- All other accidents/incidents will be recorded on the Authority's internal accident reporting system by J Hall. All injuries referred to hospital are

telephoned through to the LA or relevant school on the day or after the event of the accident by J Hall.

- The Senior Administration and Support Officer is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the LA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

8. Monitoring

- To check our working conditions, and ensure our safe working practices and policies are being followed we will:-
- carry out spot check visits at a frequency of **Termly**
- conduct a full workplace inspection through Citation Consultants at a frequency of **Every year**
- conduct health and safety audits at a frequency of **Annually**
- **Principal/Allocated staff** with responsibility is responsible for investigating accidents.
- Team Leaders plus other members of the Leadership team is responsible for investigating work-related causes of sickness absences.
- Principal and Governors is responsible for acting on investigation findings to prevent a recurrence.

9. Emergency Procedures – Fire and Evacuation

- **Sandwell Valley School and Sandwell Community Care Trust Training** is responsible for ensuring the fire risk assessment (linked to the buildings management company, Bond Wolfe) is undertaken and implemented.
- **The senior Admin and Support Officer and the data Compliance Officer**-have been appointed as fire wardens / search officers.
- Escape routes exits alarms and equipment is checked by **Buildings management company (PFI)** who also arrange for inspections of all fire equipment.

- Emergency evacuation / fire drills will be carried out at a frequency of **yearly**
- Records will be kept by request from Principal /**Senior Admin Officer**
- Refer to '**Fire Procedures Notice**' and situated in all teaching areas and offices
- Refer to Sandwell Valley School and Sandwell Community Care Trust Training fire Risk Assessment.

10. Sandwell Valley School and Sandwell Community Care Trust Training Safety/ Safeguarding on day-to-day basis.

Visitors, Parents/Carers to Sandwell Valley School and Sandwell Community Care Trust Training.

- Please see separate 'Sandwell Valley School and Sandwell Community Care Trust Training Visitors Policy'

11. Contractors and Safety

- Contractors for building work are selected and monitored by the Buildings management company and Sandwell Valley School and Sandwell Community Care Trust Training maintenance team.
- Contractors for IT equipment are selected on the following basis:-
- Cost and track record
- Production of company safety policy
- Proof of competence (qualification/certs)
- References
- Production of public liability Insurance
- Any other criteria as necessary!



12. Educational Visits / Extra Curricular Activities

12.1 Educational visits

The Deputy Safeguarding Officer is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Students on Educational Visits'

- All educational visits must be authorised by the Principal in advance.
- The Senior Admin and Support Officer will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.
- Adult supervision will be as necessary off the educational site (first aid trained)
- Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.
- To ensure that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates

12.2 Work Experience placements or other related out of school placement

Health and Safety Officer (NEBOSH) is responsible for ensuring that all work placements are:

1. Checked for health and safety before placement.
2. Monitored during placement.

13. Sandwell Valley School and Sandwell Community Care Trust Training Security

Refer also to arrangements for 'Visitors'.

- Security of Sandwell Valley School and Sandwell Community Care Trust Training is maintained by the Buildings Management Company and Sandwell Valley School and Sandwell Community Care Trust Training
- Access to the building is through a door controlled by a secure key pad known only to staff.
- Visitors and students ring the bell to gain access. Individuals are identified before allowing access.

14. Occupational Health Services

- Occupational Health Services are provided by the Occupational Health Unit, an external service contacted through HR at Head Office.
- If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact the Principal in the first instance.

In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact another manager or the Principal. Refer to stress policy within employee handbook.

15. External Groups / Activities

External groups do not currently use Sandwell Valley School and Sandwell Community Care Trust Training premises

Particulars of Sandwell Valley School and Sandwell Community Care Trust Training's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc.) will be communicated to external groups should this occur in the future.

16. Safety in the Community

- Safety in the community is addressed by the Fire Brigade and Police: safety in the community (e.g. police talks, fire-service seminars, etc.)
- Talks/seminars are conducted at a frequency of as necessary

17. Violence, Behaviour, Bullying and Harassment

- If staff are taking students out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
- If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, should be considered.
- Sandwell Valley School and Sandwell Community Care Trust Training will address inappropriate behaviour, bullying and **refer to Anti Bullying Policy/Behaviour Policy**
- Sandwell Valley School and Sandwell Community Care Trust Training will address good student behaviour by Merit scheme on a daily basis.
- Sandwell Valley School and Sandwell Community Care Trust Training will address bullying and harassment involving staff by **refer to Anti Bullying Policy/Behaviour Policy**

18. Health and Safety in the Curriculum

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising from Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'.
- Efforts will be taken to educate students about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate students about occupational diseases may arise during a PHSE/Humanities lesson.

19. Health and Safety in the Classroom

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented.
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out.
- Students will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment (please note! - electrical PAT (socket and plug) testing is carried out by a fully qualified electrician), spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

NO-SMOKING POLICY

Introduction

Second-hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is:

'Safe, without risks to health'

In addition, on the 14th February 2006, Parliament voted to introduce a total ban on smoking in all enclosed places by summer 2007.

Sandwell Valley School and Sandwell Community Care Trust Training acknowledges that second hand tobacco smoke is both a public and work place health hazard and have therefore adopted this no-smoking policy.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, students and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with Health & Safety Legislation and Employment Law

- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who smoke and to support those who wish to stop

Restrictions on Smoking

Smoking is not permitted in any part of the premises or entrances at any time

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Support for smokers: Sandwell Valley School and Sandwell Community Care Trust Training is committed to improving the health of its employees and students with the support of Decca. National Don't Give Up Giving Up free-phone helpline **0800 169 0 169**.

Disciplinary Action

Sandwell Valley School and Sandwell Community Care Trust Training senior management will be responsible for ensuring that the policy is implemented within Sandwell Valley School and Sandwell Community Care Trust Training. Breaches of the policy will be dealt with in accordance with normal disciplinary procedures.

Monitoring and reviewing

This policy will be reviewed on an annual basis to ensure that it continues to meet the aims.

Sandwell Valley School and Sandwell Community Care Trust Training believes it is very important that policies relating to Safeguarding issues, across Sandwell Valley School and Sandwell Community Care Trust Training, are read in conjunction between one another. The Policies in question have been listed below.

Attendance and Punctuality Policy

Behaviour Policy

Anti-Bullying Policy

Safeguarding Policy

Safer Recruitment Policy

e-safety Policy

Whistleblowing Policy

Date: August 2017

Review Date: August 2018

