



SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS

HEALTH AND SAFETY POLICY AND PROCEDURES

Date: February 2024

Revision Date: February 2026

PART 1. STATEMENT OF INTENT

Excellent health and safety management is an integral part of the operation of Sutton Goldfield Grammar School for Girls ("the School") and is essential for its Governing Board, Headteacher and all staff, partners and other people with whom the School does business.

The School will strive to achieve compliance with the highest standards of health, safety and welfare consistent with responsibilities under the Health and Safety etc. Act 1974 and other statutory duties.

It is furthermore the policy of the School to ensure that:

- All plant, equipment and premises meet appropriate safety standards
- Appropriate health and safety training is in place for all staff
- Vigilance for health and safety is encouraged among all staff through a consultative process involving trade unions and/or employee safety representatives as appropriate
- Health and safety is a standing item on the agenda at staff and committee meetings
- Information and advice is provided to maintain safe working practices.

The School expects staff to show a proper personal concern for their own, students' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional training.

The policy will be brought to the attention of, and issued to all staff.

1. Organisation and Responsibilities

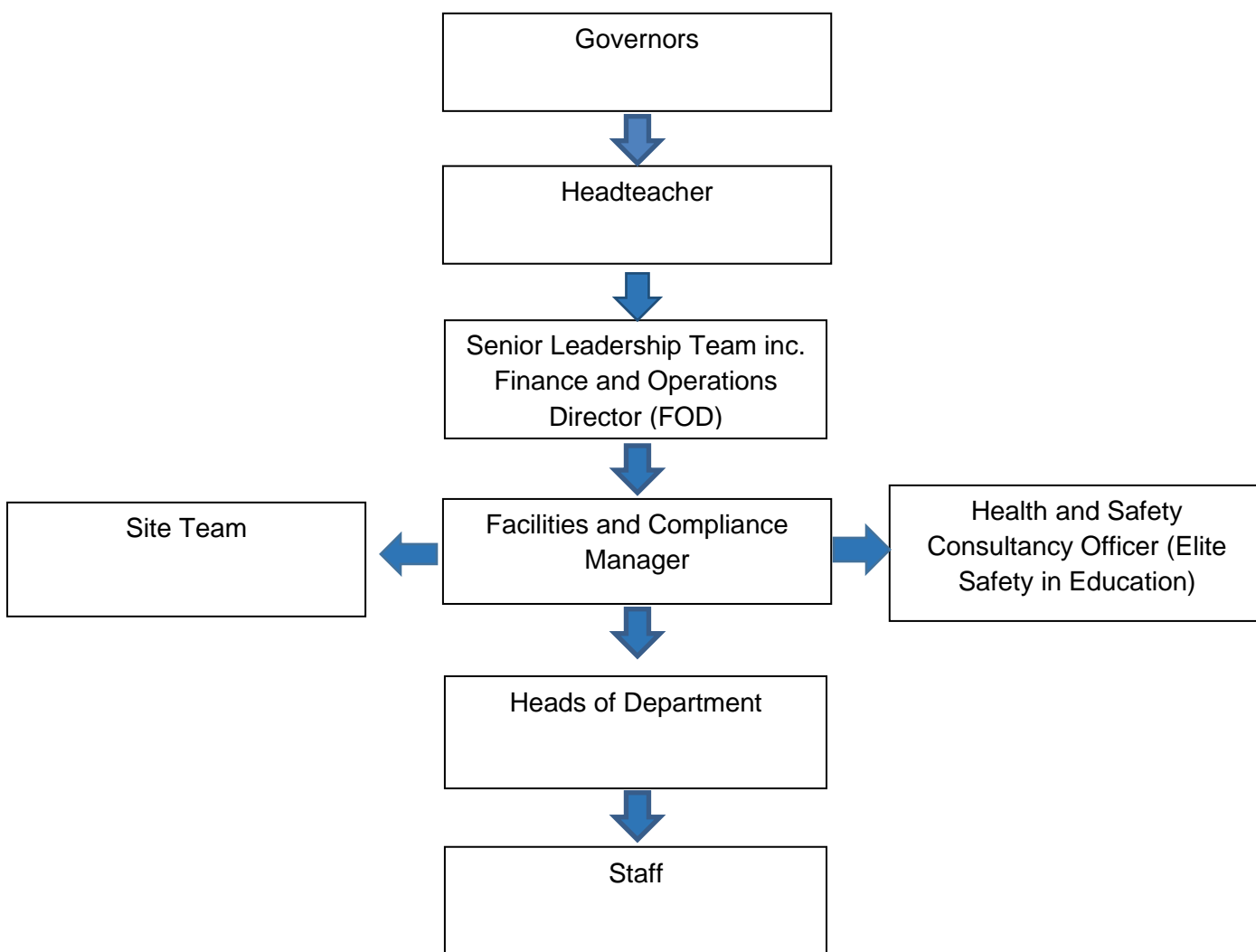
As an employer, Sutton Coldfield Grammar School for Girls has overall responsibility for the health, safety and welfare of staff and students. The school recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as those of the management. When employees are actively engaged in health and safety, the end result is fewer accidents and less ill health.

