



Hope Community School  
Sidcup

# Health and Safety Policy

Date approved:	March 2019
Approved by:	Hope Community School Local Council
Review date:	March 2020

To be read in conjunction with Policies for Safeguarding (Educational visits, Safer recruitment), Intimate care) and will form part of the induction training given to staff.

## **STATEMENT OF INTENT**

The Council Members of Hope Community School are committed to do all that it reasonably can to provide a secure, healthy and safe working and learning environment for all users of the site.

The School is committed to working within the framework provided by Bexley LEA DfE on Health and Safety Advice on Legal Duties and Powers dated February 2014 and will comply with the provisions of the Health and Safety at Work etc. (1974) Act and the Regulations that apply to the School's activities.

To achieve this, the School will, so far as is reasonably practicable, provide and maintain:

- Plant and systems of work that are safe and without risks to health;
- Arrangements for the safe use, handling, storage and transport of articles and substances;
- A workplace that is safe and poses no threat to health;
- Any information, instruction and supervision that is necessary;
- A working environment that provides adequate facilities for the employees' welfare while at work;
- Adequate and appropriate health and safety training as the need arises, reviewed regularly.

The School also recognises its duty of care towards those who are not employees but who may be affected by its activities (pupils, parents, visitors, and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.

The School accepts the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be guaranteed the appropriate time off to carry out their duties.

To assist the Council Members implement this Policy the Principal has been designated the Health and Safety Officer. Employees have a prime duty of care of their own health and safety and that of other persons who may be affected by their acts or omissions at work, and to cooperate with the Council Members to enable them to meet their legal responsibilities.

Health and safety will be an agenda item on all department meetings as well as the termly staff meetings.

The School will review this policy annually and make whatever changes are required to keep it up to date with current School and legislative requirements.

The policy is given to all staff on appointment and attention is drawn to all updates, which are available on line and on the Health and Safety notice board.

**Signed Lynn Mason  
(Chair of Council Members)**

**Date...March 2019**

## **HOPE COMMUNITY SCHOOL**

**Name: ...Anne Wood ..... Position: .....Principal**

I hereby declare that I have received a copy of the School's Health and Safety Policy and agree to abide by it.

**Signed: Anne Wood**

**Date: March 2019**

**The DfE states that:**

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity.

Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

**1.0 Organisation for Implementing the Policy**

New Generation Schools Trust has overall responsibility for health & safety, but at school level, the Council Members have (overall responsibility to ensure the premises are safe. Determining the policy and its implementation. (In doing so, they will delegate day to day management of this policy to the Principal. They will delegate certain tasks and responsibilities to other members of staff and will obtain advice on appropriate matters to the Bexley Health and Safety Service if specialist advice is needed.

The Principal is also responsible as a senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practises and generally conduct themselves in such a way that they will not injure themselves or others.

The Council Members are responsible for complying with their duties under the Articles of Association and the Academies Financial Handbook making appropriate provision within the school’s delegated budget and generally supporting health and safety within the school. This includes under Section 4 of the Health and Safety at Work etc Act 1974 to take measures, which are within their power to make sure that premises are safe and without risk to health. Health and Safety will be a standard item on the School council meeting with the Health & Safety Governor undertaking periodic site risk assessment and review of the accident/incident log.

Those responsible for implementing the policy are all persons involved in running of the School and or employed by the School.

Council Members’ Committee dealing with Health and Safety:	Hope Council
Director with responsibility for H&S:	TBC
Health and Safety Officer:	Senior member of staff / Finance Manager
School health & safety committee:	Health & Safety Officer /Finance Manager, staffs’ union representative, premises manager and any other staff member who may be co-opted on to the committee.
Specialised responsibilities:	
Advice:	Bexley Health and Safety Service
Training:	Bexley Health and Safety Specialists, Health & Safety Officer /Finance Manager
Monitoring:	Finance Manager, Premises Manager, New Generation Schools Trust
Audit:	Bexley Health and Safety Service, Business

