



HEALTH AND SAFETY POLICY



Approved by Governors on: 20.01.25

Signed by Chair of Governors:

A handwritten signature in black ink, appearing to be 'A. Allen', is written over a blank space.

Headteacher: Elizabeth Hopewell

Date for Review: January 2026

Vision Statement

We aim to create a safe, happy and nurturing environment for all our children!

Mission Statement

The Orchard School strives to provide the best quality teaching and learning with an inclusive and personalised curriculum, where all achievements are celebrated.

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Health & safety statement of intent

The Orchard School recognises the importance of ensuring the the health and safety of all employees, pupils, visitors, contractors, or any persons who may be affected by their activities.

We will identify organisational methods for implementing and controlling the health and safety of all persons within the school.

The School is aware that it will be responsible for producing and reviewing its own Health and Safety Policy. We aim to meet the requirements set out in the Sandwell MBC Corporate Health & Safety Policy 2019, and to follow national legislation and guidance. We will:

- ensure that health & safety is embedded into all our activities and that effective health & safety management systems are in place;
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;
- consult our employees on matters affecting their health & safety;
- promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely;
- provide information, instruction and supervision for employees to enable them to do their work safely;
- ensure all employees are competent to do their tasks, and are given adequate training;
- provide and maintain safe premises & equipment and ensure that substances are handled and used safely;
- provide an environment in which staff can work without fear of violence, intimidation or threats;
- regularly review our health & safety performance by monitoring and auditing.
- provide effective leadership by governors, the head teacher and senior staff;
- expect participation of all employees, and open, responsive communication.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) Nov 2018 and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues. Poster available at: <https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

Roles and Responsibilities

Governing Body

The Governing Body will require the Headteacher to ensure that there are appropriate organisational arrangements for implementing, monitoring, and controlling health and safety matters. These must comply with Sandwell MBC Corporate Health & Safety Policy 2019 and relevant national legislation.

The Governing Body will monitor and review this policy and consider all health and safety matters of concern brought to their attention through its Premises, Health & Safety Committee. Monitoring will include H&S inspections of the school, scrutiny of accident reports, training records, risk assessments.

Headteacher

The Headteacher will ensure that those duties detailed in the Sandwell MBC corporate health & safety policy are carried out and that other health and safety legislation is complied with.

Responsibilities:

- To ensure that this policy is effectively implemented and understood at all levels.
- To ensure that detailed local arrangements and procedures to protect the health & safety of employees, pupils and others are in place.

- To ensure that all employees carry out their health and safety duties and responsibilities.
- To ensure that all hazards are identified.
- To ensure that suitable risk assessments and controls are in place and are monitored and reviewed according to the level of risk identified.
- To involve relevant employees in the risk assessment process.
- To ensure that there is effective health & safety communication and consultation with employees.
- To ensure that all employees, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to carry out their work without undue risks to their own or others' health and safety.
- To monitor and review health & safety performance.
- To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated and reported upon, and actions taken to avoid re-occurrence.
- To ensure the effective use of resources in order to achieve health and safety objectives.
- To take appropriate action under established disciplinary procedures for any employee not complying with their duties and responsibilities as laid down in this policy.

The Senior Leadership Team

The senior leadership team will support the Headteacher to carry out the duties within this policy. They will help to develop and implement local arrangements and procedures to protect the health & safety of employees, pupils, and others, undertake risk assessments as appropriate, and ensure that suitable controls are in place. They may also put forward suggestions to improve health & safety controls.

All Employees

All employees will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety within the school. Copies of the Health and Safety Policy are available at all times in the Headteacher's Office, the site office, in the policy folder on TEAMS, and on the school website.

All employees will:

- Have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to the site team and SLT.
- Report to the Headteacher any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- Report equipment / personal protective clothing defects to a senior member of staff or the Headteacher.
- Report to the Headteacher if for any reason instructions on health and safety cannot be implemented.
- Assist as required with the carrying out of risk assessments and follow procedures outlined within risk assessments.
- Attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.

- Cease work where there is imminent danger of harm, and report immediately to the Headteacher.
- Use all plant, equipment, and personal protective equipment and clothing in a safe manner in accordance with instructions provided and taught.
- Co-operate with health surveillance where a formal system has been identified as necessary.
- Report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage. The Accident and Incident form (012) to be completed is located in the main administrative office.
Premises faults should be reported online to the Site team using the premises reporting log.
- Seek and offer advice as appropriate to improve health and safety performance.
- Always behave in a manner so as not to put themselves or others at risk to their health and safety by what they do or fail to do.

Site Management Team

The Site Manager and assistant manager will:

- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons.
- ensure that the fire logbook is completed and kept up to date.
- carry out regular water temperature checks and other measures to control water safety.
- ensure that funds are available to carry out any actions identified in the school's health & safety action plan carry out daily site inspections.
- deal with contractors on a day-to-day basis
- ensure the building is opened in the morning and secured at night

Kitchen manager

The Kitchen Managers will be subject to the Health and Safety at Work Policy issued by the Catering Contractor Shire Services but it is expected that:

- He/she will familiarise him/herself with the school's Health and Safety Policy and what it means to their work activities.
- He/she should also be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
- He/she must inform the site management team and office manager as appropriate, of any potential hazard or defect.

Organisation – Health & Safety Management System

The Headteacher, supported by the senior management team, must ensure that the school's policy for Health and Safety is effectively implemented and understood at all levels. The Policy must be regularly monitored and revised as necessary and effectively controlled.

Suitable risk assessments and controls should be in place to minimise risk and to prevent accidents and cases of work-related ill health.

Consultation with staff and trade union representatives will take place in the development and monitoring of health & safety systems, procedures and risk assessments.

Key health & safety competencies required within the school are determined in consultation with SIPS Education. Staff will be trained in accordance with this.

5 staff in the school have specific additional Health and Safety training: The HT, site manager, site supervisor, swimming teacher, and another member of the SLT.

When necessary, expert advice from SIPS, and Sandwell MBC Health and Safety Unit, or specialist external contractors will be sought.

Individual breaches of the policy will be addressed with the person(s) concerned. If necessary, they will be addressed in conjunction with the schools disciplinary policy.

Monitoring and Audit

The Governing Body will monitor and review this policy and consider all health and safety matters of concern brought to their attention through its Premises, Health & Safety Committee.

The committee will meet termly and will report to the full Governing Body.

Monitoring will include for example: H&S inspections of the school premises; scrutiny of accident reports, training records, risk assessments; review of fire precautions and drills.

The Headteacher will review health and safety arrangements with the site team and school health and safety representatives regularly.

The Site Team regularly monitor plant, equipment, water, and fire prevention systems and record their findings. Monitoring records will be maintained by the site team and general themes communicated to staff through the weekly briefing.

Related Policies / Documents

Other School Policies that need to be read in conjunction with this policy are:

- Emergency and Business Continuity Plan
- Swimming pool policy
- Fire Regulations
- Offsite policy (Evolve)
- Moving and Handling Policy
- Staff Code of Conduct
- Safeguarding Policy
- Curriculum Policies
- Safe touch Protocol
- Management of medical needs in School Policy
- Community Use of the School, Lettings & Charges Policy
- Lone Working Policy
- Working at Heights Policy
- Management of Medical Needs in Schools guidance (Sandwell LA)
- Contractors on Site leaflet
- Volunteer Handbook

LOCAL ARRANGEMENTS

Accidents and Aggressive Incidents

Employees are required to report all accidents, violent incidents, dangerous occurrences, and near misses. Appropriate forms are available in the school office.

Accidents

- In all cases the Headteacher or a member of the senior leadership team should be notified. If the injury is to a pupil within the school, parents/carers should be informed of the injury and how it happened. In the case of minor injuries such as a scratch or a cut this can be done through the home school diary however in other cases a separate letter to the parents will be written.
- If a minor injury occurs to a member of staff, pupil, or visitor the minor accident form should be completed and given to a member of the admin team. A first aider should be contacted if necessary.
- In the case of a major injury the Headteacher should be notified immediately and if necessary, an ambulance summoned. If the injury is to a child a paediatric first aider will be summoned, if the injury is to an adult a first aider at work will be summoned. If a visit to the hospital is required a member of school staff should accompany the child to the hospital and remain there until such a time that the parents can be contacted and are able to relieve the member of staff.
- Parents should be notified via telephone as soon as possible.
- If a child is taken to the hospital the member of staff should ensure that they take with them the up to date personal information form for the child, which can be found in all pupils' personal folders, which are kept in the admin office.
- In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.
- **Investigation:** For every accident the line manager will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.

Violence and Aggression

The Orchard School will not tolerate violent / aggressive incidents involving employees, parents, visitors, or others who enter the school.

- Employees are required to report all incidents of violence and aggression. This may include actual, attempted, or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- The school will maintain a supply of incident report forms for their employees.
- In the case of an employee needing hospital treatment or taking sick leave for over 7 days. as a consequence of an incident of violence and aggression, a report must be telephoned immediately to the LA Safety Officer on 0121-569 2200. An incident report form must also be completed. See HSE reporting below.
- For each incident of violence and aggression the Headteacher will determine what action is appropriate in respect of both the employee and the incident and complete an incident report form within 10 days of the incident occurring.

Reporting to the LA / HSE

The following must be reported immediately by phone to the LA Safety Unit on 0121 569 2200. and to the HSE (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations – RIDDOR)

- Any fatal or major injury to an employee whilst at work, or to a pupil or any other person as a result of an accident whilst on Local Authority premises
- Any accident / violent incident which results in the person being taken from the scene of an accident to a hospital for treatment (not required if simply as a precaution).

- Any of the dangerous occurrences listed by RIDDOR – eg fire, accident due to building fault.
- Employee absence for 7 days or more after a work-related accident or physically violent incident must also be reported to the HSE.

The LA Safety Officer is responsible for notifying The Health and Safety Executive when this is necessary.

An accident form and manager's investigation must also be completed.

Managing Serious or Imminent Danger

Employees have a responsibility to take action in response to what they reasonably believe to be a serious or imminent danger of danger to themselves, pupils, or others.

Employees who believe there is serious or imminent danger have the authority to take action accordingly. This could include:

- Evacuation of a classroom/building.
- Isolation of part of a classroom/building.
- Closing off an access to a classroom or building.

The employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.

The Headteacher and Site Manager or Assistant Site Manager should be informed immediately, or as soon as is practicable.

The employee must make a written report, and an investigation must be carried out by the appropriate line manager.

Animals in school

Teachers should discuss with the Head Teacher if they wish to bring any animals onto school premises. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Any animals that are brought into school to support the teaching and learning activities must be appropriately risk assessed to ensure the safety of the staff and pupils whilst also taking into consideration animal welfare.

Community use of school premises / lettings

Some school facilities are available for community use / hire out of school hours. The details are in the "Community Use of the School, Lettings & Charges Policy".

Those individuals hiring facilities must ensure they have appropriate insurance, safeguarding training etc as detailed in the policy.

Details of fire procedures and other health and safety arrangements will be given to the individual responsible for the letting.

There are specific procedures for outside agencies hiring the pool – see swimming pool policy.

Contractors and Service Providers

- The Headteacher and Site Manager are responsible for ensuring that contractors on site do not endanger the health and safety of employees, visitors, children and the public during the work.
- A briefing sheet will be given to all contractors as a reminder of the specific Health and Safety issues relating to working in this school by the site manager
- General guidance about working in the school for contractors is also given (see Appendix 2).

- Where work is commissioned via LA Property Services, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- Where we commission work ourselves, we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- Contractors will not be allowed to start work until the Head teacher/ Site Manager is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.
- A Contractor Work Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- Contractors must not start work on any site without first consulting the Headteacher and Site Manager.
- Contractors are advised that if they use a mobile phone to take pictures relevant to their work they must not include any children.

Control of Substances Hazardous to Health (COSHH)

- Wherever possible, we will use non-hazardous products in school.
- All hazardous substances used in school will have a COSHH assessment undertaken before they are brought into use. These are kept in the site team office and on the school server.
- An audit will be carried out and an inventory kept ensuring that all hazardous substances used in school have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.

Curriculum

There are areas of the curriculum which when delivered have the potential for exposing both pupils and staff to risks. When planning lessons staff should be aware of any potential risks from the proposed activities or from the materials, which are to be used. For high-risk activities a risk assessment should be completed and handed to the Headteacher. This is the responsibility of the teacher.

Only scissors and other instruments purchased through the school are to be used within the classroom environment.

Staff should adhere to subject / activity / resource guidance and associated risk assessments.

Display screen equipment (DSE)

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops) for significant periods.
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eyesight tests and with the purchase of any spectacles required solely for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

Emergency Planning and Business Continuity

The School has adapted and adopted Sandwell Council's model Emergency and Business Continuity Plan. (See separate document.) A paper copy of this is kept in the admin office, site office, and HT office as well as being available on TEAMS.

Regular exercises will take place to ensure that the school is prepared for an emergency, and it will be reviewed annually to ensure that details, including contact names and numbers, within the plan are kept up-to-date.

Fire and Evacuation Procedures

(Please refer to the School Fire Regulations, available on the website and on the server.)

- Details of the school's fire procedures are in the Fire Risk Assessment File and Fire Log Book (kept in the site manager's office) and can also be found on the school server in the health and safety section.
 - Procedures include individual plans showing the following key information: Assembly Points, Escape Routes, Escape Signage, Alarm Zones, Emergency Lighting, Fire Compartmentation, Fire Fighting Equipment Locations.
 - Instructions re fire exits and the Assembly Point are located in each room.
 - Exits must be clearly identified and marked.
 - At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.
 - The use of display material must be controlled in fire exit routes in accordance with LA Policy.
 - All visitors to the school should be made aware of arrangements in case of fire.
 - All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precautions.
 - A few children with complex medical needs require a specific evacuation plan (see below)
- The Head Teacher in conjunction with the Site Manager completes a Level 1 fire Risk Assessment (annually).
 - Sandwell Metropolitan Borough Council complete a Level 2 Fire Risk Assessment (annually) and produce an action plan for any necessary work / updates.

Maintenance of fire response system

Details of tests / checks are kept in the Fire Log Book.

- Weekly fire alarm test by the site staff to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. These tests are to be recorded in the fire book, which is located in the site managers office.
- Weekly; Fire call points monitoring (total 42 tested over 13 week period) (Site Staff).
- Weekly: Fire Extinguishers, Automatic Sprinklers and Fire Doors (Site Staff).
- Monthly: Emergency Lighting tests / service (Contractor - City Fire).
- Quarterly: Automatic Sprinkler Service (Contractor – Churchesfire).
- Annually: Fire Alarm System Service (Contractor- City Fire).
- Annually: Fire Fighting Equipment Service (Contractor – Abbey Fire)
- Fire drills are carried out at least once per term to enable everyone to become familiar with the fire drill procedures, including partial and full evacuation. A de-brief session takes place following each drill to address any concerns raised with a subsequent action plan.

