

Health and Safety Policy



Committee Name:	Staffing
Date of Approval:	2015
Validity Date:	2015-2018
Person responsible:	Head Teacher Deputy Head Teacher

This policy is based on Bexley's suggested model policy.

Statement of Occupational Health & Safety Management Policy

The governing body fully supports and is committed to the aims and objectives of Bexley Council and the Children's and Young People's Services Directorate to provide a safe, secure and reassuring environment for staff, pupils, students and visitors, encouraging everyone to have high aspirations and a love of learning. This document is supplemental to the policy statements of Bexley Council and the Children's and Young Persons Directorate.

The governing body aims, through the Head teacher, to ensure the achievement of high standards of occupational health and safety within the school, and

- Recognises and accepts its responsibility for ensuring that the premises, all means for access, and any plant or substance in the premises or provided for use there, are safe and without risks to health and safety
- Will comply with all relevant health and safety legislation, adhere to Council policies, procedures, and arrangements to reduce and where possible prevent accidents, incidents and illness.
- Will encourage the co-operation of all users of the school to promote and develop measures which ensure health and safety of all employees, pupils, volunteers and other visitors to the premises
- Will monitor and review health and safety performance
- Will cooperate with the Council in any auditing or monitoring they may carry out of health and safety performance
- Strive for continual improvement of its performance in managing occupational health and safety,
- Will make all employees, contractors and other visitors to the premises aware of this policy and responsibilities arising from it
- Will facilitate and provide appropriate training for governors, employees, pupils and volunteers.
- Aim to involve children and teach them about health and safety to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.
- Will support the development of health and safety initiatives, including managing the health and safety of its operations to the OHSAS 18001: 1999 Occupational Health and Safety Management System requirements, and will ensure the maintenance of a documented management system to this effect

The Governing Body will review this statement of intent annually.

RESPONSIBILITIES:

Everyone within the school has a responsibility for health and safety.

Governing bodies:

The ultimate responsibility for ensuring that the school premises, access thereto and therefrom, 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 governing body.

The Governing Body 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 Head Teacher:

At operational level the Head Teacher, or in their absence their nominated deputy, is responsible and accountable to the governors, 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. This responsibility is shared with all line managers, whose responsibilities include supervising other staff, pupils and school activities. 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 is brought to the attention of all staff regularly during the school year;
- **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** - Staff are informed about the health and safety section of the Bexley website- www.bexley.gov.uk/saferschools;
- **Poster** - copies of the HSE "What you need to know" poster are displayed throughout the school with names of relevant contacts in the school;
- **Implementation** - the provisions set out in the arrangements 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 the immediate school environment and is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice. Risk assessments are shared with all staff and can be found in the staff room;
- **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. In order to avoid problems relating to back injury, staff are encouraged to ensure that appropriate precautions are taken when carrying objects. This includes reducing the amount carried, or more than one person lifting a heavy load. Back ache can also be caused by posture, prolonged sitting at a computer;
- **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** - 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. Any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;
- **Stress** - a work environment is created where work related stress is effectively prevented or managed, with awareness of stress and well-being promoted;
- **Educational visits** - educational visits are adequately planned, organised and the risks assessed in accordance with Council policy, through the completion of risk assessments. Teachers to provide the Headteacher with a verbal report of how the visit went, or in his absence to the Deputy;
- **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 of staff** - training needs are identified and met through INSET tailored to needs of the school. This will include first aid training where appropriate, fire safety training and risk assessment training;
- **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; first aid equipment is provided and maintained and a suitable number of staff are first aid trained. First Aid boxes will be kept in classrooms and be visible. They should also be taken on any off site visits.
- **Repair & maintenance** - arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings;
- **Contractors** - contract work can create temporary hazards. Before any work begins there must be a selection of and proper management of contractors/sub-contractors in accordance with Council guidelines, ensuring risks are identified and managed jointly. The significant findings are recorded, with monitoring to ensure safe systems of work are followed. Good co-operation and co-ordination between all parties is ensured.

Information relating to risks is exchanged as necessary, including relevant safety rules, and procedures and procedures for dealing with emergencies. Proposed work, times, locations and precautions involved must be considered and approved by the Premises Manager and Headteacher. All contract staff will be required to carry some form of identity card which is visible at all times.

