



Birchfield Independent Girls School

POLICY FOR HEALTH AND SAFETY

Introduction and Aims

Birchfield Independent Girls School takes care of the health, safety and welfare of its staff and students in accordance with the Health and Safety at Work Act, 2015 and Health and Safety at Work Regulations 2016.

It supplements the statements of health and safety policy which have been set down by the Education Department. We aim to provide a safe, secure, and pleasant working environment for all staff, students and volunteers who work within our school, as well as those who visit. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the aims of Birchfield Independent Girls School.

General Guidelines

It is the policy of the school's governing body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff, volunteers and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the governors and headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures are to be followed in case of accident
8. Teach health and safety as part of pupils' duties where appropriate;

9. Provide and maintain adequate welfare facilities and to make recommendations to the school governors as appropriate.

Responsibility of the Governors and Headteacher

The school governors and head teacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by the head teacher and governors;
4. Make arrangements for the implementation of the School's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Ensure that regular safety inspections are undertaken as necessary.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection;
8. Head teacher report to the governors any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The governing body will deal with all aspects of maintenance which are under their control;

9. Head teacher reports to the governors any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to Him /her;
10. Monitor, within the limits of their expertise, the activities of contractor hirers and other organisations present on site, as far as is reasonably practicable;
11. Identify any member of staff having direct responsibility for safety matters and any member of staff who is specifically delegated to assist the governors and head teacher in the management of health and safety at the school. Such delegated responsibility will be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Mr Shokat will:

1. Assist the head teacher in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by the governors and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school;

4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the governors and head teacher;
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. Ensure that staff with control of resources (both financial and other) give due regard to safety;
8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, volunteer, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Mrs Sheikh, the senior supervisor, will assist in forwarding maintenance tasks as required relating.

N.B. The above role is not to be confused with that of the Health and Safety representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and to set a good example personally;
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. Provide written job instructions, warning notices and signs as appropriate;
6. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. Provide the opportunity for discussion of health and safety arrangements;
10. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
12. Where private vehicles are used to transport students to and from school functions, staff should ensure that seat belts are used.

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Head teacher.

Responsibilities of all Employees

All employees have a responsibility under the acts mentioned at the beginning of the policy to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the head teacher, governing body and others in meeting statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the head teacher.
5. Ensure that tools and equipment are in good condition and report any defects to the head teacher.
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
7. Ensure that offices, general accommodation and vehicles are kept tidy.
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the head teacher.
9. Whenever a member of staff is aware of any possible deficiencies in health and safety arrangements, she/he will draw these to the attention of the head teacher.

Please note the following:

1. It will be realised that newly appointed employees could be particularly vulnerable to any risk and it will be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.

2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The governors and head teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school prospectus.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The governors will ensure that:

1. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If any hazard associated with the above occurs in the building, action will be taken to make hirers aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Hirers of the building are briefed about the fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.
4. A risk assessment is carried out yearly at the school.

Also see *Fire Procedure Policy*.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid is available in the staff room and reception, and an additional first aid box is in the kitchen.
2. The name of the first aider / appointed person is Mrs Nafeesa Ashiq.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mrs N. Ashiq.
4. The Injury Report Forms for staff and visitors are to be found in the reception office.
5. Serious incidents are recorded and reported to RIDDOR.
6. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the governors.

DSE

Display Screen Equipment (DSE) Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations.

The Head Teacher will ensure that any employee that uses a computer receives information on health and safety relating to display screen equipment use (see Appendix 1- Workstation Set-Up Diagram and appendix 2 -12 Point Display Screen Equipment Set-Up Plan).

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for (Appendix 3):

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort. The school ensures training records are maintained.

This document was produced September 2020 and is due to be reviewed September 2022.

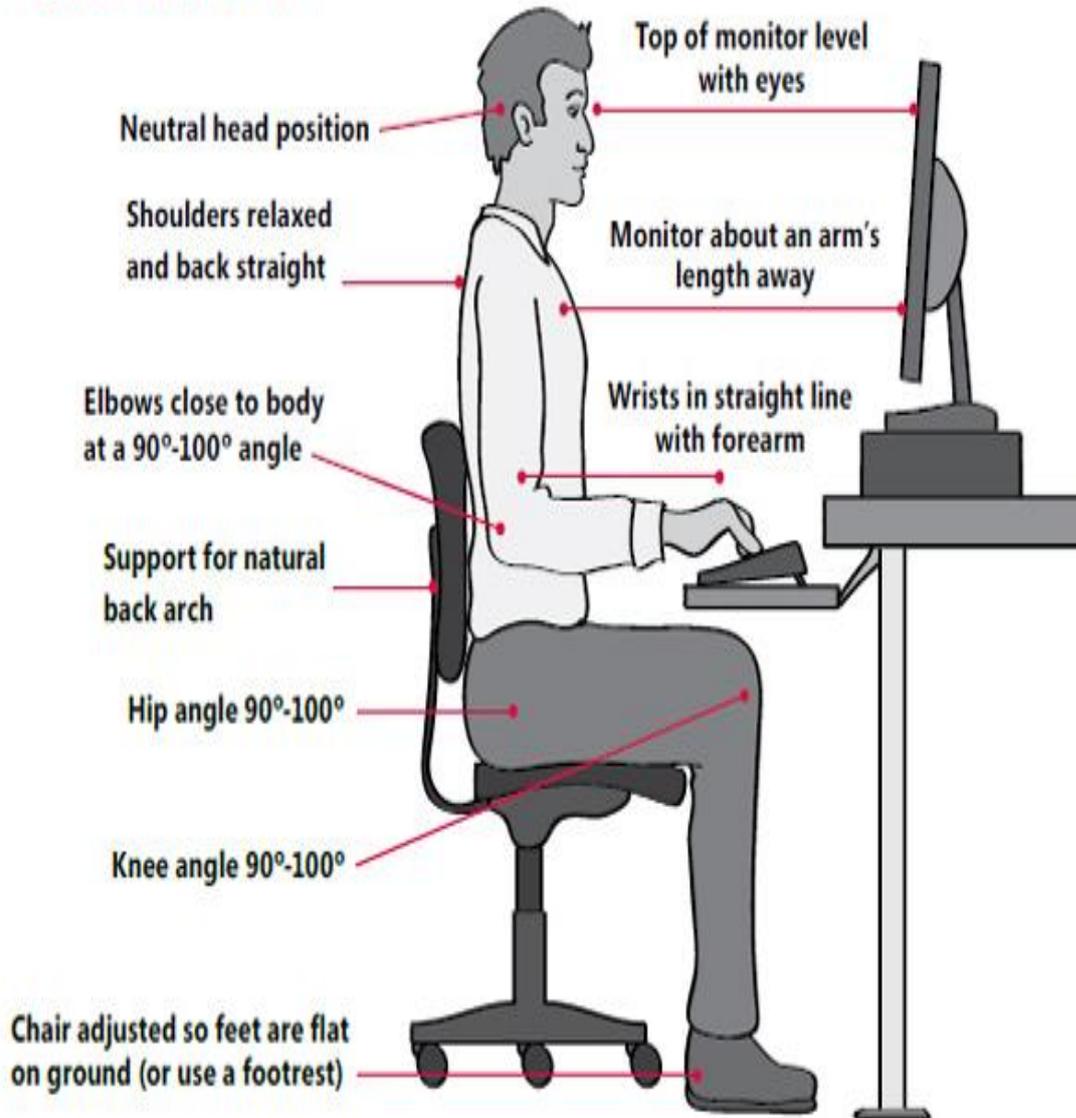
Signed (Chair)..... Date.....