Sutton Coldfield Grammar School for Girls will support its staff and students by putting in place clear policies, which focus on key risks along with appropriate and effective control measures.

The School's Governors play an important role in ensuring strategic direction. Governors work in close partnership with the Headteacher, Facilities and Compliance Manager and Senior Leadership Team of the School together with any relevant staff to ensure effective health and safety management.

The school is supported by Elite Safety in Education for health and safety advice and guidance. Although overall accountability for health and safety lies with the Governing Board, day-to-day responsibility for the health and safety of staff and students is delegated to the Headteacher assisted by the Facilities and Compliance Manager.

The Headteacher will delegate appropriate tasks to other staff. The health and safety management structure is shown below.



The responsibilities and duties for the management of health and safety are allocated as follows:

Governing Board will ensure that:

- A Health and Safety Policy is produced and reviewed as required.
- The school complies with the Health and Safety at Work Act 1974 and all the applicable regulations that fall within it.
- Best practice is promoted.
- The school budget and resources are managed on a risk priority basis, so that health, safety and welfare are maintained.
- Effective health and safety planning and target setting take place and that regular monitoring, audit and review of health and safety performance are undertaken.
- Health and safety functions and duties of all staff are discharged in line with this policy.
- All staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations.
- Effective communication with the Headteacher, Senior Leadership Team, staff, parents/carers and students in respect of health and safety matters.
- Roles of specialists (e.g. Health and Safety Officers, Fire Officers, etc.) are clear and the means of effectively liaising with them is undertaken.
- Reports relating to health and safety are addressed, monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are made available, to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, the Governing Board will delegate the functions necessary to discharge these responsibilities to the Health and Safety Link Governor, the Headteacher and Senior Leadership Team of the School; however, they will ensure that they have adequate monitoring of these functions in place.

Responsibilities – Headteacher

The Governing Board have delegated day to day management of health and safety to the Headteacher.

The Headteacher will ensure that:

- The Health and Safety Policy and relevant procedures are produced for approval by the Operations Committee, and that the policy is regularly reviewed, and revised as necessary, at least every two years.
- The Health and Safety Policy and other appropriate health and safety information is communicated to all employees, Governors, and others operating within the school.
- Effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections, risk assessments, and implementing required actions. The risk assessment process should:
 - Eliminate accident potential as far as is reasonably practicable.
 - Be reviewed regularly, and updated as appropriate, including after accidents, together with relevant employees and, where necessary, the Health and Safety Consultancy Officer
 - Conform to statutory regulations, codes of practice and guidance, and good practice.
 - Take account of individual personal requirements, including those with protected characteristics, poor literacy skills and English as an additional language
 - Pay particular attention to students, service users, visitors and contractors who may be unaware of

dangers and risks.

- The school budget and resources are managed on a risk priority basis, so that health, safety and welfare is maintained.
- Premises are managed in line with health and safety requirements.
- Instruction, information, training, and supervision are provided as necessary to ensure employees are competent to carry out their roles.
- The right of trade unions in the workplace is recognised regarding employee health and safety.
- Consultation arrangements are in place for employees and their trade union representatives (where appointed).
- Health and safety responsibilities are identified within job descriptions, as required.
- The Governing Board is informed of any breach of health and safety statutory requirements.
- Welfare facilities are provided and maintained.
- Ensure Asbestos and Legionella is managed within the school. Be the 'Duty Holder' and ensure sufficient resources and competence is in place for other staff involved with asbestos and legionella management.
- Ensure all accommodation provided by the school is maintained in a safe condition.
- Work in consultation with the designated 'Competent Person'. This person is currently defined as Elite Safety in Education.

Responsibilities – Finance and Operations Director

- Prepare and implement health and safety strategies, and develop preventative and remedial internal policies and procedures, which promote health and safety and safe working practices.
- Additionally, as the appointed Responsible Person for Fire Safety and Construction, Design and Management (CDM), ensure sufficient resources and competence are in place for staff involved with fire and CDM management.

Responsibilities – Facilities and Compliance Manager will ensure:

- All significant accidents and incidents are monitored and investigated promptly; any remedial action is taken to avoid such incidents in the future are made.
- Accident investigations are carried out and necessary reports/recommendations are produced.
- Statutory inspections of plant and equipment are undertaken, and site inspections take place at regular intervals.
- Health and Safety incidents are reported to Operations Committee.
- The practical and operational implementation of, and monitoring of, health and safety policies and procedures, to ensure full and continual compliance with relevant statutory health and safety legislation and regulations.
- Practical guidance, advice and support on all health and safety matters is provided (together with the Health and Safety Consultancy Officer).
- All health and safety records are maintained.
- Liaison with regulatory authorities and other external agencies takes place as required.
- Site employees are advised and assisted with health and safety matters relating to the estate.
- Operations Committee are kept apprised of health and safety issues through attendance at meetings and represent the school on any other associated meetings within the remit of the role. Risk assessments under various legislation in the context of the premises are carried out.
- Training is provided to staff in all aspects of health and safety where required.
- The Headteacher is advised to stop immediately any work process, plant or equipment (including contractor's operations) where it is considered a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of employees, students or visitors to the

school.