- **Asbestos** - asbestos on site is properly managed and the 4Thought system kept up to date as necessary;
- **Legionella** – is properly managed in accordance with the requirements of L8;
- **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

Health and safety Co-ordinator:

To ensure effective implementation of this policy the Deputy Headteacher has been delegated specific responsibilities by the Headteacher 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 a fire drill every term;
- 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
- 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 Head Teacher 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, records kept (4Thought is updated as necessary);
- 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 (eg: Gas Safety 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 (eg: contractors, service engineers and own staff);
- COSHH assessments are held for any contractors (cleaning, grounds maintenance etc.) and steps made to ensure security of any hazardous substances stored on the school site;
- all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities eg: storage arrangements for materials, equipment, substances etc;
- vehicular traffic is managed safely;
- hazards notified to them are passed onto the Head Teacher;
- defects to the premises are dealt with in consultation with the Head teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- any items received from suppliers eg: 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;

Subject Leaders:

With their special knowledge of the area of work for which they are responsible, subject leaders have a key role to play in the running of those activities safely. Subject leaders are responsible, so far as is reasonably practicable, for implementing the safety policy within their subject area.

In particular subject leaders will be responsible for ensuring that:

- codes of practice appropriate to the subject area are brought to the attention of all staff in the department;
- in particular the CLEAPSS advice on animals, plants and microorganisms is complied with;
- relevant health and safety information is communicated to staff;
- all incidents are reported, the causes investigated and an incident form completed;
- health and safety training needs within the subject area are identified and met, or reported to the Head Teacher;
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling, Working at Height, etc., with appropriate preventive measures being taken;
- Personal Protective Equipment is provided to staff as identified in Risk Assessments;
- risk assessments and COSHH assessments specifically relating to science and Design and Technology are carried out following CLEAPSS guidelines;
- arrangements are made for any health surveillance for staff within their control, in particular questionnaires for occupational asthma and skin checks for dermatitis.
- regular inspections of areas for which they are responsible are carried out;
- all equipment is safe for use and, where appropriate, seek specialist advice that this is so;
- all electrical equipment is included in the School's Portable Appliance Testing programme
- arrangements are made to ensure that any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;
- hazardous waste is disposed of in line with the Council's guidelines;
- as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

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 classroom to ensure they are applied;
- first aid boxes will be kept in classrooms and be visible and will also be taken on any off site visits;
- 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, hand outs 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 including taking appropriate precautions when carrying objects;
- call for protective clothing, guards, special safe working procedures where necessary;
- make recommendations on health and safety matters to the Deputy Headteacher or Premises Manager;
- report any hazards seen on site, accidents which have happened or 'near-misses'.

New and expectant mothers:

New and expectant mothers must inform the Head Teacher 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 which 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, arrangements, codes of practice, risk assessments 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 inform their line manager/head teacher of any defects with equipment used to control exposure to hazardous substances;
- 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, issues of concern, near-misses and defects to the Deputy Headteacher, Premises Manager and/or office staff;
- 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 any monitoring and health surveillance that is required of them and inform the head teacher of any symptoms they may be experiencing using hazardous substances;
- to co-operate with the employer and other employees in promoting improved safety measures in the school;
- to attend training provided;
- to take note of their class' fire number which is on the external door;

- to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the LA;
- to understand and implement the ICT E-safety policy, to ensure safety of all pupils while online;
- to record and report accidents, ensuring that the cause of the accident is investigated and that the accident is recorded. All accidents or near-misses should be reported to the Health & Safety co-ordinator as soon as possible. Accidents and injuries should be recorded in an accident book and reported to the school office.

Pupils:

Pupils are expected to:

- Tell Office Staff/Premises Manager/Deputy Head/Head teacher if they see anything dangerous;
- Wear personal protective equipment if provided;
- Follow safe working practices and instructions;
- Observe the uniform policy;
- Know what to do when there is a fire drill, including knowing what their fire number is for their class (on external door);
- Not to misuse or interfere with things provided for their own safety and the safety of others.

Safety Representative:

The appointed safety representative is a member of the Governing Body:

- 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 term (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 Head Teacher 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. Tel: 020 3045 5642.

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

Occupational Health Service:

The advice of the Occupational Health Physician can be sought via HR.



'Near Miss' Record Form

Name:

Date:

Summary of 'near miss':

Reported by:

Action taken:

Signature:

Date: