

The Orchard School Health and safety policy 2025 -26

Approved by Governors on: 18.11.25

Signed by Chair of Governors:



Headteacher: Elizabeth Hopewell

Date for Review: December 2026

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Statement of intent

The Orchard School recognises the importance of ensuring the health, safety and welfare of our staff and students and others who may be affected by our activities. We fully accept our obligations under the *Health and Safety at Work etc Act 1974* and related legislation and are fully committed to meeting those obligations. Our commitment to providing a safe and healthy environment for staff and pupils; will be achieved by effective leadership by governors, the headteacher, senior staff, participation of all employees; and open/responsive consultation and communication.

The School will provide the resources necessary to implement this policy and SMBC's Corporate Health and Safety policy and regards successful management of health and safety as a key management objective. To meet these obligations, the following objectives have been set:

- Ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan, 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 can raise health & safety issues and are empowered to work safely.
- Provide information, instruction, training and supervision for employees to enable them to do their work safely.
- Provide and maintain safe plant & 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.
- Ensure premises under our control are maintained and their condition does not give rise to health and safety risks and there are sufficient welfare arrangements.
- Regularly review our health & safety performance by monitoring and auditing.

The Orchard School is committed to continuous improvement in health & safety, and it is through the implementation of this policy and regular review by a Health and Safety working group that we aim to continuously improve health and safety standards.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on the school intranet and website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.



[Chair of governors]



[Headteacher]

Date: 25.11.2025

Date:

Roles and Responsibilities

The Orchard School is a Special School whereby the employer is the Local Authority (LA). Whilst the LA is responsible as the employer to ensure compliance with health and safety legislation, the headteacher and governors have management responsibilities to ensure the health, safety and welfare of employees, students and others who may be affected by our work activities. The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with Sandwell Metropolitan Borough Council's (SMBC) health and safety policy and procedures.

Governing Body

The governing body will require paid officers within the school management structure to comply with the Council and school's safety management system and be aware of their responsibilities. It will:

- Show a commitment to health & safety within the school by signing the health & safety policy's statement of intent.
- Carry out health & safety reviews (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school.
- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents.
- Review the results of health and safety audits and support in the implementation of appropriate actions.
- Ensure health and safety performance (i.e. H&S audits/H&S Plan) is regularly reviewed at governing body level.

Headteacher

The headteacher will ensure that those duties detailed within section 3 of the corporate health & safety policy are carried out and will ensure that relevant staff are made aware of the council's school safety guides (SSG) as appropriate. Additionally, the headteacher will:

- Establish health & safety objectives and develop plans to achieve them.
- Ensure that appropriate resources are available to meet health & safety objectives.
- Ensure the school has access to adequate competent health and safety advice.
- Ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place.
- Ensure that suitable risk assessments and controls are in place.
- Promote a positive health & safety culture and lead by example.
- Ensure that there is effective health & safety communication and consultation with staff.
- Monitor and review health & safety performance.
- Ensure recommendations/actions identified during health and safety audits/inspections are implemented
- Ensure that employees receive suitable and sufficient information and instruction.
- Ensure that adequate health and safety training is provided.

- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents.
- Ensure that premises and equipment are adequately maintained.
- Seek professional advice as necessary.

Senior Leadership Team

The senior leadership team will support the headteacher and carry out the duties of the corporate health & safety policy. Additionally, they will:

- Support the headteacher/premise manager and carry out the duties detailed above in their absence.
- Develop and implement local arrangements and procedures to protect the health & safety of staff, pupils and others.
- Undertake risk assessments, as appropriate, and ensure that suitable controls are in place.
- Put forward suggestions to improve health & safety controls to the headteacher.