- There are adequate resources in place for the management of health and safety.
- Any new staff receive specific health and safety induction training and that this is recorded.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- All required statutory inspections take place.
- Fire risk assessments are maintained, ensuring action plans are completed and reviews take place at appropriate intervals.

Responsibilities - Senior Leadership Team will ensure that:

- The health and safety policy are applied to their own department or area of work.
- Staff under their leadership are aware of and follow relevant published health and safety guidance (from sources such as Consortium of Local Educational Authority (CLEAPSS), Design and Technology Association (DATA), Association of Physical Education (AfPE), etc.)
- Risk assessments are in place and control measures identified for all activities undertaken in areas which they are responsible for, and professional knowledge and input are provided, as required.
- Appropriate safe working procedures are brought to the attention of all staff.
- Immediate appropriate action is taken in respect of any work situation (including contractors) within their control, which they consider posing a serious and immediate risk to health and safety. The Facilities and Compliance Manager is informed of any problems they are unable to resolve within the resources available to them.
- Regular inspections, as appropriate, of their areas of responsibility are carried out and reported / recorded.
- Sufficient information, instruction and supervision is provided to staff.
- Employee health and safety training needs are identified to enable staff and students to avoid hazards and contribute positively to their own health and safety.

In addition to the above, members of the Senior Leadership Team may be required to undertake any of the Headteacher's duties, which have been reasonably delegated to them which may include responsibility for health and safety management.

Responsibilities – Middle Leaders

Middle leaders will be required to oversee health and safety matters relating to their curriculum areas or as delegated by the Senior Leadership Team.

Responsibilities - Building Services Manager will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place.
- There is adequate control over contractors working on the premises and that suitable risk control measures are implemented.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Adequate systems are in place to manage the Estate including (but not limited to), contractors, chemicals, work equipment, asbestos and control of legionella.
- Regular inspections of the premises take place, with safety representatives invited to take part.
- Fire log books are maintained, ensuring action plans are completed and reviews take place at appropriate intervals.
- A copy of the Health and Safety Law poster is displayed in easily accessible locations.
- Risk assessments and safe working procedures are produced and adhered to.
- Regular site inspections are carried out and audits to ensure policies, procedures and requirements are being effectively implemented.

Responsibilities of all Staff

Implementation of the policy is a Senior Leadership Team responsibility, but the co-operation of all staff is essential.

All staff employed by the school must act responsibly to ensure that:

- Reasonable care of the health and safety of themselves and others in undertaking their work is taken.
- Health and safety policies, procedures and any instructions in the interest of securing health and safety at all times are complied with.
- All accidents, incidents and near misses are reported in line with the reporting procedure.
- Work equipment or anything provided in the interests of health and safety are used correctly.
- Equipment or fittings provided in the interests of health, safety and welfare are not interfered with or misused.
- Any defects in condition of premises, plant, equipment, or fittings are reported to their line manager and in line with the reporting procedure.
- Equipment and methods of work are safe, and relevant assessments of risk have been undertaken to satisfy their compliance with statutory requirements and codes of practice.
- All necessary control measures are followed, and personal protective equipment provided for safety or health reasons is used.
- Where required, specialist or professional knowledge is obtained for the development of risk assessments and control measures.
- Any specialist training is used to undertake dynamic risk assessments in difficult or emergency situations.
- Health and safety training courses are attended, as appropriate, and they have knowledge of all relevant processes, materials, and substances they use. Training requests are to be made to Line Managers in a timely manner.
- They are sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from unprofessional conduct that could create unnecessary risks to health and safety.
- They are aware of and adopt safety measures within their areas.
- All injuries, occupational illnesses, fires, incidents of aggression at work and near misses are immediately reported to the Headteacher/ Facilities and Compliance Manager.
- All major accidents/incidents are reported to the Facilities and Compliance Manager immediately.

Responsibilities of Volunteers and Visitors (including agency staff, contractors and parents)

All volunteers and visitors must:

- Follow all safety instructions issued by staff members during their time at the school or when on School visits.
- Follow all instructions issued by a staff member in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of any other person on site.

Responsibilities of all Students

All students will be encouraged by staff members to follow safe practices and observe safety rules during all times at the school and on school visits.

2. Arrangements

The following arrangements will be adopted to ensure that the Governing Board and the Headteacher fulfil their responsibilities and provide the foundation for securing health, safety and welfare of staff, and all users of the site.

Review of Health and Safety

The Governors and Headteacher will specifically review health and safety at the Operations Committee. Where necessary health and safety improvements will be identified and included within the School Development Plan.