**1.1 The Principal is responsible for:**

- seeing that the school has a Health & Safety Policy Statement;
- reviewing it at least once a year;
- including issues in the School Improvement Plan, if necessary;
- checking that the Health & Safety requirements are actually implemented, e.g. risk assessments, keeping records of the periodic monitoring which is undertaken and ensuring that this is reported through Council Members Committee and at department meetings as appropriate;
- seeing that all staff, pupils and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Statement etc., can be seen;
- seeing that each employee's responsibility regarding health and safety is included in their job description;
- undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and should be reviewed annually);
- carrying out regular health and safety inspections each term and reducing the risks to health and safety as appropriate.
- receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
- seeing that emergency evacuation procedures are in place;
- seeing that the requirements of the Fire Prevention Officer and Environmental Health Officer are properly addressed, and seeing that adequate first aid provision is made.

**1.2 ORGANISATION**

**– RESPONSIBILITIES**

Council Members' Committee Premises	Overall Responsibility for H&S Policy making and enforcement Reviewing Policy Auditing Planning
School H&S Committee	Implementing policy – identifying priorities and setting objectives Monitoring effectiveness of policy  Reviewing policy and systems Organising safety management systems Controlling safety management
Premises manager Catering Contractor, Cleaning Contractor	Implementing policy in their area  Monitoring compliance with and effectiveness of policy Monitoring systems of work Feeding back comments for review
All staff	Putting the policy into practice Reporting any shortcomings in the policy Reporting any serious hazards

### 1.3 Current Postholders

Principal:	Mrs Anne Wood
Health & Safety Officer:	Mrs Anne Wood
Finance Manager:	Ms C Collins
Educational Visits Coordinator:	Mrs Anne Wood
Premises manager/:	Mr Martin Burrows
Catering Contractor:	AB Catering
Cleaning Contractor:	Monitor

1.4 Holders of current First Aid Certificates Are displayed on the school's Health and Safety Board.

### 1.5 Health and Safety Responsibilities

Classroom Activities Including risk assessment	All Teachers, Principal
Conditions of premises and site including risk assessment	Business Manager/Premises manager
School visits including risk Assessment	Trip organiser/Education Visits Coordinator
Maintenance/Building work done on site, incl risk assess	by school staff – Premises manager by contractor - Premises manager / Finance Manager
Catering Activities including risk assessment	Catering Manager
Use of hazardous substances for curriculum activities, Including risk assessments	Teachers, Principal Premises manager for site maintenance Cleaning Supervisor for cleaning company Catering Manager for catering company Finance Manager/Premises manager for contractors
Emergency Evacuation Procedures	Health & Safety Officer
Controlling Health & Safety	The Health and Safety Committee ensures that all those who have health & safety responsibilities clearly understand what they have to do to discharge those responsibilities, and have time and resources to do so.

### 2.0 Monitoring Health & Safety

The nominated persons carry out safety inspections regularly in their area of responsibility to ensure that all health & safety measures are in place and are effective.

The results of the inspections are to be sent to the Finance Manager / Premises Manager who analyses the information to identify trends and problem areas. The findings will be used when reviewing this policy and measures in place.

## **2.1 Review Process**

The Health & Safety Committee who will ensure that action is taken in good time prioritises any remedial actions that the monitoring process shows are needed.

Employees are consulted, through their elected representatives, and staff meetings, on how well the health & safety management system is working and what improvements need to be made.

The results of the monitoring will be taken in to account when reaching a decision on the allocation of resources.

Following any serious incident, a review of the school's processes should be carried out by the Principal and the Health & Safety Council Member, and an action plan put into place, if there is any learning or changes required as a result of such an incident.

## **3.0 Arrangements**

It is important that the day-by-day activities of all staff, pupils and visitors are conducted in a way, which is inherently as safe as possible.

