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Monitoring the Workplace

JOINT  
HEALTH & SAFETY  
POLICY  
January 2023

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## 1. STATEMENT OF INTENT

Colley Lane Primary Academy and its service provider, MITIE, undertake to provide and maintain a safe and healthy environment, equipment and systems of work for all staff, pupils and users. Also to provide such information, training and supervision as may be needed for this purpose.

## 2. RESPONSIBILITIES

### a. Organisational

- The Local Advisory Board of the school, with Dudley Metropolitan Borough Council (DMBC) and MITIE, recognise and accept their responsibility to provide a safe and healthy working environment for all pupils, staff and users of the premises
- The Head Teacher and the site Facilities Manager have a responsibility to manage health and safety on a day-to-day basis
- The school has full responsibility for safe pupil management and must take any necessary control measures that may be required to ensure their health and safety
- In addition to the information contained or appended to this policy, MITIE have adopted the MITIE Workbook, and have produced a site-specific Contract Plan and ensure that sub-contractors play their part in maintaining a safe and healthy environment
- The leader of each department is accountable for ensuring that arrangements for safe working conditions are maintained in their area. In addition certain employees have specific duties, which are identified in written procedures or job descriptions
- All staff and users have the responsibility to co-operate to achieve a healthy and safe workplace and to the reasonable care of themselves and others by what they do or not do
- Arrangements will be made to ensure that all staff and visitors receive appropriate Health and Safety information
- In addition to the induction process specialist H&S training is available as necessary

It is recognised that no safety policy is likely to be successful unless it actively involves people within the workplace.

This policy will be regularly monitored and reviewed – at the very least within two years of the acceptance of the Governing Body.

This policy should be read in conjunction with the MITIE Emergency Incident Plan for Colley Lane School



## b. Individual

It is the duty of all employees under Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves, pupils and others who may be affected by their acts or omissions.

Every employee must:

- I. Comply with all safety instructions
- II. Co-operate with the school so as to enable it to carry out its own responsibilities successfully
- III. Not wilfully misuse nor interfere with any item provided in interests of health, safety and welfare
- IV. Report matters, which represent a serious and imminent danger to health and safety

## 3. ARRANGEMENTS

The arrangements for health and safety should be drawn up following assessment of risk in accordance with the Management of Health & Safety Regulations, 1992.

MITIE maintain separate recording and reporting mechanisms. Wherever MITIE staff and/or contractors are subject to the same regulations these are adhered to.

A Sign Off sheet is found at the back of this policy. Key staff are required to read the policy on a regular basis as deemed appropriate by the Head teacher. MITIE staff will be required to read the policy on a six monthly basis.

**This policy should however, be read in conjunction with the Staff Handbook.** A copy is to be kept with this policy.

### a. Accidents and Incidents

All school staff and pupil accidents involving injury and incidents (including near misses) that cause concern or which might be the subject of external complaint must be reported. Reports shall be made to the school First Aider and/or Reception. In turn, a copy of the report will be provided to the MITIE Help Desk and subsequently investigated. The school's Accident Book and accident form should be completed in accordance with DMBC Regulations and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Staff need to understand that all accidents are reportable as they may lead to compensation claims for injuries.

### b. Child Protection

The school has a separate Child Protection Policy and a named Designated Safeguarding Lead.



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### c. COSHH (Control of Substances Hazardous to Health) Regulations

The FM COSHH register is filed in the FM office in the tambour unit, referenced: **M07/3** and is readily available to all concerned parties.

Water based products will be used where ever practical.

Any school staff bringing hazardous material onto site should notify the Facilities Manager and provide a copy of the COSHH data, including an accompanying COSHH assessment. The Site FM team may need to refer to this COSHH data in the event of an emergency, possibly during out of term periods. The school should also keep a record of their own COSHH information.

Appropriate environmental monitoring will be carried out at suitable intervals. The type of frequency of the monitoring is kept under review and considered within the guidelines set by COSHH Regulations. Annual reports and results of any monitoring will be kept, and made available for inspection.

Scheduled poisons and dangerous chemicals will be kept in a locked cupboard, and a record kept of quantities used. Care must be taken when handling flammable liquids.

COSHH regulations must be complied with throughout the school, with particular emphasis on Cleaning.

### d. Counselling Services

For staff in need of advice and support, the Schools Advisory Service telephone number is **01773 814400** and the service is based at Trigg House, 11 Maisies Way, South Normanton, Derbyshire DE55 2DS.

### e. Dust

Dust masks should be available and users of equipment are advised to wear masks for such tasks as operation of woodworking machinery, cleaning dusty shelves etc.

