

Birmingham Independent College

# HEALTH AND SAFETY POLICY

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## **1. Introduction**

1.1 This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

1.2 Birmingham Independent College (BIC) will comply with the legal requirements as a minimum and will strive towards continual improvement. It will maintain high standards by continually reviewing its operations against developing legislation and codes of practice.

1.3 BIC is dedicated to providing a safe and healthy working environment for the health, safety and welfare of learners, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with BIC.

1.4 BIC will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and Governing Body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

1.5 The Head of College, Governors, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety, and in any of BIC's activities, both on and off site.

1.6 This policy should be read in conjunction with the DfE Health and Safety guidance which includes –

- Health and safety: advice on legal duties and powers - For local authorities, school leaders, school staff and governing bodies February 2014
- Managing asbestos in your school - Departmental advice for school leaders, governors, local authorities and academy trusts March 2015

## **2. General Guidelines**

It is the duty and policy of the Governing Body and Head of College so far as reasonable and practicable to;

2.1 Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to schools, in particular the Management of Health and Safety at work regulations 1999.

2.2 Establish and maintain a safe and healthy environment throughout BIC.

2.3 Establish and maintain safe working procedures among staff, learners and other users.

2.4 Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

2.5 Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout BIC.

2.6 Ensure that any organisation or individual using the facilities for community use can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.

2.7 Ensure that any outside agency working on construction within BIC provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.

2.8 Ensure that all staff and learners receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.

2.9 Make sure that any health and safety training requirements are met.

2.10 Ensure that all staff and learners have a safe place to work including means of safe entry and exit. Risk assessment procedures will be implemented by all staff to ensure risk is minimised.

2.11 Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all users.

2.12 Ensure effective procedures are in place in case of fire and for evacuating the premises.

- 2.13 Ensure accident and emergency procedures are in place.
- 2.14 Practice safe emergency evacuation procedures at least once per term and the results to be recorded.
- 2.15 Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- 2.16 Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).
- 2.17 Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- 2.18 Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- 2.19 Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe following a risk assessment or regulated testing procedure e.g. PAT is safely removed and repaired or replaced.
- 2.20 The Governing Body through the Head of College will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- 2.21 Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm. Make any interim repairs or arrangements to limit the risk of harm.
- 2.22 Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- 2.23 Monitor first aid and welfare provision.

2.24 The Head of College has responsibility for the day to day health and safety conditions for all staff, learners, visitors and anyone else using the premises or grounds whilst engaged on College business.

### **3. Staff responsibility**

The staff will support the Head of College and Governors and will be responsible for the implementation and operation of BIC's health and safety policy and in helping other members of staff, learners and visitors to comply with its regulations. As part of their day to day duties they will;

3.1 Assist the Head of College with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within BIC.

3.2 Carry out risk assessments of teaching practices and learning activities including equipment and substances. That any general advice on safety matters given by the Local Authority and other relevant bodies in relation to BIC are implemented, that this will be translated into written safe methods of working practice and every department is informed (see Risk Assessment policy for more details).

3.3 Inform learners, staff and visitors about their own personal safety responsibilities and make sure they are aware of the Health and Safety procedures in place

3.4 Investigate any specific Health and Safety issue which has been identified in regard to any BIC provision and implement any recommended or remedial action reasonably required.

3.5 Perform regular Health and Safety inspections within their area of responsibility as required by the Head of College or as necessary by law.

3.6 Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.

3.7 Ensure appropriate protecting clothing and equipment including fire appliances and first aid are provided and readily available in all areas of BIC where required.

3.8 Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used stored and labelled.

3.9 Ensure any signage in relation to Health and Safety is clear and up to date and that everyone is able to understand the label and instructions.

3.10 Attend regular training to ensure that they are up to date and informed of existing and any new requirements in regard to Health and Safety.

3.11 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, learners and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

3.12 Exercise effective supervision over all those they are responsible for.

3.13 Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.

3.14 Ensure any equipment, tools or materials used are appropriately used and that usage complies with any Health and Safety directives required.

3.15 Familiarise themselves with BIC's Health and Safety policy and any relevant safety regulations.

3.16 Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order.

3.17 Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.

3.18 Report accidents irrespective of any injuries to the Head of College or designated Health and Safety person and that the report is logged.

3.19 Attend training and awareness courses in regard of Health and Safety.

3.20 Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising.

3.21 Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

## **4. Safety Education**

The DfE has published guidance on Safety Education which shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people

4.1 One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues

4.2 This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education which the school will follow.

## **5. Health and Safety Arrangements**

### **5.1 Fire Safety**

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills and the use of fire extinguishers. Fire Risk Assessments are regularly carried out by designated staff.

5.2 BIC's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and learners must be fully conversant with the procedures for evacuation of the premises in case of a fire or bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for

5.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.



## **6. Reporting Accidents**

All accidents to staff, learners and visitors must be reported, in writing, using BIC's accident report form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Head of College will ensure that the Health and Safety Executive is informed of reportable incidents.

## **7. Coping with the sudden death of a student**

A copy of the DfE guidance notes on coping with the sudden death of a student is given in Appendix 1.

## **8. First Aid**

(Please see BIC First Aid policy for further details)

8.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace

8.2 The Head of College will ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material will be held at various locations throughout BIC. These supplies will be checked on a regular basis by a qualified first-aider.