On Hearing the Fire Alarm

(this is an overview of procedures, please refer to fire regulations for more detail)

- The alarm will sound with a two tone ring **only** in the zone affected by the activation. The zones adjacent to the affected zone will sound alert which is a pulsing sound. Zones are displayed in every room / area.
- When the alarm sounds within a zone children and staff will be evacuated to an adjacent zone. If that zone is also sounding with a two tone ring the school should be totally evacuated as the school will be in full evacuation mode.
- The Administrator on reception will state over the intercom the zone and area of the school affected by the alarm.
- On the alarm being sounded the site manager will go to the activated zone to investigate whether it is a false alarm and ensure that all staff, pupils and visitors have been evacuated safely.
- The site manager will determine if the threat is real or whether it is a false alarm. If it is a false alarm he will tell the admin team that the alarm can be silenced and he will reset the alarm.
- If it is a false alarm, the senior member of staff in charge (usually the head teacher) will decide after checks and re-setting the alarm to allow people back in the zone.

Procedure for full evacuation

- When the alarm goes to full evacuation the alarm will ring with a constant sound throughout the school. Reception will notify staff via intercom 'FULL EVACUATION'. At this point all staff, pupils and visitors should be evacuated via the nearest fire exit.
- All staff and pupils on vacating the building should make their way to the back of the school. Those vacating the building to the front will need to make their way through the gates to the Early Years playground or through the gates near the dining room whichever is the nearest.
- Fire marshalls should sweep all school areas to ensure full evacuation. (where safe to do so and they are not in charge of a child)
- The admin team have been assigned roles during a fire evacuation. One member will take the registers and offsite forms and one will collect the visitor's book and staff register.
- No one should re-enter the building until told it's safe to do so by the fire officer/headteacher.
- Out of hours if alarm is activated the group should immediately evacuate to the front of school car park. It is the responsibility of the outside groups during out of hours activities to keep a register of attendees and to call the register in the event of fire alarm activation. The Site Manager will act as Fire Marshall. The group should report to the Site Manager whether all people have been evacuated safely.

Personal Emergency Evacuation Plan (PEEP)

There is a 'generic' risk assessment that covers the pupils in school. However, for those pupils who are unable to exit the building unaided and have specific needs a personalized PEEP will be kept within their files and within the classroom that they are located.

In the event of a fire

- If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher.
- Power supplies should be switched off from the mains, and lighting switched off
- The location of gas cylinders must be known and the Senior Fire Officer informed on his/her arrival. (There are none on site unless contractors are on site and using these)
- Fires must be reported to the Sandwell MBC Health and Safety Unit and the HSE. (See accident reporting above.)

- An investigation must be carried out.

First Aid

There are a number of first aiders appointed by the School split into 2 categories:

- First aiders at work – These are the only members of the First Aid team who can deal with adults.
- Paediatric First Aiders - These are the only members of the First Aid team who can deal with First Aid incidents involving children. All offsite visits must be accompanied by a Paediatric First aider.

The school will arrange first aid training which is HSE approved. First aiders should update their training 3 yearly.

Notices indicating first aiders are displayed around the school.

First aid kits are located across the school and are clearly labeled. These are stocked as recommended by the DfE and HSE.

It is the responsibility of First aiders to review First aid kits at least monthly to ensure that the contents are kept up to date.

There is a defibrillator by the nurse's office in school. This is checked by the site team visually at least weekly to check it is charged. Pads are changed when out of date (approx. 2 yearly).

All first aiders are trained in defibrillator use as part of their first aid training. An update video of the procedure is available on the H&S section of the server if staff wish to view this.

There is an Epipen by the nurse's office in school. All staff are trained in allergy awareness including anaphylaxis and the use of an Epipen.

Infection control / Prevention

The School follows HPA, DfE and Sandwell LA guidance regarding infection control. See the Sandwell LA document: "Management of Medical Needs in Schools"

Exclusion

Prompt exclusion is essential to preventing the spread of infection in childhood settings. The School follows HPA guidance on exclusion for infectious disease.

Handwashing

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels are recommended.

Advise all staff and support pupils to wash their hands after using the toilet, before eating or handling food and after touching animals.

Personal protective equipment (PPE)

Wear disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or body fluids during an activity. Gloves should be disposable, non-powdered vinyl or latex-free and CE marked. Wear goggles/visor if there is a risk of splashing to the face.

Managing cuts, bites and nose bleeds and needle stick injuries

These should be managed in accordance with Sandwell LA, and NHS advice regarding standard first aid and dealing with blood and bodily fluid spillage. Medical advice should be sought after a needle stick injury.

Cleaning blood and body fluid spills

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately; this can be done by any member of staff wearing appropriate PPE.

Clean spillages using a product which combines detergent and disinfectant (and ensure it is effective against both bacteria and viruses). Always follow the manufacturer's instructions. Use disposable paper towels or cloths to clean up blood and body fluid spills and dispose of after use. A spillage kit should be available for bodily fluids like blood, vomit, and urine.

Spillpaks are available for major spillages of bodily fluids in the bathrooms. All staff can use the Spillpaks, using the instructions in the packs.

Clinical Waste

Specific changing facilities are provided in bathroom / toileting areas for nappies etc. Strict adherence to standard expected procedures is required. A risk assessment is in place for all staff to follow.

The school has a contract with an external contractor for the removal of clinical waste.

Yellow bags are provided for the disposal of clinical waste and these need to be taken to the bin provided near the garage at the side of the school on a daily basis.

Laundry

There is a designated area on site for laundry facilities.