Establishing Adequate Health and Safety Communication Channels

Communication channels have been established for the exchange of health and safety knowledge and information. These include:

- Staff/Department meetings
- Staff forum where health and safety is a standing agenda item.
- Provision of information relating to safe systems of work and risk assessments
- Provision of information on the staff shared area and notice boards.
- Communication of advice from Advisors, Educational Officers, and Elite Safety in Education.

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing if a health and safety representative has been appointed and, where this is the case, the Governing Board and Headteacher will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects staff.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

The school will consult in good time with all staff on any health and safety measures, which may affect them.

Health and Safety Policies and Procedures

The school will, where necessary establish its own arrangements, which will be communicated as appropriate. Contained within this policy are the school operational health and safety procedures.

Specialist Advice and Support

Specialist advice and support will be obtained from external companies. Health and safety support is provided by Elite Safety in Education.

Financial Resources

As part of their review of the school budget, the Governing Board will ensure that adequate resources are being deployed to manage health and safety effectively.

3. Monitoring

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, health and safety will be discussed at the Operations Committee of the Governing Board.

Active Monitoring

The School Senior Leadership Team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this. The school may receive monitoring inspections from the following:

- OFSTED
- Health and Safety Organisations such as HSE, Fire Service
- Elite Safety in Education

Actions arising from third party audit/inspection should be incorporated within the overall School risk register/action plan with appropriate target dates for completion.

Reactive Monitoring

The School Leadership Team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to the Governing Board.

Accidents/Incidents/Near misses

The Headteacher will liaise with the Facilities and Compliance Manager to ensure that accidents and incidents are reported and monitored in line with legislation and the school procedures. Any major (RIDDOR)¹ incidents will be brought to the attention of the Headteacher/Governors immediately by the Facilities and Compliance Manager

Reviewing Health and Safety Performance

Health and safety performance will be measured using the following:

Event	Detail	How Reported
Significant accidents/incidents are investigated.	Facilities and Compliance Manager to complete relevant level of investigation and keep records.	Reports provided to the Headteacher and Governors
All statutory inspections to be completed each year.	Facilities and Compliance Manager to ensure the required inspections are undertaken.	Facilities and Compliance Manager to maintain records
1 x planned site inspections to be undertaken per year.	Facilities and Compliance Manager and Health and Safety Consultancy Officer to carry out inspection	Reports provided to Headteacher and Governors
1 x planned site visit to be undertaken at least once a year.	Facilities and Compliance Manager and Health and Safety Link Governor.	Reports provided by Link Governor to Facilities and Compliance Manager and Governors.

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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ACCIDENT /INCIDENT REPORTING AND INVESTIGATION

All accidents, no matter how minor, must be recorded on an accident/incident report form.

First Aiders should be consulted where medical attention is required. Accident report forms are located in the Main Office and all staff are made aware of this. Incident forms are available on the shared area Staff>Admin>Health and Safety>Breach of Security/Near Miss.

The accident/incident reporting forms are used to record all accidents/incidents to staff and non-staff including more significant incidents relating to: -

- Major injuries which result in the injured person being taken from the scene directly to hospital
- The way we work.
- The level of supervision
- The condition of our School or equipment defects
- Near misses
- Incidents of aggression

All significant accidents and all near misses will be investigated by the Facilities and Compliance Manager and remedial action taken to try to prevent similar instances recurring.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality will be reported immediately to the HSE on 0345 300 9923 by the most senior person within School at the time or the Facilities and Compliance Manager.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system www.hse.gov.uk/riddor within 15 days of the incident occurring.

- Employee absence or inability to carry out their normal duties as a result of a work-related incident, for periods of 7 days or more – this includes weekends and bank holidays.
- A pupil or other non-employee being taken directly to hospital from the scene of the incident for treatment where the incident arose as a result of the way we work, level of supervision/organisation etc., condition of the premises or equipment defect.

Any incident notified to the HSE must be reported to the Headteacher.

ADMINISTRATION OF MEDICINES

Detailed arrangements are available within the Pupils with Medical Conditions Policy.

It is recognised that teachers do not have any obligation under their contract to administer medication to students and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist students with medical needs.

Only with parents'/carers' written consent will prescribed medication be accepted for administration to students under 16 except in exceptional circumstances (e.g. asthma inhalers for whom parental consent for its use has been obtained). A standard form will be issued by the school for this permission to be given.

The School First Aiders in the Main Office are responsible for accepting medication, checking it is clearly labelled and checking all relevant information has been provided by parents/carers prior to administering. Records of administration will be kept by the Main Office.

On School trips, the trip leader will accept responsibility for the administration of medication and recording of details.

All non-emergency medication will be stored in a secure place; and kept cool if it is necessary, with access to the medication strictly controlled.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Care will be taken to ensure that students are informed how to access their medication and that all relevant staff are aware of the location.

Details of students in the school with medical conditions will be held centrally by the main office.

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

The Headteacher ensures that routines are implemented to put IHCPs in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named school employee, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed termly by the SENCO and team.

All staff are made aware of any relevant health care needs and copies of healthcare plans are available under the Staff Shared>SEN and Pupil Information

Staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional as appropriate.