### f. Electricity

No one should carry out work of any electrical nature unless they are competent to do so.

The Portable Appliance Test schedule is managed by MITIE in respect of equipment 'owned' under the terms of the contract and for equipment brought on to the premises by a 3<sup>rd</sup> party user. The school is responsible for managing the Portable Appliance Testing for all equipment owned by the school or for equipment which is owned by a member of staff which the school have agreed can be brought on to site. MITIE can provide a PAT Testing service if required.



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### **g. Electrical Equipment**

All equipment should be used for its intended purpose only. Defective equipment must be taken out of use and labelled accordingly. Plugs and leads should be visually inspected regularly and defects reported to the MITIE Help Desk.

No second hand equipment shall be introduced into the school until it has been checked for safety.

### **h. Evacuation Procedures**

See Appendix B of this document for procedures.

All emergency equipment (e.g. fire extinguishers, alarm sounders) and procedures will be tested in accordance with the most recent regulations by MITIE.

### **i. First Aid and Medical Facilities**

Staff and those responsible for the supervision of others must familiarise themselves with the first aid arrangements for their work area(s).

The School Reception Office will provide information on location of qualified First Aiders/ Appointed persons and relevant procedures in cases of emergency.

The First Aider should utilise the Medical Room located on the ground floor opposite the Lift in the Foyer.

Where the school is informed of pupils who have specific medical conditions or severe allergies etc. a care plan is written by the school nurse or Dudley Health Professional for each pupil and this information is kept in the Medical Room for reference in case of an emergency. Teachers and the catering team are notified about the condition as required. The school, at the request of parents can hold prescribed medicines in secure conditions.

MITIE First Aiders/Appointed Persons do NOT provide or administer medicines.

The FM office and the Medical Room will have first aid boxes.

All classrooms have sick bowls. First aid boxes are also situated throughout school; however the Medical Room must be first point of call where possible.

### **j. Heating and Ventilation**

The heating system is regularly serviced and maintained by MITIE.

### **k. Inspections**

Regular inspections will be made of the workplace by authorised officers of the DMBC and the MITIE team.



The support of any school based Health and Safety Representative(s) in carrying out this function is welcomed.

**l. Noise**

Excessive noise can be damaging to health. All activities should be undertaken with this in mind. Defects in machinery causing excessive noise should be reported immediately to MITIE.

**m. Offsite Activities (Safety in Hazardous Pursuits)**

All offsite activities must be undertaken in accordance with guidance issued in the “Educational Visits Policy” issued by Windsor Academy Trust, read in conjunction with the schools local procedures. A copy is available in the Headteacher’s office or in the school administration office. A school Risk Assessment must be in place with any amendments on the day and signed off by the recognised assessor.

**n. Procedure for Children Leaving School**

Children must report to reception to be signed out and then again on their return (if applicable).

**o. Security**

The School operate an electronic signing in/out system for all School and Mitie visitors. All visitors requesting prolonged access within the school site will be issued with a fire evacuation procedure badge.

**Suggested text** “All MITIE visitors/contractors requesting prolonged access within the school must be issued with a school visitor pass which highlights the evacuation procedures should an emergency occur. They should be escorted/supervised at all times by the Site Manager/Caretaker.

Contractors operating on site are subject to agreed contractual obligations and for the health, safety and welfare of their employees.

Security of the buildings and environs is the responsibility of the duty MITIE Team.

Employees are actively encouraged to approach/report incidents or personnel acting in an unusual manner to Reception or a member of the MITIE Team.

The school and MITIE can accept no responsibility for any personal items brought on to the site, including cars.

**p. Smoking**

The facility operates a ‘No Smoking’ policy throughout the whole site.

**q. Supervision**

Staff are responsible for the supervision of pupils, subordinates and users of the site as appropriate to their job role.



MITIE are responsible for the supervision of contractors and MITIE visitors.

#### r. Site Access and Vehicles on Site

- Entry to the Site There are 3 points of access to the site for use by parents when dropping off and collecting pupils:
  - Nursery Entrance
  - Main Entrance
  - Reception Entrance

A site plan is found at Appendix A and those areas are shown by the use of the following symbol:



- Vehicular Access An automatic barrier entry system is in place at the **car park** which is operated by School Reception during school hours and MITIE outside school hours. Staff, visitors, taxis, vehicles dropping off and collecting pupils with disabilities, contractors and delivery vehicles are permitted to access/use the car park.  
Kitchen deliveries, the Dentist Van, Educational Visitors (as arranged by School) and contractors (when appropriate), are permitted to use the **Slade Road** entry when permission to enter has been authorised by Reception or a member of the MITIE Team.
- Parking Parents are reminded not to use the car park when dropping off and collecting pupils unless agreed with the school.

#### s. Violence in Schools - Definition

- Aggressive physical contact which may or may not result in pain/injury.
- Aggressive behaviour directed to staff/pupils e.g. verbal abuse, intimidatory behaviour causing fear or concern.
- Violence to property, which may encompass a range of behaviour from throwing a teacup to ransacking a building.

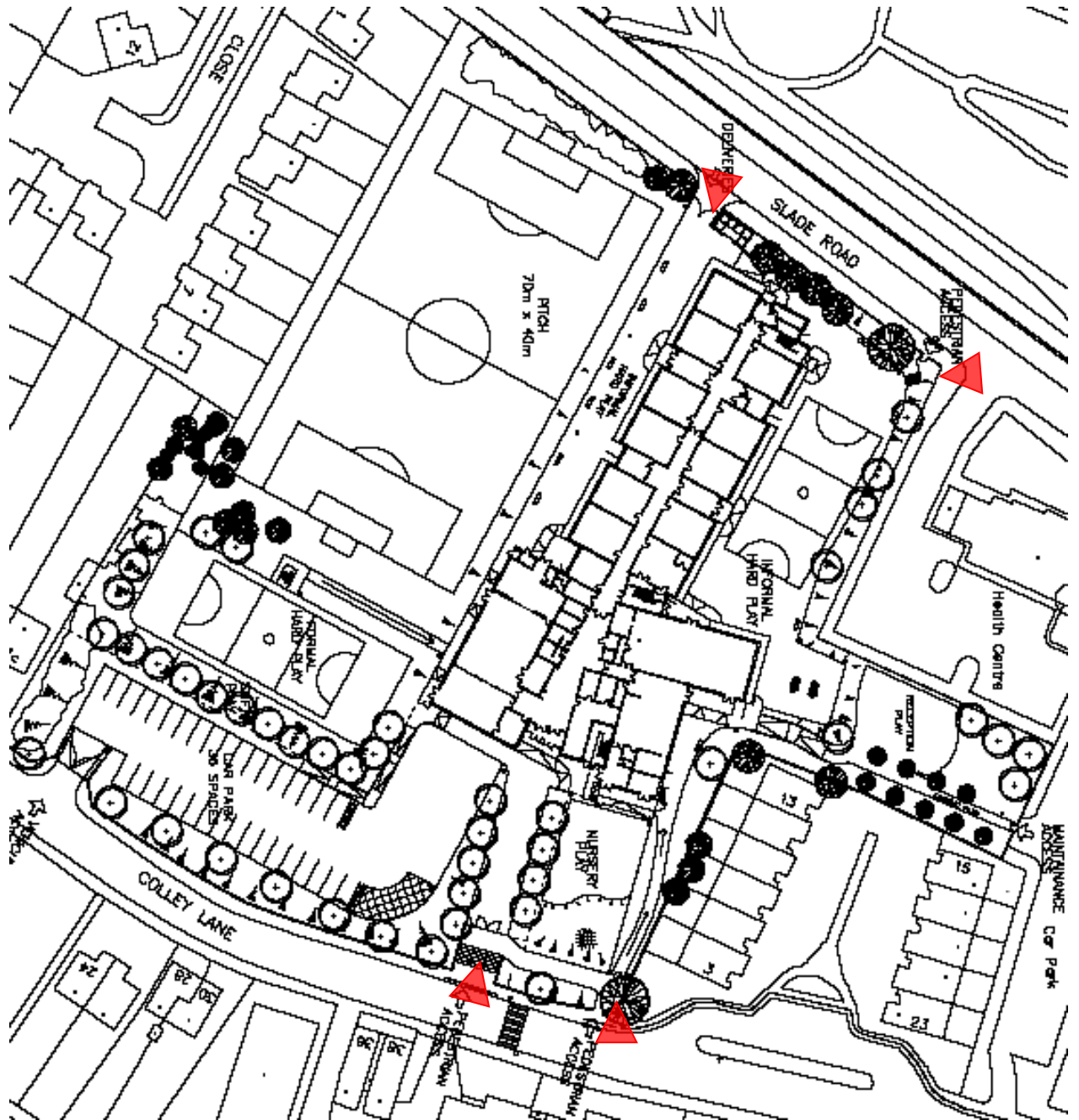
Guidelines concerning the staff/visitor relationship can be found in the Staff Handbook.

If any visitor's violent behaviour occurs, this should be reported to the school office which covers violence, accidents and near misses.