All staff in addition to any responsibilities, which may be delegated to them, must:

- make themselves familiar with and conform to this policy, including any instruction and requirements for safe methods of work.
- make sure that they are aware of any hazards associated with their work and familiarise themselves with emergency procedure, first aid provision and accident reporting.
- always wear safety equipment and clothing when undertaking those jobs which require and use all safety devices provided. They should take reasonable care of all safety equipment and report any defects.
- report all accidents, hazards and defects to the line manager and Premises Manager.
- conduct activities so that they provide no risk to the health and safety of those persons under their control

## **4.0 General Practices Applying to All Staff, and For Pupils or Visitors in their care.**

### **4.1.1 Supervision of Pupils**

The school supervision policy must be followed in order to ensure the safety of pupils. In addition, arrangements for pupils working away from the school will be within the recommendations of Bexley Health and Safety Services and the DfES' Health & Safety of Pupils on Educational Visits – A good practice guide' (1998). (See Edu Visits policy) Staff Duty Rota – staff are expected to supervise children 10 minutes before and after the school day.

### **4.1.2 Visitors**

All visitors should be directed and must report to the school reception, this includes parents who enter the site to bring or collect pupils from school outside of the normal school start and finish times. All visitors (including supply and Initial Teacher Training students) must sign in and out, and visitors must wear an identifying badge. This is important for reasons of security and fire safety.

## **5.0 Fire Safety**

Refer to the Fire Safety Log Book held in the Finance Manager's Office and Bexley Health and safety Service advice on Fire Precautions in Educational Establishments.

In accordance with the Fire Precautions (Workplace) Regulations 1997, a risk assessment relating to fire precautions is carried out annually.

The Fire Register which is kept in the School Office records:

- Location of fire extinguishers
- Fire warning system tests (check made weekly)
- Fire evacuation drills
- Inspection records

In accordance with the above Regulations, we maintain the Fire Precaution Standards as stated in Bexley LA Health & Safety in Primary Schools Code of Practice.

All staff, volunteers and visitors are aware of Fire Evacuations Procedures, on display in every room, alongside a plan of the evacuation route for that room.

Personal Emergency Evacuation Plans (PEEP's) are written for staff/volunteers/pupils with accessibility difficulties.

Anyone (pupils' staff etc) discovering a fire, should activate the fire alarm. All staff should know the location of fire alarm evacuation points and how to operate them.

A fire drill is held at least once every term and a record kept of the date, time, evacuation period and effectiveness in the Fire Register. A fire drill will take place in September as soon as practicable to the start of the academic year

Under RIDDOR 95 all fires occurring which result in the suspension of normal work in the premises for more than 24 hours must be reported.

### **5.1 Maintenance**

Emergency lighting, emergency equipment including fire call points and smoke detectors are checked every three months by an external contractor. If staff report a fault this is assessed for priority and repair is undertaken as soon as possible.

Fire extinguishers are serviced annually or recharged if necessary, as soon as possible.

Fire doors and door closers are checked every term and repairs undertaken as soon as possible.

The external contractor checks boiler house fuel shut-off mechanisms and the identification of escape routes at the same time as the fire call points are checked. The external contractor checks fire safety signs are in place when they undertake the check on the fire extinguishers.

Fire exits and fire evacuation routes are checked weekly by the Premises Manager to ensure they are not blocked and are useable.

### **5.2 Banking of monies**

Large amounts of cash will be sent via Securicor to the bank. On an 'as and when contract'. Any monies that need to be taken or collected from the bank will be done on an irregular basis. The member of staff will report to the Finance Manager on the return from the bank or if Finance Manager will report to the Principal. When counting monies this will be done in a secure environment and all monies will be kept in the safe overnight.

### **5.3 Bomb Alerts**

The Principal will make the decision to evacuate following the guidelines given by the LEA and notify the LEA and police accordingly.

The designated person will sound the fire alarm and the school will follow the procedures as for a fire evacuation.

## **6.0 Other Emergency Procedure**

Critical Incidents such as those that are outside the normal range of experience, and which are extremely distressing to those concerned; such as the death of a student or teacher, serious violence or assault, hostage taking, road, sea or air accident involving students/staff in death or serious injury.

Principles

- remain calm and maintain control
- notify the LEA emergency officer as soon as possible
- put safety of students first while acting to preserve also the safety of staff and others
- manage people and resources to achieve the aims of this policy
- manage the collection and dissemination of factual information
- work as a team using LEA support where possible

### **6.1 Flood or severe weather**

Parents will be advised during the winter term of the school's policy to use twitter and website feed to keep parents updated. Where possible all families will be contacted via text message as soon as information is clear.