Educational Visits Coordinator (EVC)

The school's trained educational visits coordinators (EVC) will ensure that we follow Sandwell Council's off-site activities guidance. Their responsibilities include:

- Supporting the headteacher and governing body with approval decisions for offsite visits.
- Informing the headteacher and governing body of all non-routine visits.
- Ensuring that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it.
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit.
- Ensuring that emergency arrangements are in place and emergency contacts are known for each visit.
- Ensuring that the Council's off-site visit advisors are informed of all residential or high-risk activities.

Administration Team

The office manager will:

- Organise health and safety training and maintain records/certification of training.
- Maintain the accident and near miss records and inform the Health and Safety Executive (HSE) of accidents or incidents that require notification (i.e. RIDDOR).

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 funds are available to carry out any actions identified in the school's health & safety action plans.
- 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.
- Carry out daily site checks and termly site inspections.
- Deal with contractors on a day-to-day basis.
- Ensure the building is secured at night.

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:

- Take reasonable care of themselves - this includes having a tidy and safe working area.
- 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.
- Co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role.
- Follow/adhere to safe working procedures and verbal and written instructions - including following risk assessments and using any safety equipment or personal protective equipment provided.
- Do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.).
- Inform their manager about any health & safety problems or loss/damage to safety equipment. Premises faults should be reported online to the Site team using the premises reporting log
- Report any accident, incident, or near miss to their manager immediately. The Accident and Incident form (012) to be completed is located in the main administrative office.
- Not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

Kitchen manager

The Kitchen Manager 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.

SMBC's Corporate Health & Safety Unit (HSU)

Without detracting from the primary responsibility of the governing body, headteacher and senior leadership team for safe conditions of work, competent persons have been appointed to support the school in meeting its health & safety obligations.

The corporate health & safety unit, will co-ordinate all the council's health & safety matters, carry out safety management audits, and provide an advisory service across the schools where the local authority is the employer. In addition to the above, the team will:

- Maintain the council's health & safety management systems (HSMS) including the suite of topic specific school safety guides (SSG).
- Monitor the implementation of the corporate health & safety policy and management systems through a corporate and school HSMS auditing programme.
- Review health & safety performance.
- Assist in the investigation of accidents and incidents where appropriate.

Organisation – Health & Safety Management System

Policy development

SMBC has a Health & Safety Policy and topic specific school safety guides (SSG) that are kept under regular review. The Orchard school will ensure that we meet the requirements of the policy and standards as appropriate. In addition, the school will keep our health & safety policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.

All local policies and procedures, and revisions to them, will be authorised by the headteacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments. Our policies, procedures and assessments will be made available to staff via the school's Microsoft Teams/SharePoint access. Staff will be made aware of any policy/assessment appropriate to their post.

Competent advice

Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Sandwell Council and adopted by the school. Staff will be trained in accordance with the matrix as appropriate. (A number of staff in the school have specific additional Health and Safety training including the headteacher, site manager, assistant site manager, swimming teacher.

In addition to competent, trained, school staff, we receive expert guidance and advice from Sandwell Council's health & safety unit.

We also use the services of SIPS to provide further health and safety advice, guidance and training.

Planning & prioritising

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

Measuring health & safety performance

Active monitoring – will include regular inspections of the workplace by the site management team and Health and Safety working group to ensure our premises and systems of work are safe.

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.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence.

Auditing/inspecting health & safety performance

As part of our active monitoring, we will carry out regular health & safety inspections in accordance with our health and safety procedures

External audits of our health & safety management systems will also be carried out by Sandwell Councils health and safety unit every three years (or as agreed with the auditor).

Reviewing health & safety performance

Our health & safety performance, including progress on any actions required and any policy or procedure reviews will be evaluated each term by our Health and Safety Working Group and reported to the governing body.

Our school performance, including audit, training and accident/aggressive incident data will also form part of regular reports, covering all Sandwell LA schools, produced for Sandwell Council by Sandwell's health and safety unit.

Associated Policies / Documents

Other School Policies / guidelines to be read in conjunction with this policy are:

- Emergency and Business Continuity Plan
- Swimming pool policy
- Fire Regulations
- Offsite visits 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
- 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 the parents will be contacted and a separate letter will be written when necessary.
- 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.
- If appropriate, incidents will be reported to the police.

