



## Health, Safety and Wellbeing Policy Blaise High School and BAM FM Ltd



### September 2021 Edition

This policy was reviewed by the Headteacher in September 2021 and was updated to reflect:

- the removal of "Appendix C -Additions to policy related to Covid-19". All measures that relate to Covid-19 are outlined in the Covid-19 RA and Contingency Plan available online.
- the change in delegated services to GLT Central Service

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## BLAISE HIGH SCHOOL

# HEALTH, SAFETY & WELLBEING POLICY

This Health, Safety & Wellbeing Policy provides the basis for the implementation and future planning of Health, Safety & Wellbeing matters within Blaise High School and fulfils both the requirements of Blaise High School Health, Safety and Wellbeing Policy and BAM FM's Health, Safety, and Wellbeing Policy.

This document also sets down the relationship with BAM that, under contract, provides and manages buildings, facilities and support services in which Blaise High School operates.

## I STATEMENT OF GENERAL POLICY

- I.1 The Academy Trust Board of Trustees has ultimate responsibility for health and safety across the Trust. Day-to-day responsibilities are delegated to the Headteacher. The Local Governing Body accepts their responsibility for setting out the overall Blaise High School Health, Safety & Wellbeing Policy.

It is the policy of the Local Governing Body to take all reasonable steps within their/its power to prevent, or reduce the possibility of:

- Harm and injury to students, employees (which includes new, temporary and part-time employees), the staff of employment agencies and other contractors, volunteer helpers, members of the general public and
- Damage to property, plant, machinery, equipment, tools, materials and the environment by providing protection from foreseeable risks by promoting continuous improvement in Health, Safety & Wellbeing standards.

The board of trustees has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Academy Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The Board of Trustees has delegated to the Governing Body responsibility for overseeing health and safety in the school and ensuring that the school adheres to this policy and the Trust health and safety policy.

- I.2 The Local Governing Body will ensure, so far as is reasonably practicable, that the Blaise High School budget reflects the finance necessary to implement Health, Safety and Wellbeing requirements.
- I.3 The Local Governing Body accepts their responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable to:
- I.3.1 Provide suitable and sufficient information, instruction, training and supervision to enable all students and employees (which includes new, temporary and part-time employees) in the school to undertake their studies and work safely and efficiently
- I.3.2 Promote the development and maintenance of sound health, safety and wellbeing practices ensuring that any actions taken are inclusive and non-discriminatory
- I.3.3 Provide and maintain a teaching/learning and working environment that is safe, and without risks to

health, and adequate as regards welfare facilities for students and employees (which includes new, temporary and part-time employees)

- I.3.4 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of Blaise High School
- I.3.5 Be kept informed of all developments relating to Health, Safety and Wellbeing matters.
- I.4 The Local Governing Body accepts their responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable, on their/its own account and in collaboration with BAM FM as appropriate, to:
  - I.4.1 Maintain the premises in a condition that is safe, and without risks to health, and ensure safe access to and egress from the premises
  - I.4.2 Provide as necessary, personal protective equipment (PPE) to all students and employees (which includes new, temporary and part-time employees) in Blaise High School, for the safe use of plant, machinery, equipment, tools, materials and substances
  - I.4.3 Ensure arrangements are in place for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health
  - I.4.4 Provide plant, equipment and systems of work which are safe and without risks to health
  - I.4.5 Undertake Risk Assessments for Extended School Activities such as School Plays and Summer Schools, which clarify supervisory arrangements, the safe use of premises
- I.5 The Local Governing Body accepts their responsibility for ensuring that there is regular formal communication on Health, Safety & Wellbeing matters between Blaise High School and BAM.
- I.6 The Local Governing Body recognises the requirement to consult staff on health and safety matters.
- I.7 The Local Governing Body will agree one of their number to be designated the Health and Safety Governor who will speak on Health, Safety & Wellbeing matters at the Local Governing Body.
- I.8 The Local Governing Body will delegate authority for the development and implementation of this Policy to the Headteacher who will ensure that arrangements will be made to bring this Policy to the notice of all employees (including new, temporary and part-time employees), the staff of employment agencies and other contractors, and volunteer helpers, so that they fulfil their duties to co-operate with this Policy.
- I.9 The Local Governing Body recognise their responsibility for monitoring Health, Safety and Wellbeing Performance and will require the Designated Health and Safety Governor to present an annual report on health and safety performance including evidence of safety inspections carried out by representatives of Blaise High School and BAM FM LTD at least three times a year.
  - I.9.1 The Local Governing Body and BAM FM Ltd will adopt, adapt and improve the Health, Safety and Wellbeing Policies, Procedures, Codes of Practice, and Guidelines developed and circulated in conjunction with GLT central service.
  - I.9.2 This Policy will be reviewed by the Local Governing Body on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and reviewed every two years thereafter. This Policy will be re-edited and re-issued within three months of the review date, where this is deemed necessary.

## ORGANISATION

### 2.1 The Governing Body

The Local Governing Body recognise the need to identify organisational arrangements in Blaise High School for implementing, monitoring and controlling health, safety, and wellbeing matters, and also the need to consult individuals before allocating particular health and safety functions. Individual duties, including reporting arrangements, are as follows:

### 2.2. The Headteacher

2.2.1 The Headteacher is accountable to the Local Governing Body for implementing the Blaise High School Health, Safety & Wellbeing Policy and for all matters relating to Health, Safety and Wellbeing within Blaise High School.

2.2.2 The Local Governing Body require the Headteacher to ensure that Blaise High School Health, Safety & Wellbeing Policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.

2.2.3 The Headteacher may delegate the day-to-day administration and management of Health, Safety and Wellbeing matters to an appropriate competent member of staff who will be designated the Health and Safety Coordinator - currently the SBM (see 2.3 below).

2.2.4 The Headteacher will delegate the oversight and coordination of off-site visits to an appropriate competent member of staff who will be designated the Blaise High School Educational Visits Coordinator

2.2.5 There is no Asbestos within Blaise High School.

2.2.6 The Headteacher will be designated the Responsible Person for Blaise High School in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of Blaise High School and its activities. The Headteacher/SBM will ensure that Fire Risk Assessments are shared with BAM FM and will request corresponding Fire Risk Assessments from BAM FM so that appropriate joint Fire Safety Management Precautions are put in place for the whole site.

### 2.3 Health & Safety Co-ordinator

The member of staff designated as the Blaise High Health and Safety Coordinator will administer and manage day-to-day health and safety matters on behalf of the Headteacher by:-

#### 2.3.1 Acting as the day-to-day link between Blaise High School and:-

- The BAM Site Manager and appropriate BAM staff as required
- The BAM Help Desk for routine matters
- The BAM Site Manager for matters requiring immediate attention (and for which school staff have normally taken temporary control)
- GLT Central Service
- Bristol City Council Security Services
- The HR Department, Bristol Ltd Occupational Health and Counselling Service, and
- Other providers of Health, Safety and Wellbeing services
- Health & Safety Governor

#### 2.3.2 Working collaboratively with the BAM Site Manager and appropriate BAM staff to:-

- Coordinate inspections and inspection reporting such that (i) a seasonal inspection is completed three times a year with defects reported accordingly and (ii) a property survey of Blaise High School buildings/premises is carried out annually  
Establish Emergency Procedures for the evacuation (e.g. gas leaks, fire, bomb warnings) or lockdown (e.g. severe weather, trespassers, industrial incident) of Blaise High School premises
- Ensure that competent person(s) or specialists are consulted as necessary to advise on Health, Safety and Wellbeing matters and, in particular, technical issues, sampling, monitoring and auditing requirements e.g. for local exhaust ventilation (LEV) and ensure written evidence is accessible.
- Undertake/ share suitable and sufficient risk assessments
- Communicate appropriate Health, Safety and Wellbeing Information
- Contribute to pre-start contract meetings with contractors working on behalf of BAM FM to ensure there will be no adverse impact upon teaching and learning e.g. by:-
  - Examining Health & Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances when contractors are considered for a project
  - Ensuring all contractual work and maintenance carried out on the premises is coordinated
  - Ensuring all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts liaise to ensure safety procedures and policy agreements are observed
  - Checking that contractors have adequate safety procedures in force and that they are aware of the BAM Health, Safety & Wellbeing Policy as it affects them
  - Ensuring that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes
  - Ensuring a Blaise High Site 'Buildings Register' is compiled which identifies known hazardous substances and materials (e.g. lead and flammable substances), and
  - Ensuring the Premises Log Book, which will be held by the BAM FM Ltd, is kept up-to-date with current repair/maintenance/test records and certificates, and action is taken to organise work when equipment is overdue for attention.
- Ensure that all plant, machinery, equipment, tools, materials and substances received from suppliers for Blaise High School use is accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance and Instruction Handbooks prior to use
- Ensure the BAM Site Manager is familiar with the Blaise High School Health, Safety and Wellbeing Policy and its implications for other BAM staff
- Ensure there are no health and safety implications for Blaise High School arising from BAM lettings outside core hours and that the premises/ grounds are inspected and secured before handing back

- Ensure there are no health and safety implications for either BAM or Blaise High school arising from school activities or BAM lettings outside core hours by ensuring there is a robust clear handover to and from the BAM Site Manager
  - Ensure that there are safe systems for maintaining the fabric of the buildings, plant and equipment e.g. by requesting access to the repair and maintenance records held by BAM FM Ltd and making the Local Governing Body aware of any specific problems, through the Headteacher.
- 2.3.3 Working with personnel in Blaise High School who have a lead role in Health, Safety and Wellbeing e.g. the Educational Visits Coordinator; Senior and Middle Leaders including Heads of Departments and Heads of Year (particularly those managing high hazard activities such as Arts & Drama, DT, PE, Science); and the Special Needs Coordinator; by:-
- Requesting risk assessments; reporting issues arising from risk assessments; holding the main Risk Assessment file; ensuring Risk Assessments are reviewed according to time scales
  - Making arrangements for the repair, maintenance and continuous improvement to premises, plant, machinery and equipment for which Blaise High School has direct responsibility and ensuring appropriate records are kept in the Blaise High School Premises Log Book, together with signpost sheets directing staff to the location of similar repair and maintenance records held by BAM FM for premises, plant, machinery, and equipment for which BAM FM has direct responsibility
  - Disseminating Health, Safety and Wellbeing Information e.g. passing on information from GLT central service and professional bodies e.g. Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), to appropriate persons, and relevant staffing groups.
  - Arranging for Instruction and Training; ensuring a Training Matrix (or equivalent) is kept up to date.
- 2.3.4 Taking a pro-active interest in the Health, Safety and Wellbeing aspects of all Blaise High School activities including:-
- Joining with others to undertake inspections and risk assessments as appropriate;
  - Being involved in pre-start contract meetings with contractors for those matters, which are the direct responsibility of Blaise High School.
  - Advising the Headteacher of potential breaches of legislation and/or Blaise High School/BAM FM Ltd;
  - Prohibiting activities, which may - in the opinion of the post holder - cause harm, injury, or damage, pending the involvement of the GLT central service Team and other relevant bodies.
- 2.3.5 Organising Health and Safety Meetings as frequently as may be appropriate to give time and a full consideration of all aspects of Blaise High School Health, Safety and Wellbeing, and in so doing arrange for the:-
- Attendance of the Site Manager and other representatives from BAM FM at relevant meetings
  - Attendance of occasional contributors
  - Management of the agenda to include:-
    - Standing items involving BAM FM
    - Accident and near miss incident monitoring
    - Receiving Risk Assessments & Safe systems of work
    - Training requirements
    - Receiving Inspection Reports and resultant Action Plans
  - Taking and distribution of minutes
- 2.3.6 Recommending revisions to the Blaise High School Health, Safety and Wellbeing Policy to the Headteacher and Local Governing Board.
- 2.3.7 Referring irresolvable local matters via the Headteacher to the Local Governing Body and seeking advice from appropriate bodies.
- 2.3.8 Representing Blaise High School on Health, Safety and Wellbeing Working Groups, professional

bodies.

- 2.3.9 Being familiar with the content of Blaise High School Health, Safety and Wellbeing Policy, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher, Senior Leadership Team, Middle Leaders and all relevant staff as necessary.

## 2.4 Staff

School staff have a duty to take care of students in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions including, where relevant, being familiar with Regulations and Approved Codes of Practice relevant to their specialist areas e.g. by applying guidance from appropriate professional bodies, for example:
  1. Association for Physical Education (previously BAALPE) (Safe Practice in Physical Education 2012) <http://www.afpe.org.uk/>
  2. Design and Technology Association (DATA) <http://web.data.org>.
  3. Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) [www.cleapss.org.uk](http://www.cleapss.org.uk) (In particular the Model Health & Safety Policy for Science Departments L223)
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

### 3. ARRANGEMENTS

#### 3.1 Emergency Procedures

These will comply with the GLT Policy

##### 3.1.1 Fire Precautions

The arrangements for fire safety will be in accordance with the outcome of a Blaise High School Fire Risk Assessment, which will be conducted jointly by the School and BAM FM every 2 years.

The Headteacher will ensure that practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections are entered into the Blaise High School Fire Log Book and kept in the Premises Log Book, which will be held by BAM FM Ltd.

The Blaise High School Fire Log Book will also either (i) hold evidence of, or (ii) give directions to the whereabouts of, BAM FM records such as (a) weekly system tests and (b) repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment and emergency lighting.

The Fire Risk Assessment, Fire Log, Floor Plans will be held in the main BAM FM office ready for (i) inspection by the Fire & Rescue Service at any time (ii) removing to a pre-designated place, such as the main gate, in the event of an evacuation.

##### 3.1.2 First Aid Provision

The arrangements for first aid in Blaise High School will be in accordance with the policy as laid down in the 'First Aid and Supporting Students with Medical Needs Policy'.

First Aid boxes must be located in high hazard areas e.g. Science, DT, Sports and PE Departments. The names of First Aiders and Appointed Persons must be posted at strategic locations within Blaise High School.

The Health & Safety Coordinator will work collaboratively with the BAM FM Site Manager to ensure that there is appropriate First Aid provision throughout the site at all times e.g. locating a First Aid box in the kitchen area; permitting access of BAM FM staff to the school's First Aid room in the event of an emergency outside core hours.

Arrangements for the Administration of Medication in the Blaise High School will be in accordance with the policy as laid down in the 'First Aid and Supporting Students with Medical Needs Policy'.

##### 3.1.3 Incident Reporting/Investigation

The reporting procedure will be in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as it applies to schools

This procedure must be brought to the attention of all employees.

All employees and students will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an incident occurs.

The Health & Safety Coordinator will work collaboratively with the BAM FM Site Manager to ensure that information is exchanged on any incident, which may affect the normal operation of either Blaise High School or BAM FM activities.

#### 3.2 Wellbeing

The Governing Body recognise the benefits of the Wellbeing initiatives being promoted by Blaise High School, which identify the links between improved staff wellbeing and improved school performance. These are:

- Increased staff morale, helping to encourage staff retention and recruitment
- Improved emotional wellbeing, which has contributed to a reduction in staff absence
- Improved standards through increased stability and motivation
- A contribution to self-evaluation processes through
- Improved communication and school effectiveness
- Strengthened relationships and mutual understanding
- A framework in which to monitor change.

### 3.3 Off Site Visits

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details.
- There will always be at least one first aider on school trips and visits.

### 3.4 Transport

The use of transport by Blaise High School will be in accordance with the guidance.

### 3.5 Work Experience

3.5.1 The relevant Middle Leaders will be responsible for internal work experience placements in their areas of activity.

3.5.2 The Careers officer will assist the arrangement of external work experience placements in accordance with the guidance

### 3.6 Unacceptable Behaviour

The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the Blaise High School 'Behaviour Policy' and 'Positive Handling' procedure.

The Health & Safety Coordinator will provide information to the BAM FM Site Manager on those cases of potential or actual unacceptable behaviour, which may affect the work of BAM FM.

### 3.7 Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

3.8 Risk Assessment

The procedure for assessing risks will be in accordance with the Blaise High School Risk Assessment Procedures.

3.9 Contractors

3.9.1 All contractors will be expected to arrange their work to avoid disrupting the primary teaching and learning purpose of Blaise High School.

3.9.2 All contractors entering or working in Blaise High School teaching & learning areas, or causing noise or fumes anywhere on site which could adversely affect teaching and learning, will do so only with the permission of the Health and Safety Co-Ordinator.

3.9.3 All contractors will be informed in writing as to the point of contact at Blaise High School and will be issued with appropriate copies of the Blaise High Policies, Procedures, Codes of Practice and other guidelines, appropriate to the working circumstances so as to ensure safe working arrangements and that operations do not adversely affect teaching and learning activities.

3.10 Policies relating to premises and facilities

BAM FM will be guided in its operations by appropriate Blaise High School Policies on Health, Safety & Wellbeing matters, updated copies of which are supplied simultaneously to both BAM FM and Blaise High School on a regular basis e.g.

BAM FM Ltd 'Safe Working Policy and Practice for Caretaking Personnel at Education Establishments and other sites'.

BAM FM Ltd School 'Policy and Procedures for the Maintenance of Installations, Plant and Equipment'

BAM FM Ltd 'Policy and Procedures on the Safe Provision and use of Utility Services'

3.11 Plant, Machinery and Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

3.12 Local Exhaust Ventilation

A record of all air monitoring and checks on ventilation systems installed for the removal of dusts, vapours and gases (e.g. fume cupboards, woodwork extraction, heat treatment, soldering) will be requested from BAM FM and kept in the Premises Log Book which will be held by the BAM FM Ltd.

3.13 Noise and Vibration

There may be problems experienced with noise and vibration. Heads of Department, Year or relevant staff will report all such cases to the Health & Safety Coordinator and BAM Help Desk. If required, specialist advice will be sought to monitor the hazard.

3.14 Portable Electrical Equipment

The procedure to be adopted for equipment, which is owned by Blaise High School / BAM, will be as specified in the BAM FM 'Policy and Procedure for the Maintenance of Installations, Plant and

Equipment.’

Inspection reports will be kept in the Premises Log Book, which will be held by BAM FM Ltd.

3.15 Utility Services

The provision and use of utility services for which Blaise High School is responsible will be in accordance with the policy as laid down in the BAM FM ‘Policy and Procedures or the Safe Provision and use of Utility Services’

3.16 Control of Substances Hazardous to Health (COSHH)

Blaise High School to carry out risk assessments in accordance with the COSHH Regulations.

3.17 Housekeeping

3.17.1 Arrangements will be put in place with BAM FM to ensure that Blaise High School is kept clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. All designated escape routes will be kept clear at all times. Rubbish bins, skips etc. will be located away from Blaise High School buildings and secured to suitable fixed points.

3.17.2 Heads of Department or Year will make regular checks of their department, maintaining tidy work areas, arranging adequate storage and checking adequacy of cleaning arrangements.

3.18 Playing Fields

An inspection of playing fields will be regularly completed. This will be to look for physical defects to the grounds, which may increase the likelihood of slips, trips and falls, as well as checking that fields are free from broken glass and other sharps or needles. A visual inspection of playing fields will also be carried out before organised games and contact sports and all debris removed.

3.19 Playground Equipment

All playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in a sound condition.

There will be-

- an annual condition inspection by a competent person
- a risk assessment at least annually by a competent person
- daily visual inspections in accordance with the risk assessment.

3.20 Manual Handling

The manual handling of loads, including when necessary the lifting and carrying of children, will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place - including the deployment of appropriate equipment e.g. hoists, the issue of personal protective equipment (PPE) e.g. gloves, and suitable and sufficient training e.g. in lifting persons. (Please refer to the school’s ‘Manual Handling Guidance for Staff – Appendix A)

3.21 Intimate Care of Students

Please refer to the ‘Guidance for Staff - Intimate Care for Students’ (Appendix B)

3.22 Training

3.22.1 Training Overview

Training must always be viewed as a constant requirement, based on the ability to recognise who requires training and when. New, temporary, part-time employees, transferred staff, staff of employment agencies and other contracted staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach

There are various categories of training requirements in Blaise High School. They can be defined as induction training, information / awareness training and specific 'hands-on' training.

### 3.22.2 Induction Training

Health and safety forms part of the Staff Induction Training. This will apply to new employees to the school. Existing employees transferred within Blaise High School to new activities will abide by Blaise High School health and safety policy and generic procedures already in place. Where staff are employed to higher risk areas such as Design and Technology, PE or Science individual department health and safety advice will be given by the middle leader in charge of the area.

The Health and Safety Coordinator will liaise with other contractors over health and safety requirements, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements.

All new staff - including volunteer helpers - will need to be shown over Blaise High School and host department, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements.

### 3.22.3 Providing Information and Awareness Training

The School will provide regular Health and Safety email updates and actions based on GLT central service information and bulletin communication. Relevant Health information will be provided. New Staff Induction programme will give staff a generic overview of health and safety issues with more specific input in the 'practical' subjects by the Heads of Department or relevant line manager. The School Health and Safety Policy will be available to all staff.

### 3.22.4 Specific Training

This is a hands-on training approach where it is recognised that employees will require an accepted level of competence to perform their tasks.

- i) Design Technology (D&T) - Employees who use, and/or operate and instruct upon, machinery or equipment e.g. for woodwork, metalwork, heat treatment will be required to meet the Health & Safety standard as laid down by Design and Technology Association (DATA).
- ii) Science, Microbiology - Employees will be trained in biological hazards and in accordance with COSHH Regulations 2002.
- iii) Radiology - Employees will be trained to be competent in the use of radioactive sources. This will be in accordance with 'Ionising Radiation Regulations'. A competent designated person e.g. the Head of Science, will act as Radiation Protection Supervisor for Blaise High School – Blaise High School currently does not have any radioactive sources as defined by COSHH.
- iv) First Aid - Employees designated as First Aiders will be trained in accordance guidance
- v) Administration of Medication - Employees designated as persons able to administer medication, will be trained in accordance with the Blaise High School 'First Aid and Supporting Students with Medical Needs Policy'
- vi) Other functions - where employees will require a recognised level of competence

## 3.23 Communicating Information to Employees

- 3.23.1 The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc., received are passed immediately to employees who have a direct interest.
- 3.23.2 Information relating to a department's activities shall be passed on or highlighted in that department's safety policy or safe working arrangements.

## MONITORING HEALTH, SAFETY AND WELLBEING PERFORMANCE

### 4.1 Annual Report

The Local Governing Body will require an annual report detailing all health, safety and wellbeing matters. These will be used to identify strengths and weaknesses, propose achievable remedies and set objectives for continuous improvement.

### 4.2 Annual Cycle

Over the annual cycle, the school will undertake overview of such issues as:

- i) reported incidents; incident investigations, accident book analysis lost time data; and resulting preventative measures
- ii) emergency procedures, including fire precautions and first aid arrangements
- iii) policies introduced, risk assessments undertaken and procedures implemented
- iv) training undertaken
- v) internal / external inspections and audits
- vi) other relevant information

## Appendix A – Manual Handling Guidance for Staff

### Guidance and Safe Systems of Work for the Manual Handling of Children and Young People

To ensure the safety of students and staff by providing a consistent approach to manual handling which is effective and meets the Manual Handling Operations Regulations 1992.

#### **Aims**

To enable staff to meet individual child's physical needs in a way that is safe, not only for children but also for staff.

To this end, your school will aim to:

- AVOID manual handling and lifting of hazardous loads as far as is reasonably practicable. Where necessary complete risk assessments when it is necessary to handle a hazardous load.
- ASSESS fully all potentially hazardous manual handling risks to reduce risk to as low as reasonably practicable. A member of the class team and a therapist involved will carry out all student manual handling risk assessment before any such task is carried out. (Manual Handling forms available from SENCO).
- REVIEW any handling plans and risk assessments annually or sooner if a significant change occurs.
- Risk assessment forms available from SENCO.
- PROVIDE such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- PROTECT the health and safety of visitors to the school whilst they are on the premises as far as reasonably practicable.
- ENSURE any staff involved in manual handling procedures are aware of the guidance and have read and understood relevant risk assessments before getting involved in any manual handling task.
- ENSURE that every room, where persons work, shall have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare.
- ENSURE equipment provided is available for use e.g. charged up, serviced, faults reported.
- MONITOR all accidents and incidents and ensure they are entered on the appropriate incident form.
- IMPLEMENT and maintain safe systems of work
- MAKE reasonable adjustments for employees who become pregnant or develop a medical condition, which may affect their ability to perform the required moving and handling tasks.
- EXCEPTIONAL CIRCUMSTANCES may prevail when dealing with movement needs of individuals who have physical and/or learning difficulties. On some occasions, it may be necessary to move or position them by manual lifting, where a hoist would usually be used. A thorough risk assessment should be completed in these instances with any risks reduced as far as reasonably practicable. A slightly higher level of risk may be acceptable on a time-limited activity e.g. School trip where some manual lifts may be involved.