The school website and MLE will be updated regularly with information / changes to the usual school timetable. The school will set up a phone tree to ensure staff are contacted.

Parents will have advised the school if they wish to be contacted when sending pupils home earlier than designated time at the time of joining the school. Those who wish to be contacted will have their children kept in school until they can be collected. This procedure will be used if the school has to close for any reason during the day.

### **6.2 Accidents and Incidents**

An assessment of First Aid needs is completed annually in accordance with The Approved Code of Practice (ACOP) to the Health & Safety (First Aid) Regulations. It is reviewed regularly and amended as necessary.

A list of First Aiders and Appointed Persons is on display in the Staffroom and the School Office. During the normal School day, at least one first aider/appointed person is present.

First Aid cupboards are located in the School Office, by the playground exit doors and by the Library entrance. There is a rota of Midday Supervisors and Teaching Assistants who attend to minor injuries during break times. Travelling first aid kits are also available to take on visits "off-site".

All Midday Supervisors and Teaching Assistants are given training and notes on basic First Aid procedures.

Parents are informed of any medical attention that their child may have received either through their contact book or by telephone if the condition, in the view of the designated first aider, would necessitate further medical checks being sought.

If the designated first aider decides that the person needs to be removed for hospital treatment the parent is to be informed and the person if a child will be accompanied to hospital by a responsible adult (if the parent / carer is not available).

The method of reporting all accidents and incidents is clearly stated in the HSE - Incident reporting in schools (accidents, diseases and dangerous occurrences). The criteria for informing parents is also contained in Appendix 1. Procedures and criteria for filling in the Bexley Accident/Incident Form and RIDDOR and their method of dispatch should also be followed.

All accident forms, once completed, should be passed to the immediate line manager before they are submitted to the Head Teacher for investigation and signature.



Health & Safety Officer will check each to see if it constitutes a report under RIDDOR.

All incidents of physical violence or verbal abuse are to be reported on the incident form.

All serious incidents should be reported to the Chair of the Local School Council. The Chair will inform the Health & Safety Representative of the Local Council.

#### **6.21 Administration of Medicines/Medical Treatment**

See also DfE Guidance on Supporting Pupils with Medical Needs in Schools.

A Class list of known medical conditions is given to the class teachers at the beginning of each year and a copy of this list is also kept in Supply Teacher folders.

Children with serious medical conditions must have an Individual Health Care Plan drawn up and agreed by parents/carers and the Principal, following advice/involvement of the School Nurse. All staff must acquaint themselves with these plans which are readily accessible in the Staffroom and School Office. A copy is also kept with the First Aid.

If medicines/inhalers have to be used on a regular basis, these must be labelled and stored in the School Office. It is the parents' responsibility to ensure that all medicines are 'in date' and that full administration instructions are attached. A record must be kept of all medication administered.

The School cannot accept responsibility for administering medicines for minor/occasional illnesses. If it is necessary for a child to take medicine during the day for a set period of time, a parent/carer must come into School to administer it. Please refer to the Administration of Medicines Policy.

#### **7.0 Premises**

The Finance Manager/Health & Safety Officer will undertake a termly site inspection and once a year is accompanied by the designated governor.

The Finance Manager and Premises Manager/ will survey the site regularly looking at structural, health and safety and environmental issues taking in to account reports received from designated contractors. Work will be prioritised giving priority to matters that could seriously affect health and safety of staff, pupils, contractors or visitors.

All staff are encouraged to report problems to the premises manager via the repairs book found in the main school office as soon as possible. Works will be prioritised.

The school's heating system is designed to maintain reasonable temperature throughout the school. Competent companies with boilers/pumps and pressurise units annually or more often as specified for the particular equipment to maintain the system.

If any part of the system becomes defective or inefficient this is reported to the Premises Manager who ensures that the problems are solved as soon as is reasonably practicable.

Windows are checked for safety when undertaking the regular checks. If found to be in need of attention a 'health & safety' notice is attached and the window made safe in the short term.