Soiled Clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child for parents to wash.

If washed in school, soiled clothing should be washed separately in a washing machine, using a pre-wash cycle to rinse clothes prior to washing on the hottest temperature that the clothes will tolerate.

Legionella (water safety)

A Legionella water risk assessment is carried out by a competent, suitably qualified contractor (via LA) annually.

The Site team does a weekly whole school tap flush.

Lone Working

(Please refer to the Lone Working Policy.)

Instances of lone-working in school are rare and the Site Manager(s) would be aware of who was situated in the building at any one time.

Management of medicines in school

(Please refer to the Medical Policy, and to the Sandwell LA guidance "Management of Medical Needs in Schools")

- All medication should be clearly labeled with the child's name, the name of the medication, dosage and expiry date.
- Medicines should be stored in the locked medicine cabinet in the medical room or in the lockable classroom cupboards. Certain medicines need to be stored in the locked fridge in the medical room.
- Parents and staff will be asked to ensure that pupils do not carry medication to and from school. Labeled medication should be handed to the escort on the relevant transport. The escort should hand the medication to a member of staff on duty / the parent depending on the direction of travel to or from school.
- 2 members of staff, normally the Health Care Assistants administer medication, which is checked and signed for before administration, all staff who administer medication are trained.
- Parents must give written consent and instructions regarding the administration of medicines.

- Staff responsible for offsite visits will need to ensure that any medication required is kept in a locked rucksack.
- There are specific procedures to follow regarding usage and storage of oxygen cylinders / concentrators on site and these are documented in the Management of Medical Needs in School Policy.

Manual Handling

(Please refer to the moving and handling policy)

The school undertakes moving and handling risk assessments for specific pupils who require moving and handling. These can be found in each child's personal folder and on the school server. Static and mobile hoists have been provided throughout the school.

It is the school's responsibility to provide training in moving and handling. The school has trained its own tutors to provide training and advise staff.

Minibuses

The school owns 2 minibuses which it maintains and runs according to the guidance below. Very occasionally an outside company is used.

Drivers

1. All drivers must have a current driving licence with appropriate D1 entitlement, current appropriate insurance, and training certificate.
2. All drivers must be between 25 and 65 years old.
3. Have no endorsements in the last 3 years. (Any new endorsements must be reported).
4. Must undertake a review driving assessment every 3 years.
5. Be medically fit.
6. Never been refused personal motor insurance.

Driving requirements

1. All drivers to complete vehicle safety check and record in a Drivers Log before and after every trip. This should include checking there is a First Aid Kit and fire extinguisher.
2. a) No driver should drive a vehicle for more than 2 hours without having a 30- minute break away from the vehicle.
b) No driver to drive for more than 4 hours in a day.
3. All drivers must be accompanied by another member of staff who must travel in the rear of the bus with the pupils.
4. Once vehicle has been checked by the driver, all doors must be opened and remained unlocked during travelling.

Travelling requirements

1. Appropriate Seat belts must be worn by everybody at all times. Nobody is allowed to remove seat belt and move around bus.
2. No smoking or drinking is allowed.
3. A mobile phone must be taken by staff.
4. No mobile phone use permitted on the bus except by staff for emergencies (as in accordance with school rules).
5. Nobody is to distract the driver.
6. It is advised that refuelling is carried out without pupils on board if possible.

Maintenance of the School Minibus

1. Site managers carry out a weekly inspection.
2. The LA do 6 monthly checks.
3. Tail lift checks are done the school contractor (Premier Tail lifts)
4. Minibus Service and class 5 MOT is required 12 monthly.

New & Expectant mothers

A new or expectant mother is a worker who is pregnant, who has given birth within the previous 6 months or who is breastfeeding.

The Headteacher or an appropriate line manager should complete a specific pregnancy risk assessment when the pregnancy is notified to the Headteacher. (see Appendix 1)

The risk assessment will be reviewed when necessary.

The Headteacher will offer alternative work if possible if the risks in pregnancy cannot be controlled adequately.

Changes to working practices will be accommodated where possible for new mothers.

Off-Site Visits

Please see separate off-site visits (EVOLVE) policy.

The school will adopt the Sandwell Council off-site activities guidance and will follow the procedures that form part of this.

The school has a trained Educational Visits Coordinator (EVC) who will check all trips are conforming to the guidance and standards.

Parental consent is sought for offsite activities.

Premises, plant and equipment property management agreement

All plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.

Only competent persons/contractors will be employed to carry out inspections/servicing of our plant and equipment. The Site Team inspects and service some of the plant on site. The LA inspects and service our major plant.

Where Sandwell Council's Safety Management Procedures (SMP) are more prescriptive, the school will ensure that inspection and testing takes place in line with those requirements

Portable appliances

Portable appliance (PAT) testing will be carried out annually by a suitably trained person. The Site Team are able to do this.

All inspections/tests are recorded, and inspection certificates retained by the Site manager.

If staff bring their own portable electrical items into school these must be PAT tested by the Site team before use.

Gas safety

Gas appliances will be inspected and tested annually. Only Gas Safe Registered persons / contractors will inspect / service gas appliances. Sandwell LA undertake this for the School.

In every area of the building where there is a gas supply a GasGuard unit is installed. In the event of a fire or an incident the emergency stop button can be pressed to isolate and switch off the services.

Gas cylinders are not kept by the School

If contractors use any gas cylinders they must follow appropriate safety guidance; and must ensure this potential hazard is made clear to emergency services attending during an emergency situation.

Play equipment

Indoor PE equipment will be inspected and serviced by Mercury Sports annually. The LA inspects outdoor equipment annually and the Site Manager arranges any servicing required based on this. The site manager carries out daily visual inspections of the outdoor equipment. The play areas are divided such that children are only allowed to use equipment appropriate for them, and supervision is provided as needed.

Reporting Premises / equipment faults

There is an online reporting log for staff to report defects with premises, plant or equipment to the site manager / assistant manager so that this can be rectified, using approved contractors if necessary.

Protective Clothing and Equipment

Normal clothing

All staff are responsible for ensuring that the clothing they wear is suitable for the job they are required to do in school. Flat enclosed shoes (no open toes) should be worn at all times to protect staff.

Protective clothing and equipment

Protective clothing and equipment will only be provided when an assessed risk requires this.

Staff must keep protective clothing and equipment clean (unless disposable after one use), carry out user checks as required, and make it available for maintenance.

It is the duty of all staff to report losses or defects in protective clothing and equipment; and to notify when supplies need replenishing.

The Headteacher will ensure that staff needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care.

Protective clothing issued in the Orchard School includes:

- Disposable aprons and gloves for use when changing pupils or dealing with bodily fluids.
- PPE for use by site managers when dealing with pool chemicals.

Risk assessments

Risk Assessments will be carried out by nominated competent persons and kept depending on the type of assessment in for example, personal files, in the Headteacher's or Site office etc, and securely on the school server.

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Individual risk assessments will be undertaken when necessary for employees related to the work they are doing; the pupils they are working with; medical conditions they have. It is the responsibility of staff to inform the senior management team of any medical condition which may impact on their work.
- Pregnancy risk assessments will be undertaken (see New and expectant mothers section above).
- Individual pupil risk assessments, including moving and handling risk assessments should be reviewed annually, or more often, to take account of changing needs.
- For new activities, substances, plant and equipment, it is particularly important that assessments are completed before introduction / commencement. This includes new activities for children on-site, and all off-site activities.
- Assessments must be reviewed at least every 12 months, and more often when there is reason to suspect that they are no longer valid or significant changes have occurred.

- All risk assessments must be dated and include the name of the person conducting the risk assessment.
- Only authorised substances with an up to date COSHH assessment are allowed on the school premises. These assessments are kept in the Site Team office and also on the school server

School site security

- The school has security fencing and CCTV.
- External doors are code/key/electronically controlled. Entry past reception is electronically controlled.
- Classroom doors and sections round the building are electronically controlled.
- All staff must sign in and out with an electronic barcode.
- All visitors to the school must sign in and out in the visitors' book and are issued with a visitors' badge.
- DBS checks are carried out for all visitors/contractors who regularly come on to the premises and may have contact with pupils.

Slips & trips

- Risk assessments have been undertaken to help prevent slips and trips in the school, and risk reduction methods put in place.
- Staff should clean any spillages when they occur or use hazard warning signs until such time as the spillage can be cleaned up.
- Staff should take a pro-active role in preventing slips and trips by cleaning spillages; moving trailing cables and obstacles in walkways; reporting any building defects to the site manager

Smoking / Vaping

The School has a no smoking / vaping policy across the whole school site. All visitors using the premises including parents, contractors etc are expected to respect this policy.

Smoking or vaping is not allowed in any part of the school premises (indoors and outdoors) or close to the premises boundary.

If staff wish to smoke they must leave the school site, be out of sight of the school building, and beyond the top of the school drive (which is the premises boundary).

Any member of staff refusing to observe this policy by smoking anywhere in or on the school premises will be liable to disciplinary action.

Information on stopping smoking is available either by phoning the NHS Smoking Helpline number: 0300 123 1044 or visiting the associated website which contains advice and a facility to find local cessation services: <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>

Stress / Wellbeing

The School and Governing Body are committed to promoting high levels of staff health and wellbeing. Pro-active measures to identify and respond to work related stress, and to monitor workloads and wellbeing include:

- Regular Performance Management Reviews
- Mentoring for all staff
- The open-door policy of the senior leadership team for individuals to discuss concerns
- Whole school and departmental staff meetings

- A wellbeing group has been running in school to address issues / concerns.
- Access to the School Advisory Service for wellbeing and medical advice.
- Referral when necessary to Occupational Health via our HR service.

Swimming Pool

Please refer to the Swimming Pool Policy which gives details of:

- Swimming teacher / lifeguard / spotter qualification requirements and duties;
- Normal and emergency operating procedures;
- Pool care;
- Possible risk factors and mitigation for these;
- Individual swimming risk assessments for some pupils.

The swimming pool can be hired out of hours by community groups. Conditions of hire specify the pool regulations, health and safety, and safeguarding requirements necessary.

Training

We will ensure that all staff, including temporary and agency staff, are given appropriate health & safety instruction to undertake their role safely and carry out duties assigned to them.

All employed staff will receive a health & safety induction when they first start working at the school.

Key health & safety competencies required within the school will be determined with guidance from SIPS Education.

Staff are required to attend health and safety training as directed.

The identification of training needs may be as a result of:

- risk assessments;
- monitoring activities;
- the occurrence of accidents and incidents of violence and aggression;
- new legislation;
- New HSE / local authority health and safety guidance
- updated information and technology;
- new procedures or changes to existing procedures;
- the results of health and safety audits.

Vehicle movements on site

- There is gated access to the school site.
- Speed limit signs, limiting speed to 5mph are displayed on site.
- There are designated bays for parents / taxis / transport vehicles
- Transfer from and to vehicles for pupils is supervised by staff at the start and end of the day
- There is a risk assessment regarding vehicles on site

Volunteers / Work experience

Regular Volunteers and individuals on work experience placements will be subject to references, enhanced DBS checks and will receive induction and supervision appropriate to the role they are undertaking.

There is a Volunteer Handbook which provides guidance on roles and responsibilities, health and safety, supervision arrangements.

Working at height

(See Working at height policy)

- Staff should use appropriate equipment to work at height in the classroom (eg not using chairs to put up displays etc)
- A risk assessment will be carried out for work at height where necessary.
- Appropriate access equipment will be provided and properly maintained.
- Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

Appendix 1 - New and Expectant Mothers Risk Assessment

Introduction

This risk assessment should be completed by the manager in the presence of/with the new or expectant mother. Please ensure you and the staff member have read/are aware of the New & Expectant Mother SSG prior to completing this action plan.

This model assessment is a non-exhaustive list and you may need to delete or add additional rows. It has suggestions for the types of actions that may be discussed/agreed in red font. Please delete those not applicable and amend those that may be suitable. - please delete this paragraph when plan is completed and agreed.

Name of employee:	School:
Name of manager:	Date of plan:

What could cause harm?	Applicable		If yes what actions are agreed
	Yes	No	
Mental and physical fatigue and working hours			<ul style="list-style-type: none"> More frequent rest breaks agreed Flexible working hours agreed (e.g. will start at 10.00 rather than 08.00 on mornings when sickness is bad)
Postural problems, sitting and standing			<ul style="list-style-type: none"> The type of work allows the employee to ensure that regular changes to posture are made (e.g. no standing and sitting in one position for long periods) All workstation chairs are ergonomically designed and fully adjustable to give full support
Thermal discomfort			<ul style="list-style-type: none"> Employee to dress appropriately for the conditions/workplace Additional desk fan to be supplied if employee gets too hot
Violence & aggression			<ul style="list-style-type: none"> Employee is not asked to work with anyone with known aggressive tendencies Employee to take a non-confrontational approach, withdraw and call for assistance if concerned about any violence or aggression
Working at heights			<ul style="list-style-type: none"> Employee will not be expected to use access equipment to gain height Employee to ask other colleagues for assistance if requiring resources stored at height

What could cause harm?	Applicable		If yes what actions are agreed
	Yes	No	
Working alone			<ul style="list-style-type: none"> • Lone working procedure reviewed and updated to incorporate new & expectant mothers • When lone working is expected to exceed XX hrs, then employee will be accompanied by a colleague • Employee has been issued with a personal attack alarm/other device
Work-related stress			<ul style="list-style-type: none"> • Manager has open door policy/is available to discuss any concerns/worries as and when required • Individual action plan completed using HSE talking toolkit if required (see work-related stress SMP) • Access to counselling service
Morning sickness			<ul style="list-style-type: none"> • Flexible working hours in operation so that employee can arrive at work when worst of sickness has passed • Employee moved from the morning shift to the late shift
Increasing size			<ul style="list-style-type: none"> • Larger chair offered for workstation if employee outgrows the current one
Lack of rest			<ul style="list-style-type: none"> • Use of breakout area when required/agreed • More frequent breaks allowed as and when required/agreed with manager
Passive smoking			<ul style="list-style-type: none"> • No calls for employee to establishments where there are known smokers
Kidney infection and frequency of urination			<ul style="list-style-type: none"> • Workstation is located near to the toilets • Employee to work at a workstation closer to the toilets • Employee to seek medical advice if they suspect infection • Welfare facilities provide means to maintain good personal hygiene

What could cause harm?	Applicable Yes No		If yes what actions are agreed
Nutrition			<ul style="list-style-type: none"> • Microwave/refrigerator available for employee to store/heat own food stuffs that have the correct nutritional values • Sufficient breaks allowed for employee to prepare food and eat as and when required.
Suitable welfare facilities			<ul style="list-style-type: none"> • Toilets and breakout areas have handwashing facilities that are located near to employee's workstation/area • Breakout area has sofa type bench to allow for employee to lie down/raise legs if required • The room/area will be used for employee to express milk
Shocks, vibration			<ul style="list-style-type: none"> • Employee will not be expected to use any equipment that gives out high levels of vibration/shocks that could have a harmful effect on mother or child
Manual handling of loads			<ul style="list-style-type: none"> • Task specific manual handling risk assessments reviewed to incorporate the limitations of employee. • Employee to carry out dynamic risk assessment and not attempt to handle anything that is beyond their capability • Employee to ask for assistance in moving anything beyond their capability • Mechanical aids provided to prevent/reduce manual handling tasks
Noise			<ul style="list-style-type: none"> • PPE (e.g. hearing defender) supplied to those employees who work in environments where noise levels are excessive
Travelling			<ul style="list-style-type: none"> • Calls/journeys are planned so that regular breaks can be taken by employee • No overnight stays planned during period of pregnancy