#### **Staff responsibility**

Staff employed at your school will:

- TAKE reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions
- REPORT to the appropriate line manager any medical condition (temporary or permanent) that may develop which may affect their ability to carry out manual handling tasks.
- REPORT to the appropriate line manager if a member of staff is pregnant and in turn, may affect their ability to carry out manual handling tasks.
- REPORT to the appropriate line manager any problems or unsafe practice that they consider to be a risk to health and safety including any equipment faults.

- WEAR appropriate clothing, jewellery and shoes. e.g. comfortable, practical clothing and appropriate low heeled, closed in shoes that allow freedom of movement and does not pose a risk getting caught or pulled.
- CO-OPERATE with the employer to allow the employer to comply with health and safety duties.
- USE equipment appropriately in accordance with training and instructions provided.
- FOLLOW the handling plans drawn up for each child.
- COMPLY with the moving and handling guidance.
- UNDERTAKE any specified training to fulfil their duties.
- NOT carry out moving and handling procedures without appropriate advice/training.
- REPORT any accident or incident to the appropriate line manager and complete the appropriate incident form.
- ASSESS an emergency situation first without rushing in to lift a student. If the student has fallen, wherever possible the member of staff should reassure the student and get help if necessary.

### **SAFE SYSTEMS OF WORK & STANDARD PRACTICES**

Any staff involved in the care of a student with physical impairment should have attended a manual handling training course and have regular updates. When in doubt about handling a child consult individual student's Manual Handling Risk Assessment Form and seek guidance from trained member of class team and/or student's physiotherapist.

## **RISK ASSESSMENT FORM TO BE COMPLETED FOR STUDENTS WHO MAY REQUIRE MANUAL HANDLING**

This assessment form must be completed for all students at school who may require assistance, which involve staff in undertaking manual handling procedures. The contents of the form are to be **reviewed when circumstances change** and on a regular basis, **at least annually**. The contents of the assessment form must be communicated to and accessible to all employed staff and other people involved with the student's education and care. The original is to be kept in the student's file.

## **Appendix B - Guidance for Staff - Intimate Care for Students**

### **1.0 INTRODUCTION**

- 1.1 Staff who work with young children or children/young people\* will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.
- 1.2 Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene, which demand direct or indirect contact with or exposure of the genitals and bottom. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.
- 1.3 Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny, and staff at Blaise High School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 1.4 Staff deliver a full, personal safety curriculum - as part of Personal Development - to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents/carers who are encouraged to reinforce the personal safety messages within the home.
- 1.5 Blaise High School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Blaise High School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

### **2.0 OUR APPROACH TO BEST PRACTICE**

- 2.1 All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- 2.3 Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.
- 2.4 There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss

the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

- 2.5 As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health. These will be agreed and signed up to by the parent/carers and the children if able and appropriate.
- 2.6 Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible, one child will be cared for by one adult, unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- 2.7 Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.
- 2.8 Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents/carers will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- 2.9 Each child/young person will have access to the SENCO and Safeguarding Officer to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.
- 2.10 If a parent/carer has any issues or concerns about the quality of care given to their child/young person they have access to the Safeguarding Officer.

### **3.0 THE PROTECTION OF CHILDREN**

- 3.1 Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.
- 3.2 Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- 3.3 If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. he/she will immediately report concerns to the appropriate manager/ designated person for child protection. A clear record of the concern will be completed and referred to social care and/or the CDAIU (Child and Domestic Abuse Investigation Team) if necessary. Parent/carers will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm.

- 3.4 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- 3.5 If a child (or parent/carer) makes an allegation against a member of staff, Blaise High School's Complaint's Policy will be followed including liaison with the LADO (Local Authority Designated Officer) if appropriate.

*\* where 'children' are mentioned in this document, the term will also include students/young people.*