A competent contractor as specified in the appropriate contract cleans the school buildings. The Finance Manager and Premises Manager monitor this contract.

The toilets provided for staff, volunteers, pupils and visitors are kept clean and tidy by the cleaning contractor, with the Premises Manager ensuring that there is always adequate soap and toilet paper and that the hand dryers are working reasonably.

The premises manager will keep the surrounds to the clean.

A competent contractor, as specified in the appropriate contract, will undertake the grounds maintenance of the site ensuring a safe and tidy environment, allowing the curriculum to be taught.

All contractors working on the fabric of the building are made aware of the Asbestos Register that is available for consultation.

All contractors are required to sign the Contractors Health & Safety Sheet, which states that they are aware of our Health & Safety Policy and adhere to the policy recommendation

## **8.0 Waste Disposal**

Usual, small amounts of waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its' surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor. The school uses Bexley's contracted company to recycle waste papers products.

## **9.0 Stacking, Storage and Manual Handling**

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and is such a way that they do not impede the movement of staff, pupils or visitors.

Stairs, corridors, cloakrooms and exits etc will be kept clear of obstructions (including electric cables).

Simple common-sense measures can be taken to reduce the risk of injury through manual handling activities. Senior teachers/heads of sections must ensure that risk assessments include any high-risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe system of work. Staff should report any problems with working activity or equipment as soon as they occur.

## **10.0 Security and use of premises outside working hours**

The security of the School site is reviewed regularly.

All visitors must report to the School Office, sign the Visitors' Book and wear a Visitors' Badge. If anyone does not comply, they are challenged. Children are encouraged to tell an adult if they see a person without a badge.

All exterior doors should remain closed throughout the day. It is the responsibility of the last teacher/teaching assistant in at the beginning of School and at break times and the Midday Supervisors at the end of lunchtimes, to ensure that all exterior doors including toilet doors are closed securely.

Staff should not work alone unless a system of checking is used to ensure their safety. This system is detailed in HCS Lone Working Policy

The premises manager is responsible for lettings and ensuring lessees are fully aware of their responsibilities during the period of letting. These are detailed in the HCS lettings Policy.

## **11.0 Classrooms**

Teachers will be alert on a daily basis to the following and will report any hazards to the designated person. A more thorough check will be made each half-term.

Electrical equipment should not have signs of obvious damage, strained flexes, dangerous use of extension cables or overloading of power sockets.

The layout of furniture and equipment- secured if necessary (e.g. all shelving/cupboards secured to the walls if necessary).

Whether materials and equipment stored properly.

Safe methods of dealing with harmful materials.  
Any obvious malfunction in heating or lighting

## **12.0 Health and Safety of specific subject areas**

It is the responsibility of Curriculum Leaders and class teachers to ensure that any materials/equipment are in a good condition and safe to use for its intended purpose. For specific subject related details, please refer to individual subject policies and Risk Assessment Folder.

Please note, however, the following arrangements for P.E.

- Appropriate kit for the activity must be worn
- Jewellery must not be worn and children must be responsible for removing their own jewellery (tape over earrings is allowed)
- Staff may volunteer to look after valuables during the lesson but they cannot be held responsible for any loss or damage
- Movement and organisation of apparatus must be orderly and safe.
- All apparatus, including playground apparatus must be checked regularly by the site manager. It must be checked annually by an external contractor.
- PE and Games will be conducted within the recommendations of BAALPE 'Safe practice in Physical Education' revised 1999.

### **12.1 Activities Outside the School Site**

Off- site activities must be notified to the Principal who will organise approval and support the group leaders on the health and Safety aspect of the visit.

Persons organising off-site activities must follow Evolve guidelines.

The arrangements for day trips to include a check on the first aid and emergency arrangements at the place to be visited, the names and status of staff who will instruct and ensure there are sufficient staff for the trip, taking in to account the number involved.

If a pupil is going on a trip who may require an Epi-Pen to be administered a qualified person must accompany the visit.

### **12.2 Slips, Trips and Falls**

Surfaces are appropriate for the area of work, be it non-slip for toilet, art, food and science as an example. Damage to these surfaces needs to be reported immediately when noticed by any person.