What could cause harm?	Applicable		If yes what actions are agreed
	Yes	No	
Biological agents (Infectious diseases/Zoonosis)			<ul style="list-style-type: none"> Employee will not be required to carry out personal needs of service users Checks made prior to visits to ensure there are no persons with infectious diseases. Employee will not be required to work in environments where there are known outbreaks/infections Contact with animals and animal waste products are avoided (e.g. will not be expected to escort service users/pupils on visit to inner-city farm)
Chemicals and substances (In particular toxic chemicals, mercury, antimetabolic drugs, pesticides, carbon monoxide, lead)			<ul style="list-style-type: none"> Individual CoSHH assessments have been completed for all products used by employee. Where there are known dangers to mother/unborn child, then employee will not use those substances
Other			<ul style="list-style-type: none">
Other			<ul style="list-style-type: none">
Other			<ul style="list-style-type: none">

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:

HEALTH & SAFETY NOTICE FOR CONTRACTORS WORKING AT THE ORCHARD SCHOOL

PLEASE NOTE THE ORCHARD IS A SCHOOL FOR CHILDREN WITH COMPLEX DIFFCULTIES AND MANY OF OUR CHILDREN HERE ARE COMPLETELY UNAWARE OF THE DANGERS AROUND THEM SO PLEASE FOLLOW THESE SIMPLE INSTRUCTIONS TO HELP KEEP THEM SAFE.

GENERAL

- 1. CONTRACTORS MUST NOT START WORK ON ANY SITE WITHOUT FIRST CONSULTING THE HEADTEACHER AND SITE MANAGER.**
- 2. YOU MUST CLOSE ALL DOORS BEHIND YOU**
- 3. DO NOT LEAVE ANY TOOLS UNATTENDED OR OBJECTS LYING AROUND**
- 4. PLEASE NOTE OUR CHILDREN ARE VERY LIKELY TO PUT OBJECTS IN THEIR MOUTHS SO LITTLE OBJECTS E.G NAILS ARE PARTICULARLY DANGEROUS. PLEASE DO NOT LEAVE THESE UNATTENDED.**
- 5. IF YOU USE A MOBILE PHONE TO TAKE PICTURES RELEVANT TO THEIR WORK YOU MUST NOT INCLUDE ANY CHILDREN IN THEM.**

PLANT ROOM

IF ANY WORK NEEDS TO BE CARRIED OUT IN PLANT ROOM:

- 1. ALWAYS CONSULT THE SITE MANAGER (NO ONE IS ALLOWED IN THE PLANT ROOM WITHOUT THE CONSENT OF THE SITE MANAGER)**
- 2. BE AWARE THAT TOXIC CHEMICALS ARE STORED HERE**
- 3. NEVER APPROACH TOXIC CHEMICALS OR ATTEMPT TO REMOVE LIDS AS SPECIAL EQUIPMENT IS REQUIRED**
- 4. DO NOT WORK IN A CONFINED SPACE WITHOUT APPROPRIATE DOCUMENTATION AND IN LIAISON WITH SITE MANAGER**

RISK ASSESSMENT

ALL CONTRACTORS MUST BE READY AND WILLING TO PROVIDE A RISK ASSESSMENT FOR THE WORK THEY ARE ABOUT TO CARRY OUT. PLEASE PRESENT TO THE SITE MANAGER.

HEALTH AND SAFETY

- 1. ANY HOT WORK REQUIRES A HOT WORK PERMIT. NO HOT WORK WILL BE CARRIED OUT EITHER ON SCHOOL ROOF OR GROUNDS WHILST THE CHILDREN ARE IN SCHOOL. PLEASE SEE THE SITE MANAGER TO ARRANGE THIS.**
- 2. IF WORKING ON THE SCHOOL ROOF PLEASE ENSURE YOU ARE NOT WORKING WITHIN 2 METRES OF ANY SKYLIGHT OR THE EDGE OF THE ROOF. WORKING AT HEIGHT REGULATIONS REQUIRE SPECIAL EQUIPMENT TO BE USED IN THESE CIRCUMSTANCES.**
- 3. NO PERSON IS TO GO INTO THE POOL UNDERCROFT WITHOUT THE RELEVANT 'WORKING IN CONFINED CONDITIONS' CERTIFICATE.**
- 4. ALL CONTRACTORS SHOULD HAVE A CLEAR AND UP TO DATE ENHANCED DBS AVAILABLE FOR CHECKING VIA SITE TEAM/ADMIN TEAM PLEASE.
REFER TO THE GUIDANCE PROVIDED AT SIGN IN VIA RECEPTION.**

IF WORKING UNDER INSTRUCTION AND SUPERVISION BY SANDWELL LA PROPERTY SERVICES PLEASE ALSO REFER TO THEIR CONTRACTORS ON SITE GUIDANCE AND PROCEDURES