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.

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.

Control of contractors

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where work is commissioned via Property Services [or state school arrangement for larger projects], 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.

- For projects that last more than 30 days or involve 500-person days of construction work, we will ensure that a CDM co-ordinator is appointed to advise us on health & safety issues during the design and planning phases of construction work.
- 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.
- A Contractor Work Registration Form is available to support the school to ensure that all relevant Health & Safety implications have been considered for the planned work. A contractor work registration form will not be completed where other methods have been used to record the risks and controls for the work, for example, works subject to the CDM regulations, as this information will be captured in the construction phase plan and H&S file.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

Control of Substances Hazardous to Health (CoSHH)

- Wherever possible, we will use non-hazardous products in school.
- All hazardous substances used in the school will have a CoSHH assessment undertaken before they are brought into use.
- Where applicable, CoSHH assessment will be supported by a valid safety data sheet (SDS).
- A review will be carried out and an inventory kept ensuring that all hazardous substances used in the 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 each habitual user of DSE and their workstation(s); in addition, a generic assessment (included as part of the school's premise risk assessment) will be carried out to assess all other DSE workstations.
- DSE users will receive information, instruction and training on the correct and safe use of workstations.
- DSE 'users' are entitled to assistance with eye and 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 will adapt and adopt Sandwell Council's model Emergency and Business Continuity plans.
- Key management staff at the school will attend "Managing Emergencies" training provided by the Sandwell Council's Resilience team. Key staff include: the headteacher, site manager, office manager, ICT manager, member(s) of SLT, governors.
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up to date.

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.

Fire & evacuation procedures

- The Head Teacher in conjunction with the Site Manager completes a Level 1 fire Risk Assessment (annually).
- Sandwell Council Fire Safety Advisers complete a Level 2 Fire Risk Assessment (annually) and produce an action plan for any necessary work / updates.

- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be completed for a few children with complex medical needs require a specific evacuation plan (see below)
- any staff or pupils requiring one due to disability or ill health.
- 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 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.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

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.
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- The school will arrange first aid training which is HSE approved. First aiders must 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 labelled. 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.

Glazing

- We will complete a survey of all high-risk glazing and ensure that suitable measures (e.g. fitting of safety glazing and/or safety film) are implemented to minimise the risk of injury to staff, visitors and pupils.

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.
- The site team will receive awareness training.

Lone working

(Please refer to the Lone Working Policy.)

- We will ensure that risk assessments and suitable controls are in place to cover lone working.
- 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.
- New employees will be made aware of the school's lone working arrangements during their induction.

Management of medicines in school

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

Manual handling

(Please refer to the moving and handling policy)

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- 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.
- Handling equipment, such as hoists and trolleys will be made available.
- All staff will receive manual handling awareness training. The school has its own trained tutors.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as Manual Handling Principals & Practice training

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.
7. Annual checks are completed for all authorised driver's licences, to see what vehicles they can drive or if the driver has any penalty points or disqualifications.

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.

Occupational health and work-related stress

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.

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 trained Educational Visits Coordinators (EVC) who will check all trips are conforming to the guidance and standards.
- Parental consent is sought for offsite activities.

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.
- A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for.

Premises, plant and equipment – maintenance, servicing and inspection

- 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 school safety guides (SSG) 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.
- **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 assessment

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 security

- The school has security fencing and CCTV.
- External doors are code/key/electronically controlled. Entry to and 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 will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).

- Good housekeeping is practiced by all staff and designated walkways are kept free of obstacles (e.g. trailing wires) and 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/>

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 competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
- All 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 by use of a training matrix, provided by Sandwell Council and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.
- Records of training will be kept by Allison Shepherd - DHT.

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
- There is a separate pedestrian access gate on to site

Work 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.

Work experience / volunteers

- 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.