## **9. Equipment**

9.1 All equipment in BIC will be fit for purpose and be subject to regular checks and maintenance. Protective clothing, gloves, masks and helmets must be provided and used by technicians and site supervisory staff when required. Staff and learners must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

9.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

9.3 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

9.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations will be kept in the Science Department where BIC learners are being taught.

## **10. Housekeeping**

10.1 The Operations Manager will monitor the cleaning standards of the cleaners and the efficiency of waste collection.

## **11. Visits**

Educational trips and visits must be organised in accordance with BIC's Off Site Activities Policy.

## **12. Visitors to BIC Site**

13.1 All visitors to BIC will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of BIC.

13.2 Hirers of BIC premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking

13.3 Whilst on site, all visitors and contractors must wear the College visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception

13.4 If a member of staff meets someone on site who they do not recognise and who is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to BIC reception or off the site, as appropriate

13.5 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought

by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

## **14. Security**

14.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

14.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, learners and bona-fide visitors and contractors

14.3 Staff will be required to wear their BIC Identity Badges at all times.

## **15. Critical Incidents**

15.1 As part of its commitment for the well-being of staff, learners and visitors, BIC has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from BIC site.

## **16. Healthy Eating**

16.1 It is the policy of BIC to encourage learners to adopt eating habits that are conducive to a healthy lifestyle. To this end BIC works to provide menu options that support these aims.

## **17. Training**

17.1 BIC will ensure that any new members of staff or visitors will be given appropriate training so that all relevant Health and Safety matters are drawn to their attention at the earliest possible stage of their induction.

## **18. Learners and staff**

18.1 All learners are expected to be aware of BIC's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. They are also required to observe the safety rules of BIC especially any instructions from staff in the event of an emergency.

18.2 Where staff and learners are accessing education outside BIC guidance in the school's Offsite and Residential Activities Policy should be followed.

## **19. Lettings**

In cases where BIC's equipment, buildings or grounds are to be let the Governors and Head of College will ensure that:

19.1 Any means of access and egress are safe for the use of hirers.

19.2 Any equipment to be used by hirers is safe and any operating instructions and Health and Safety precautions are clearly identified.

19.3 All emergency doors are clearly identified and fire drill/evacuation procedures are understood.

19.4 Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.

19.5 After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.

19.6 Any Health and Safety signage is clearly displayed and uses are clear as to the meanings.

19.7 There is a contact person available for hirers to contact should there be any issues that may require attention.

## **20. Construction and Maintenance Work**

20.1 Where construction or maintenance work is being carried out on site the Governors and Head of College will agree with contractors or service providers that appropriate Health and Safety plans are in place including an Access Plan.

20.2 Contractors or Service Providers will be made aware of the Health and Safety policy in place at BIC and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of BIC and Contractor/Service Provider before any works commence to confirm specific Health, Safety and Welfare issues applying the works to be carried out.

20.3 Where works fall within the scope of the Construction Design and Management (CDM) regulations 2007, the Governors and Head of College

will co-operate fully with the Contractor/Service Provider and their appointed safety co-ordinator and will ensure that BIC's safety manual is made available at the start of the project. The Governors and Head of College will also ensure that the Contractor/Service Provider update the safety file on completion of the works and conduct an appropriate handover.

## **21. Monitoring and Review**

21.1 The Governing Body and Head of College will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the Health and Safety welfare of all individuals using the site.

21.2 The Head of College will ensure that risk assessments and related procedures are reviewed annually or sooner, especially after an incident or accident.

21.3 The Governing Body and Head of College will implement all Health and Safety precautions required by law and those advised procedures required by Local Government.

## References

HSE Website <http://www.hse.gov.uk/index.htm>

HSE Five Steps to Risk Assessment -  
<http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements -  
<http://www.hse.gov.uk/pubns/indg218.pdf>

DfE Academy Security <http://www.education.gov.uk/>

DfE Health and Safety of Learners on Educational Visits: A Good Practice Guide <http://www.education.gov.uk/>

DfE/DH Supporting Learners with Medical Needs: A Good Practice Guide <http://www.education.gov.uk/>

DfE Guidance on First Aid <http://www.education.gov.uk/>

DfE/Home Office School Security: Dealing with Troublemakers -  
<http://www.education.gov.uk/>

DfE video "Can you see what they see?"

DfE/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)

*HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165*

*DfE guides are free from DfE publications Tel 0845 6022260*

*HSE's information line is 08701 545500*

## Health and Safety legislation:

The Health and Safety at Work Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

## **Education legislation:**

Education (Academy Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

Academy Inspections Act 1996. Education Act 1996

## **APPENDIX 1**

### **DfE Guidance - Coping with the sudden death of a pupil**

Unfortunately, some head teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere. In such circumstances, head teachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help head teachers cope with the immediacy of a pupil's sudden death at school.

### **Working with the Police**

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

- You will need to clear rooms or spaces for them to work in.
- They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

### **Telling Pupils**

Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

### **Telling Teachers**

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

### **Telling Parents**

The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

### **Dealing with the Media**

Head teachers at community and voluntary controlled schools should contact their LA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the school not to speak to the media and direct all enquiries to an appointed LA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.



You may find you have no time to prepare interviews and certainly no time to filter statements through the Head of College of Education even if the LEA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

### **Helping the School Recover**

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.