Even on non-slip flooring wet can cause slipping and should be minimised and cleared up immediately. Matting to collect wet in entrances is supplied, but reasonable care needs to be taken in these areas when wet.

Snow and icy conditions will be dealt with by the caretaking staff who will clear a pathway allowing access to all areas of the school that is practical and will salt these areas with the appropriate compound. They will review the areas cleared periodically during the day especially prior to break and lunchtime.

Slopes and steps will have handrails and step edges will be painted to denote a change in levels.

Litter and rubbish should be discouraged through litterbins being provided and by litter clearance during the day by the site staff. Food and rubbish can cause slipping, trips and falls and any rubbish is cleared as quickly as possible. Students will on occasions if the litter is bad be asked to undertake a litter collection using appropriate safety methods.

### **12.3 Stress**

Occupational stress is a workplace hazard and can lead to ill health. The school will ensure that steps are taken to discover the cause of the illness and monitor whether the control measures that have been put in place are effective. Counselling arrangements can be made via the Principal, who will contact the person concerned as well as the Finance Manager who may refer the person to Occupational Health Services.

### **12.4 Alcohol and Drugs**

The abuse of alcohol or drugs is a hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must **be** reported to the Principal.

### **12.5 Violence at work**

New Generation School Trust have a policy of Zero Tolerance to abuse and violence at work.

The school has been working to minimise the risk of intruders and violence at work by procedures to deal with abuse and have set up control measures which include restricted access to the site by heightened perimeter fencing at its boundaries; through the introduction of access controls on main exterior doors and the availability of telephone contact in most classroom areas.

In the case of an emergency staff have use of a telephone in most rooms as well as midday supervisors have been issued with walkie-talkies as have senior staff.

Visitors to the school are accompanied to their destination and staff are requested to challenge any 'stranger' on site who is not clearly wearing a 'visitors' badge' but in a way not to cause themselves to be vulnerable.

In the event of an intrusion staff should keep pupils in the classroom and await instructions, which could be through the telephone intercom system.

The school has a policy on Bullying in school, which deals with actions to be taken in the case of violence and abuse.

### **13.0 Training**

The Principal ensures all staff have acquired the level of competency necessary to carry out duties without risk to themselves or to others.

New employees receive basic induction training on health and safety, including arrangements for first aid, fire and evacuation and Child Protection.

### **14.0 Risk Assessments**

Risk assessment procedures should be undertaken for all tasks with a possibility of significant risk. (see separate Risk Assessments for site)

The results of the risk assessments must be brought to the attention of those employees to whom it relates.

### **15.0 Electricity**

A "competent" person is required for carrying out tests on portable electrical equipment this is carried out annually.

Visual inspections of electrical equipment are to take place pre termly and tests using a portable appliance tester are to be carried out annually. Results of all tests are to be recorded on a locally produced form.

Any electrical items brought into the school for whatever reason must be reported to the "competent" person to enable a test to be carried out before their use. This includes items on loan or gifts.

The use of multi adapters is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected to prevent trips

### **16.0 Display Screen Equipment (DSE)**

Computer based equipment can be used in complete safety if a few common-sense measures are taken. Adjust furniture and equipment to suit your needs – do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise. A close assessment of such users work areas will be needed and records kept.

### **17.0 Contractors**

All contractors must report to the school office to sign in before work commences. Out of hours, such work must be authorised and contractors briefed.

Monitoring of contractors on site will be carried out by the Finance Manager, the premises manager, and other school staff. If staff feel that something is dangerous then the Head Teacher should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst children are in the area.

No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

## **18.0 MODEL "ORGANISATION" SECTION OF HEALTH AND SAFETY POLICY HOPE COMMUNITY SCHOOL**

### **18.1 RESPONSIBILITIES**

#### **- Local Council**

The ultimate responsibility for ensuring that the school premises, access thereto and there from, and any plant or substance in the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable, rests with the Local Council. The Council will ensure that:

- all necessary procedures and systems of work are developed, implemented and reviewed so as to ensure the successful application of this policy, compliance with statutory requirements, the Authority's Health and Safety Policy and associated codes of practice, and that these are taken into account in determining the allocation of resources
- all annual monitoring is carried out in accordance with the Children and Young People's Directorate procedures and that the results are reported to them.