APPENDIX A

Site Plan with Access & Egress points as per (r) Site Access and Vehicles on Site







## APPENDIX B

### EMERGENCY EVACUATION – COLLEY LANE PRIMARY ACADEMY

#### ON DISCOVERING AN EMERGENCY SITUATION:

- Break nearest 'BREAK GLASS POINT' to sound the alarm

#### ON HEARING THE ALARM all staff should:

- Evacuate with pupils to Assembly Points in the Cradley Sports & Social Club Car Park.
- All staff exiting the building first via exit doors must wear 'yellow' jackets which contain a gate key to enable exit via the school premises if need be. The last person out of the building takes the 'orange' jacket and does the sweep
- Key school staff to carry out sweeps of their area (SPM's are always available, as Fire Wardens, to give training on how to carry out an effective sweep of an area). Regular training is to be carried out by the School
- **Where there is 1 x SPM on site:**

SPM to call emergency services.

#### **All 2-way radios should be switched to Channel 2.**

SPM to go to panel to locate emergency, communicate findings as efficiently as possible to other 2-way radio users. Open barrier in preparation for the arrival of the emergency services. The SPM will then return to the fire panel within the school, make contact with MITIE sub-contractor via the radio and mark off all personnel within the MITIE signing in/out book which will remain on the reception desk.

The designated school fire marshal will make sure all the external gates are open when only 1 SPM on site.

- **Where there are 2 x SPM's on site:**  
1 x SPM will go to panel, investigate emergency, communicate information to 2<sup>nd</sup> SPM. 1 x SPM will then open the car park barrier for the emergency services and return to the fire panel within the school, make contact with MITIE sub-contractor via the radio and mark off all personnel within the MITIE signing in/out book which will remain on the reception desk. The second SPM will make sure all of the external gates are open, starting with the nearest gate to his location.
- Admin staff members should take Registers, visitor's book and contact details, 2-way radios 'yellow' jackets containing a gate key and an 'orange' jacket for staff carrying out the sweep. **MITIE signing in/out book to remain in the reception for the SPM to collect.**



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- At Assembly Point, Admin staff member to communicate with SPM and any persons assembled on the court.
  - Kitchen Unit Manager to take the 2-way radio and give the 'all clear' to the SPM once contact has been made or advise the SPM of any catering staff that might be missing.
  - Staff with 2-way radios should communicate 'all-clear' or notify of any persons missing to SPM who will pass this information to the Emergency Services on their arrival.
  - At all times, SPM to communicate relevant information over 2-way radio and advise, if necessary, of a safer Assembly Point at which point evacuation should be continued as advised.
  - All 'Orange' jacket holders to report to Admin Staff to inform of area swept.

**ON HEARING THE ALARM all Cleaning staff should:**

**OUT OF SCHOOL HOURS**

- Evacuate to the front of the building where the Supervisor, or her representative will give the 'all-clear' or notify of any staff missing.

**DURING SCHOOL HOURS**

- Evacuate to the Cradley Sports & Social Club Car Park as per school procedures.

**DO NOT USE THE LIFT WHILE EVACUATION IS TAKING PLACE**

**EVACUATION SHOULD TAKE PLACE IN AN ORDERLY MANNER**

**WALK – DO NOT RUN**

**LEAVE ALL BELONGINGS BEHIND**

**CHECK CLASSROOM / OFFICE BY BENDING DOWN TO SCAN UNDER TABLES AND CALL e.g. "IS ANYBODY STILL IN HERE?"**

**PLEASE REMEMBER TO CHECK STOREROOMS AND e.g. TOILET AREAS WITHIN A CLASSROOM**

**ONCE A CLASSROOM / OFFICE IS CONSIDERED CLEAR, PLEASE CLOSE THE DOOR BUT DO NOT TAKE TIME TO LOCK IT**

**THE PERSON RESPONSIBLE FOR MAKING THE FINAL CHECK OF AN AREA MUST REMEMBER TO ALSO CHECK ANY TOILETS AND CLOAKROOMS THAT THEY PASS, USING ABOVE TECHNIQUE**

**ONCE THE 'ALL-CLEAR' HAS BEEN GIVEN TO THE SPM, THE SPM WILL NOTIFY STAFF VIA THE 2-WAY RADIO THAT ACCESS BACK INTO THE SCHOOL IS ALLOWED**



**Sign Off Sheet**

I have read and understood the contents of this H&S Policy:

Name	Signature	Designation	Date
Mike Somers	<i>M Somers</i>		11.02.19
Mike Somers	<i>M Somers</i>		03.02.20
Mike Somers	<i>M Somers</i>		03.02.21
Sue Davies	<i>S Davies</i>		12.01.22
Sue Davies	<i>S Davies</i>		26.01.23