ASBESTOS

There are asbestos containing materials on the school site. An asbestos survey and management plan is in place and managed by the Facilities and Compliance Manager.

The school's asbestos file (including school plans, asbestos survey data and site-specific management plan) is held by the Site Team.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from the designated health and safety officer. All new staff are informed of this during their induction, current staff receive an annual reminder.

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to the Business Office/Site Team and the area immediately evacuated and closed / locked off.

Professional advice will be sought from the School's Facilities Partner.

The Governing Board are the asbestos Duty Holders. Responsibility for managing asbestos has been delegated to the Headteacher and asbestos authorising officer - Facilities and Compliance Manager

Asbestos Awareness training is required every three years and is completed by all Site Team members.

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or School staff, the Site Team must ensure that the asbestos register is made available for inspection by the individual before work commences and the register is signed.

The Site Team shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking

the work.

- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

AUDITING OF THE HEALTH AND SAFETY MANAGEMENT SYSTEM

Health and safety management systems have been established within the school. Audits are a positive and proactive management tool.

Elite Safety in Education carry out periodic audits of health and safety management systems.

BUSINESS CONTINUITY AND CRITICAL INCIDENTS

The Headteacher, Deputy Headteachers and Finance and Operations Director have two copies of the business continuity plan, one kept at school and one at their home. The Headteacher and Senior Leadership Team review the plan annually.

The plan covers:

- Death of a member of the school community
- A serious accident or tragedy in the school community
- Serious damage to the school through fire, flooding, vandalism etc.
- The disappearance of a member of the school community
- A physical attack on a staff member or student
- Intrusion into the school

CLEANING

Cleaning schedules outline the degree of cleaning appropriate to each area of the school, which may include:

- Non-complex but labour-intensive cleaning (such as in classrooms and corridors)
- Specialised cleaning of surfaces (such as in science, kitchens and food technology)
- High-level cleaning and dust control
- Periodic deep cleans.

A cleaning manual with detailed procedures is in place together with detailed risk assessments and Control of Substances Hazardous to Health (COSHH) Risk Assessments.

All storage areas contain appropriate levels of cleaning materials and equipment. All storage rooms are kept locked.

To help prevent an infection outbreak, higher standards of cleaning are essential in medical rooms, kitchens and toilets. Areas of this nature require a deeper than usual level of cleaning. During an outbreak of infection, cleaning standards may be increased in all areas.

COMPETENT PERSON

To satisfy legislative requirements the Health and Safety Consultancy Officer from Elite Safety in Education acts as the competent person on behalf of the school.

The Officer will provide advice and guidance on compliance with health and safety legislation, associated guidance, and standards.

Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice or inspection as appropriate.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school reception where they will be asked to sign in as a visitor and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements. Out of hours and holidays, contractors report directly to the Site Team.

Facilities and Compliance Manager, or in their absence the ~~Finance and Operations Director~~/Building Services Manager are responsible for contractor induction. The Site Team will monitor contractors work and the areas where the contractor is working.

School managed projects

The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and maintenance or refurbishment work.

Where the School undertakes projects directly, Sutton Coldfield Grammar School for Girls is considered the 'client' and therefore has additional statutory obligations. Projects are managed by the Finance and Operations Director on the School's behalf who will ensure any required consents have been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. These are checked and approved by the Facilities and Compliance Manager and/or Building Services Manager.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work. Permits are issued by the Facilities and Compliance Manager.

The Building Services Manager is responsible for monitoring the safety performance of contractors while the work at School is in progress. Should there be problems with the safety standards this should be reported to the Business Office.

All work is checked at completion by the Building Services Manager.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND FLAMMABLE SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (COSHH Regulations).

Within curriculum areas (in particular Science and Design) Heads of Department are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas, the school's nominated person responsible for substances hazardous to health is the

Building Services Manager or in their absence another member of the Site Team who ensures:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- safety data sheets are obtained from the relevant supplier for all such materials.
- full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of students.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- Chemicals are disposed of as detailed in the Safety Data Sheet.
- Small quantities of flammable substances may be used and stored by the school. Deliveries and orders will be kept to a minimum. They will be stored in a suitable, locked metal cabinet.

Where persons may be affected by their use on site, the Facilities and Compliance Manager /Building Services Manager /Finance and Operations Director is responsible for ensuring that COSHH assessments are completed and are available from contractors. Staff are prohibited from keeping their own small stocks of hazardous substances e.g. cleaning solutions.

Deliveries and orders will be kept to a minimum. They will be stored in a suitable, locked metal cabinet.

CONSULTATION AND COMMUNICATION

The staff forum meets half termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by the Senior Leadership Team.

There are no active Trade Union appointed Safety Representatives within the School.

The Health and Safety Law poster is displayed in the main kitchen and work staff room.

Electronic versions of health and safety documentation is available in the staff shared area.

A copy of this Health Safety Policy is located in the staff shared area.

CURRICULUM

Staff are responsible for the maintenance of safe working conditions and anticipate potentially dangerous situations. They act to prevent accidents and dangerous situations from happening.