#### **- The Principal**

N.B. The responsibilities can be delegated but it must be clear within the policy who these have been delegated to by giving the individual's name.

At operational level the Principal, or in their absence their nominated deputy, is responsible and accountable to the Council Members, so far as is reasonably practicable, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school. In particular this will include ensuring that:

- Organisation - there is an appropriate organisation with the establishment for implementing this policy;
- Health and Safety Policy - the health and safety policy are brought to the attention of all staff; a copy should be given to all staff and one displayed in the staff room;
- Responsibilities - individual employees, and supply staff are aware of their responsibilities for health and safety;
- Consultation - promote through consultation and other means, the active involvement of staff and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
- Information - a copy of the Health, Safety and Welfare Manual of Guidance is kept in the administrative office of the school and other relevant codes of practice, copies are also available in the staff room;
- Annex E Poster - copies of the establishment's local organisation and arrangements-notice board information are completed, posted on notice boards in a prominent position and updated as appropriate (Annex E);
- Implementation - the provisions set out in the Manual and Codes of Practice are implemented;
- Communication - other health and safety information is communicated effectively to relevant staff;
- Risk assessment - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- Visitors - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- New or pregnant mothers - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- Security - that security of premises and pupils are protected;
- Planning - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- Manual Handling - manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;
- Display Screen Equipment - that VDU workstations for "users" are assessed and the risks reduced to the lowest reasonably practicable level;
- COSHH - exposure to hazardous substances is controlled to prevent ill health;

- PPE - personal protective equipment is provided free of charge where identified in the risk assessment process;
- Maintenance - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;
- Educational visits - that educational visits are adequately planned, organised and the risks assessed in accordance with Council policy, and that performance monitoring of educational visits is carried out;
- Incident reporting - incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
- Hazard removal - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
- Training, instruction & supervision - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
- Induction - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
- Volunteers - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- Fire precautions - fire precautions procedures are implemented (including fire drills);
- Emergency procedures - emergency procedures are developed and implemented;
- First aid & Fire - staff, pupils and visitors are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures;
- Repair & maintenance - arrangements are made to deal with premises and management issues e.g.: repair and maintenance of buildings, selection of and proper management of contractors in accordance with Council guidelines, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
- Asbestos - asbestos on site is properly managed, the location of the asbestos register is displayed in the general office and the staff room;
- Record keeping - all statutory registers and records are kept;
- Lettings - appropriate arrangements are made with regard to lettings;
- Performance monitoring - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
- Audit & review - if during any audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
- Safety Representatives - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;
- Advice - specialist advice is sought on health and safety matters when necessary;
- Review - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary.
- Compliance - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices;

- **schools with radiation sources – Ensure:**

- that a Radiation Protection Supervisor is appointed
- that an approval letter has been obtained from the DfES to allow it to purchase and use approved radioactive sources, and that a copy of this letter has been sent to the appointed Radiation Protection Advisor of CLEAPSS

- **Establishment Health and safety Co-ordinator**

To ensure effective implementation of this policy has been delegated specific responsibilities by the Principal to:

- disseminate health and safety information to all staff, pupils, volunteers, contractors and visitors etc. as appropriate;
- be the focal point for day to day references on health and safety and to give advice or indicate sources of advice;
- make adequate arrangements for first aid;
- investigate incidents and revise any risk assessment if appropriate;
- report incidents or hazards;
- develop emergency evacuation procedures and arrange drills as appropriate;
- ensure health and safety matters raised by staff are dealt with;
- maintain a central file of relevant codes of practice and other health and safety information; N.B. A list of key documents that the school should have available is on the website [www.bexley.gov.uk/saferschools](http://www.bexley.gov.uk/saferschools)
- co-ordinate the implementation of safety procedures;
- ensure that regular monitoring of health and safety is undertaken and that working practices are checked;
- appraise the Principal of compliance with procedures and systems of work on a regular basis;



## - Premises Manager

The premises manager will have particular responsibility to ensure that:

- they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- access equipment should be inspected at least every 6 months and a record kept, in addition they should be checked prior to use to ensure safety;
- access equipment must be used in accordance with HSE and Council guidelines;
- any monitoring required to control legionnaires disease is carried out and appropriate records kept;
- asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor Pre-Start Declaration" form;
- a Type 3 asbestos survey is carried out prior to any works to check no risk of damage or disturbance to asbestos?
- he receives a copy of the health and safety policy of the contractor;
- regular inspections of the boiler(s) by a competent person (e.g.: CORGI registered) takes place;
- they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively;
- COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such information be made available to relevant personnel (e.g.: contractors, service engineers and own staff);
- all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g.: storage arrangements for materials, equipment, substances etc;
- traffic is managed safely;
- hazards notified to them are passed onto the Principal and/or Administration Officer;
- defects to the premises are dealt with in consultation with the Principal, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- any items received from suppliers e.g.: machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
- testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (4 times per year by service contract) with records kept;
- all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date etc.
- all door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

## - Mid-day Supervisors

Mid-day supervisors are responsible for ensuring that:

- pupils are safe and without risks to health during the mid-day period inside and outside the school building by effective supervision;
- spillages are cleaned up immediately;
- arrangements for fire and first aid are followed;

## - Teachers (including supply teachers and students on training placements)

Teachers are responsible for the health and safety of pupils and students while in their care, as are students' teachers and supply teachers. A teacher is responsible for ensuring that they:

- carry out risk assessments as necessary to ensure the safety of pupils in their care;
- follow school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with Council Policy, and that performance monitoring is carried out;
- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instruction and warnings as often as necessary (notices, posters, handouts are not enough);
- students' coats, bags, cases etc. are safely stowed away;
- manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- integrate all relevant aspects of health and safety into the teaching process and if necessary, give special lessons on health and safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures where necessary;
- make recommendations on health and safety matters to the head of subject or team leader;
- report any hazards seen on site.

## - New and expectant mothers

New and expectant mothers must inform the Principal as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices.

## - All employees

In addition to any specific responsibilities that may be delegated to them, all employees have responsibilities:

- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the Council, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, this policy, codes of practice and guidelines;
- to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;

- to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- to ensure good housekeeping and prevention of trip hazards;
- to ensure that occasional one-off manual handling operations are assessed before attempting them;
- to report all accidents, incidents, damage, hazard and defects to the Principal/person responsible;
- to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- to co-operate with the employer and other employees in promoting improved safety measures in the school;
- to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the LEA.

- **Pupils**

Pupils are expected to:

- Report to the Administration Manager/Deputy Principal/Principal matters which may require their attention in accordance with agreed procedures;
- Wear personal protective equipment provided;
- Follow safe working practices and instructions;
- Observe the uniform policy;
- Familiarise themselves with emergency procedures;
- Take care to protect the health and safety of themselves and others affected by their acts or omissions;
- Not to misuse or interfere with things provided for their own safety and the safety of others;

- **Safety Representative**

The appointed safety representative is: Melissa Foreman

- He/she will function in accordance with the Health and Safety Commission's Code of Practice for Safety Representatives'.
- The Safety Representatives Regulations allow representatives to formally inspect every 3 months (or more frequently if agreed) and to inspect after any notifiable accident, dangerous occurrence or notifiable disease, where there is a substantial change in working conditions or if new information becomes available.
- The frequency of safety inspections will be agreed by consultation with the Principal and the governing body.
- External Appointed Safety Representatives may wish to visit the school and are not therefore a member of the school staff. Assistance should be offered where possible to allow them to fulfil their duties.

- **Health and Safety Advisors**

The Directorate health and safety advisors will provide information and health and safety advice. Jenny - direct dial – 02030455638, mobile 07854 880 655 Chris - direct dial - 02030455642 mobile 07751818949

The web site <http://www.bexley.gov.uk/saferschools> has been set up to help manage health and safety within Bexley schools.

Occupational Health Advice is available from Strictly Education who are our school HR provider. Contact the Principal or Finance Manager in the first instance