Print Name..... Date of next review.....

Head Teacher.....

Workstation Set Up Diagram

Proper Desktop Position



1 Backrest	<ul style="list-style-type: none"> • Adjust the chair back angle for comfort and support; this should be fairly upright when typing. • Adjust the chair back height to give support to the small of your back.
2 Seat height	<ul style="list-style-type: none"> • Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, upper arms vertical, elbows bent at right angles). • Your wrists should be in a relaxed, neutral position over the keyboard. • Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed.
3 Footrest	<ul style="list-style-type: none"> • Your thighs should be approximately horizontal. • Ensure that there is no undue pressure on the underside of your thighs. • If thighs are not horizontal or your feet are not flat on the floor, use a footrest.
4 Keyboard	<ul style="list-style-type: none"> • The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, upper arms vertical, elbows at right angles and a level (neutral) wrist posture (8-10 cm from desk edge).
5 Mouse	<ul style="list-style-type: none"> • Position your mouse close to the side of the keyboard and within easy reach. • Take your hand away from the mouse when not in use. • Use keyboard shortcuts as an alternative to the mouse
6 Screen, lighting & blinds	<ul style="list-style-type: none"> • The screen viewing distance should be at approximately arm's length. Screen height should prevent excessive movement of the head and neck. Top of casing at or just below eye level. This will depend on typing style, software used, glasses worn and tasks performed. • • Glare and reflections should be avoided by adjusting lights and closing blinds.
7 Desk & drawers	<ul style="list-style-type: none"> • Your body position should be 'squared-up' to the desk. • Avoid sitting twisted. Shoulders should be in line with your hips. • Drawers, CPUs, waste bins, etc. should not obstruct your legs.
8 Document position	<ul style="list-style-type: none"> • Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard.
9 Equipment position & work area	<ul style="list-style-type: none"> • Place frequently used items within easy reach. • Don't cradle the phone between your shoulder and chin. Use your other hand to hold it or consider a headset if you use the phone and PC together a lot. • Make sure the area around your desk is free from obstructions, trip hazards, etc.
10 Work routine	<ul style="list-style-type: none"> • Organise your work so that you that you have reason to get up out of your chair and away from your workstation, e.g. collecting documents, filing at least once an hour. • Adopt a variety of postures throughout the day.
11 Vision	<ul style="list-style-type: none"> • Have regular eye tests. Follow your optician's guidance on repeat eye testing - usually every 2 years.
12 Reporting problems (and other issues)	<ul style="list-style-type: none"> • If you experience any problems whilst using your workstation or have any health and safety related concerns you should inform your line manager in the first instance. Always seek medical advice about health concerns.

Name	Signed	Date	
User of DSE regulations			
Are you required to use display screen equipment more or less constantly on most working days?		Yes	No
Do you use display screen equipment for continuous or near continuous spells of an hour or more at a time on most of your work days`		Yes	No
List the ICT equipment you use e.g. laptop, desktop, tablet, smartphone etc.			
List any accessories for DSE work e.g. separate keyboard, mouse, laptop/screen riser etc.			
Have you had an eye test within last 2 years?			
Do you require glasses to use Display Screen Equipment?			
Is lighting suitable, e.g. not too bright or too dim to work comfortably? Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).			
Does the air feel comfortable? DSE and other equipment may dry the air, there must be a fresh air source and good air circulation. Have some water in a container in the room			
Are levels of heat comfortable? Can heat be better controlled? More ventilation or fan may be required if there is a lot of electronic equipment in the room. Or, can you move away from the heat source?			
When using a laptop for short periods in different locations do you informally assess the risks each time and adjust your set up accordingly?			
Are you aware of the possible risks of theft when carrying your laptop? Do not leave laptops on display when unattended – keep secure when not in use.			
Any further actions :			
Line manager/ Head teacher		signed	Date