Staff set an example in maintaining safe working and good behaviour within the classroom. Work is planned in order to prevent accidents.

The following departments are required to have a Risk Assessment and local Health and Safety policy to suit unique circumstances of their subject areas. These are:

- Art
- Design
- Food Technology
- Science
- PE

These subjects must follow guidelines where applicable from CLEAPSS, COSHH, Safe Practice in Physical Education, School Sport and Physical Activity' book.

DISPLAY SCREEN EQUIPMENT

All staff who use computers, laptops and tablets daily, as a significant part of their normal daily work

(significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin / office staff shall complete a DSE eLearning module and then complete a DSE self-assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician. The cost of the eye test will be reimbursed by the school. The school will contribute an amount to the employee should corrective glasses be required specifically for DSE use.

Staff should take sufficient breaks from using DSE equipment.

The Facilities and Compliance Manager is responsible for co-ordinating DSE assessments.

Best practice guidelines are adopted when setting up Student workstations. Students use display screen equipment for short durations. Students are regularly reminded of the importance of not spending too many hours in front of a monitor or screen.

Any problems with the equipment should be reported to the IT Team.

SEND students and computers:

Some SEND students may be provided with individual equipment. Teaching staff liaise with the SENCO to determine arrangements students require. Where a student has physical disabilities, reasonable adjustments may be required.

DRIVING MINIBUSES

Sutton Coldfield Grammar School for Girls has its own minibus. The Facilities and Compliance Manager maintains a list of nominated drivers who have received training in order to drive a minibus.

On an annual basis nominated staff will be required to obtain a check code from the DVLA and provide this to the Facilities and Compliance Manager in order that the school can see what vehicles staff can drive and any penalty points or disqualifications on their licence.

Authorised school users of the minibus must complete a minibus driver's checklist and return it to the Business Office prior to driving the minibus. Any defects will be reported to the Facilities and Compliance Manager.

Servicing and MOTs of the minibus are arranged by the Facilities and Compliance Manager who is responsible for ensuring vehicles are maintained and that pre-use checks are carried out.

ELECTRICITY

All work on electrical equipment and installations will be undertaken by competent persons.

Electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

The statutory 5 yearly inspection of fixed installations will be carried out by a suitably competent person and a copy of all relevant documentation held by the Finance and Operations Director. The Finance and Operations Director is responsible for ensuring recommendations in the inspection report are carried out.

Electrical socket outlets will not be overloaded. The use of extension leads will be minimised and the use of extension cubes prohibited.

Before using any piece of electrical equipment, staff are to undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects including signs of burning, damaged cables, loose covers etc. Damaged / faulty equipment will be removed from use immediately by the Building Services Manager.

Trained and competent persons will repair electrical equipment. The Business Office will retain records of testing, maintenance and repair to equipment.

The Business Office is responsible for maintaining and updating an inventory of all portable electrical equipment used at the school. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Cables will not be trailed across walkways. Four-way extension leads will be secured to the wall, computer trolley or placed off the floor where possible to prevent feet becoming tangled in them. This will prevent tripping hazards and damage to equipment.

Only portable or low voltage equipment will be used in outside areas.

FIRE

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Business Office and will be reviewed at least every two years. If there are significant changes within School, the fire risk assessment will be reviewed.

The Facilities and Compliance Manager is responsible for carrying out reviews of the fire risk assessment.

Emergency Procedures

Detailed arrangements are available in a separate procedural document.

Evacuation procedures are made available to all contractors/visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are contained within the Business Continuity Plan.

Fire Drills will be undertaken annually and results recorded.

The fire log book is maintained by the Building Services Manager.

Fire alarm system: Fire alarm call points will be tested weekly in rotation. Any defects on the system will be reported immediately to the Facilities and Compliance Manager

Firefighting equipment: Monthly in-house checks are carried out by the Site Team on all firefighting equipment to ensure it remains available for use and operational. An annual inspection of equipment is carried out by our external facilities partner and all remedial works undertaken.

Emergency lighting systems: These systems will be checked for operation on a monthly basis by the Building Services Manager and at least annually by competent contractors.

Means of escape: Daily checks are made on exit routes and to ensure all final exit doors are operational and available for use.

FIRST AID

The school has assessed the need for first aid provision and identified staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities). In the event of an injury or ill health, the first-aider will be summoned.

The Facilities and Compliance Manager holds a complete list of qualified First Aiders and is responsible for arranging refresher training.

First aid qualifications remain valid for 3 years.

First aid boxes are located throughout the school. The Facilities and Compliance Manager is responsible for regularly checking (monthly) that the contents of the first aid boxes including travel kits are complete and replenished as necessary.

An Automated External Defibrillator is located outside the Main Hall.

Transport to hospital: The injured person will be sent directly to hospital (normally by ambulance). No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be a designated first aider in situations where the parents/carers/spouse cannot be contacted in time unless the circumstances do not permit this (e.g. Covid-19).

Where there is any doubt about the appropriate course of action, the first aider will consult with NHS Health Service helpline (NHS 111) and, in the case of a pupil, with the parents/carers.

Medical treatment must not be delayed.

HEALTH AND SAFETY INSPECTIONS

The Site Team carries out a general inspection of the site on a monthly basis. Any defects must be raised in writing with the Facilities and Compliance Manager who will ensure they are remedied.

The Health and Safety Consultancy Officer and the Link Governor for health and safety, also carry out periodic inspections. Action plans are managed by the Facilities and Compliance Manager.

Statutory inspections such as those for the boilers, gas, electrics, fire systems etc. are arranged by the school's facility partner and checked by Facilities and Compliance Manager; records must be maintained and defects corrected.

INDUCTION

A health and safety induction will be provided and documented for all new staff, temporary workers hirers and contractors. A signed and dated copy of the induction for staff will be held in the Business Office.

The Facilities and Compliance Manager retains records of inductions relating to contractors.

INFECTION CONTROL/PUBLIC HEALTH INCIDENTS

Sutton Coldfield Grammar School for Girls actively prevents the spread of infection through the following measures:

- Regularly re-enforcing the importance of staff and students maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment.

The school employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all students, staff members and visitors to wash their hands after using the toilet, before eating or handling food and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, hand sanitiser, warm water and paper towels/hand dryers available for everyone to use.
- Employing cleaners to carry out thorough and frequent cleaning.
- Providing PPE where necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE.
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately.
- Providing a secure sharps bin, out of reach of students, for the disposal of sharps.

- The School will follow guidance given by DFE/UK Health Security Agency using appropriate risk assessments

LEGIONELLA

A water risk assessment was carried out 01/11/23 and is reviewed every 2 years. The Building Services Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Avoiding water temperatures of between 20° and 45° C.
- Weekly flushing of seldom used outlets (including external taps) and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.
- Six monthly temperature checks of stored water.
- Annual checks of all Thermostatic Mixing Valves.

Stored cold water tanks are inspected for compliance and safety on an annual basis by external contractors.

LETTINGS, EXTERNAL AGENCIES AND SHARED USERS

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. They will be required to carry out risk assessments for their use of the buildings and provide copies to the school.

All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Facilities and Compliance Manager.

All lettings will be provided with specific inductions relating to the area being hired.

All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

LONE WORKING AND PERSONAL SAFETY

Staff are encouraged not to work alone in the school.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

On site procedure

Where staff are lone working on site particularly out of normal working hours, they will ensure all external doors are secured to prevent access by any unauthorised persons. If an intruder is discovered, they must NOT put themselves at personal risk. Where appropriate, staff will ensure their own security and contact the police or raise the alarm.

Off-site procedure - (e.g. when visiting homes)

A line manager will be notified of a colleague's destination(s) and the estimated time of return. Staff undertaking home visits must obtain as much background information as possible about the person and premises being visited. Where possible lone working will be avoided, and staff will go in pairs. Managers must ensure they are aware of the location of staff and contact police support if an employee does not contact the school within 30 minutes of the expected return time.

Staff are not expected to put themselves in danger and the school will not tolerate violent/threatening behaviour towards them. Staff will report any such incidents to the Headteacher. The school will work in partnership with the police and other agencies when inappropriate behaviour compromises the school's aims in providing an environment in which the students and staff feel safe.

MANUAL HANDLING

Manual handling includes lifting, pulling, pushing, moving and carrying.

All staff will be made aware of the risks associated with manual handling. Staff will be advised to avoid manual handling as much as possible. Where there are routine manual handling tasks to be carried out then a suitable risk assessment will be undertaken to determine if the risk can be reduced and shared with the relevant staff.

All staff are provided with manual handling training.

Staff are discouraged from manual handling of heavy loads and should seek help and the appropriate equipment if required.

NEW AND EXPECTANT MOTHERS

New or expectant mothers are staff who are pregnant or who have given birth within the previous six months and/ or who are breastfeeding.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment during each trimester will be completed by the HR team when the employee has confirmed her condition.

The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, the school's policy is that risks must be assessed. Participation by a pregnant student in routine PE and educational visits will be reviewed by the school, the student's parent/carer and medical adviser.

A person specific risk assessment will be conducted with the employee concerned and any reasonable adjustment necessary will be mutually agreed and the assessment retained in the Business Office for future reference.

Some risks (some chemicals, physical risks and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some roles e.g. school lab technicians, cleaners etc. give the school as much notice as possible so that adjustment can be made.

NOISE AND VIBRATION

The school will take all reasonable measures to protect the hearing of individual staff who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection is provided.

The school will also take precautions to protect staff from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable.

When new equipment is purchased, the school ensures that the noise and vibration levels are as low as possible.

Noise and vibration will be considered as part of site maintenance risk assessments.

OFF SITE VISITS

Detailed arrangements are available in the Educational Visits Policy.

[Educational Visits Policy - 2022.pdf](#)

OFFICE SAFETY

Adequate storage will be provided for files and equipment etc. and offices will be maintained in a tidy state. Space under desks and open floor areas will not be used for storage.

Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items should be cleared out and not allowed to accumulate in such ways as to congest the working areas.

PERSONAL PROTECTIVE EQUIPMENT

Protective clothing and equipment (PPE) will be provided when a assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, staff must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Staff must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Facilities and Compliance Manager.

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Team any problems found with equipment/plant machinery. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Equipment is restricted to those users who are authorised/have received specific training is managed by the Building Services Manager/Head of Department.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Curriculum Areas

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

External PE/Gym Equipment

Equipment will be checked by Teachers before use. PE staff are responsible for pre-use checks on PE/gym

equipment. Any defects must be reported to the Business Office. PE/gym equipment is subject to an annual inspection by an approved contractor who is RPII accredited.

Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Senior Science Technician ensures this takes place. Copies of completed forms are kept in the Science Safety File. All users have been trained to carry out a quick check that a fume cupboard is working before use.

Housekeeping, cleaning and waste disposal

The school has its own cleaning staff to ensure the premises are kept clean. Waste disposal is managed by Birmingham City Council.

RADIATION

The Head of Physics is the School Radiation Protection Supervisor and will ensure that:

- Local procedures are in place for the safe use, storage and disposal of radiation.
- Follow the good practice guidance that is sent via CLEAPSS.
- Liaise with CLEAPSS Radiation Protection Advisor (RPA) and cooperate on health and safety matters.
- Source containers are suitably labelled/marked and identifiable.
- Regular inspections and leak tests are carried out and the findings are recorded.
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations.
- An approval letter from the DfE is on file and agrees with the number of sources kept on site.

This School follows CLEAPSS guidance on the use of ionising radiation.

Radiation Protection Officer Services are provided by 'Hooked on Physics'.

RISK ASSESSMENTS

The school will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

Risk assessments are available for all staff to view and are held centrally in the Business Office and the shared area. Assessments will be reviewed on a biannual basis, following accidents or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff or students are held on that individual's file. Such risk assessments will be reviewed on a regular basis. It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the Head of Department using relevant codes of practice and model risk assessments.

The school have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art, Food and Design.

SECURITY

The school is secured throughout the day. Doors and gates are locked to prevent access to intruders.

Visitors

- Visitors to the School are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc., should sign in via Inventory at reception.
- The school issues badges for all visitors. Those without a valid Enhanced DBS with child barring certificate will be issued with a red lanyard for ease of identification and accompanied by a member of staff at all times.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged.
- Visitors should sign out at the end of the visit.

TEMPORARY WORKERS

All agency or temporary staff will be inducted. The Facilities and Compliance Manager undertakes this. Relevant managers carry out inductions within their own areas.

A brief induction will be given covering fire procedures, first aid, accident and incident reporting and welfare arrangements. All relevant risk assessments will be brought to the attention of the temporary worker during their induction.

TRAINING

All staff will be made aware of this policy and the following will be provided:

- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing, via staff meetings and recorded in minutes where applicable.

Training records are held in the Business Office.

The Facilities and Compliance Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Individual Department Managers are responsible for assessing the effectiveness of training received. Each employee is also responsible for drawing their manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/careers when bringing students to school or collecting them.

The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities a pedestrian gate will always remain open.

Reversing a large vehicle on site is only permitted when being guided by the Site Team.

VIOLENCE AND AGGRESSION

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported to the Business Office.

Each incident is investigated by the Finance and Operations Director in order to prevent a recurrence of a similar incident.

The school has a code of conduct for all staff, parents and visitors and behaviour management policies for students and young people that must be adhered to.

WASTE

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are stored at least six metres from the building.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, young persons or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in paper and securely taped).

Hazardous materials such as chemicals require specialist disposal.

WORK EQUIPMENT

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1992).

Equipment listed by specialist educational equipment suppliers is taken to meet these regulations but all other equipment, especially gifts, is treated with caution and carefully assessed.

WORKING AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. Risk assessments are held centrally in the Business Office.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs and tables etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders/stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, IT technicians etc.

Work at height will not be undertaken whilst lone working.

Colleagues ensure:

- all work at height is properly planned and organised.

- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected; and
- a register of access equipment is maintained and all equipment is regularly inspected and maintained.

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/activity/project:

Health and Safety Policy and Procedures

Is this a new or an existing policy/activity/project?

Existing policy

Scope/timescales for project or activity (including review date):

Approval in February 2024

Policy/project lead and Author of Equality Impact Assessment:

Finance and Operations Director

Outline of main aims of this activity/policy/project:

To provide ensure compliance with the required Health and Safety Standards and to protect the School Community.

Who will benefit/be affected by this policy/activity?

Students, staff, Trustees and parents of Sutton Coldfield Grammar School for Girls and also visitors to the Trust.

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion belief, age, sexual orientation, and maternity/paternity) for:

No.

(a) Students and members of the community? (Eg The Governing Board, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc.). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the Trust's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

Full impact assessment is not required

Justification: The policy is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

Name: Doug Thorp

Date: February 2024