

# THAMESMEAD SCHOOL



## Health and Safety Policy Policy Document

<b>Governors Committee</b>	<b>Resources</b>
<b>Review period</b>	<b>Annually</b>
<b>Date of review</b>	<b>March 2018</b>
<b>Date of next review</b>	<b>March 2019</b>

# **Health Safety and Welfare Policy & Arrangements For Thamesmead School**

To comply with the Health and Safety at Work etc Act 1974, Section 3:

*(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*

# **Health Safety & Welfare Policy & Arrangements For Thamesmead School**

Part 1: Statement of General Policy on Health,  
Safety and Welfare

Part 2: Organisation and Responsibilities for  
Health, Safety and Welfare

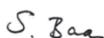
Part 3: Arrangements and Procedures for  
Health, Safety and Welfare

# Part 1:

## Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Thamesmead School:
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
  - Act in accordance with the general health H&S policy of Surrey County Council.
  - Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.
2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
  - A school/workplace in a safe condition.
  - A safe working environment.
  - Safe systems of work.
  - Safe plant and equipment.
  - Safe access and egress to all areas of the school.
  - The safety of articles and substances for use at work and in school.
  - Sufficient Instruction and Training Supervision
3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

**Signature:**



**Sandy Baars, Chair of Governors**  
**Date: 18/4/2017**

**Signature**



**Peter Rodin, Headteacher**  
**Date: 18/4/2017**

## **Part 2:**

# **Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Thamesmead School.

### **1. The Governing Body**

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's budget that sufficient and appropriate resources are allocated to implement the H&S Policy. The Governing Body will specifically:

1.1 Include Health and safety targets in the School Development Plan. Targets may include,

- Provision of facility's for health and safety purposes, reductions in accidents/incidents.
- training for Governors/staff, and
- revision of policy/procedure

1.2 Nominate a Governor (H&S), Mick Martin, as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

1.3 Be informed and updated of relevant and/or current H&S standards and receive advice and support from the school's competent H&S advisers.

1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Resources Subcommittee at this time. This report should include information on,

- Progress of the H&S targets in the SDP.
- Accident/incident analysis
- Relevant H&S information received from competent H&S advisers.
- Suggestion on future H&S initiatives.

1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

## 2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

2.1 The contents of this policy are brought to the attention of all relevant persons.

2.2 A process for risk assessments is applied within the school, and that:

- all appropriate areas/activities are covered,
- appropriate control measures are implemented, and that
- risk assessments are monitored and reviewed as necessary.

2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

2.4 Appropriate staffing levels for safe supervision are in place.

2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. gymnasias and fume cupboards

2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff). Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Deputy Headteachers**

The Deputy Headteachers will take on the above responsibilities in the absence of the Headteacher.

### **4. Line Managers**

Managers in charge of Curriculum Areas/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Site Manager/Premises Team**

The Site Manager is responsible to the Headteacher/Business & Finance Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H & S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff act in accordance with safe working practices provided by or on behalf of the school.

## **7. Lead Health and Safety officer (Site Manager)**

The Headteacher has appointed Martin Stevens (Site Manager) as the lead Health & Safety Officer to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. The specific functions of the Lead H&S Officer are:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing necessary amendments to the attention of the Headteacher.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

- 7.6 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- 7.7 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.8 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

Some of the above duties may be delegated to other specific individuals. The Deputy H&S Officer will take on the above responsibilities in the absence of the Lead H&S Officer.

## **8. All Employees** [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Must familiarise themselves with the procedure, to be followed in the event of a fire/emergency, and final fire exit locations.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

## **9. Resources Committee**

The school has established a Resources Committee which meets termly and has Health & Safety as part of its terms of reference. The main purpose of the Committee is to be made aware of H&S issues by the staff member on the committee and the nominated H&S Governor, review policies on an annual basis and agree H&S procedures. Minutes of the committee are copied to Governors for termly Governing Body meetings.

# **Part 3:**

## **Arrangements and Procedures for Health, Safety and Welfare**

The H&S policy should be brought to the attention of staff as an informative document and should explain the salient points and non-negotiable expectations of management.

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. Accident Reporting, Recording & Investigation**  
The school's procedures are contained in the Staff Handbook and the First Aid Policy.
  
- 2. Asbestos**  
The Asbestos Register is held in the Site Manager's office. All contractors are advised of its contents by the Site Manager or Deputy Site Manager. One member of the premises team has specific responsibility for monitoring items identified in the register.  
Damage to areas with suspected asbestos is investigated immediately and testing carried out.
  
- 3. Contractors**  
Tendering procedures incorporate requirements with regard to work being carried out on site. Day work is arranged and monitored by the school. Larger projects are dealt with by the school's building consultants. All Contractors/visitors must be registered on the schools central DBS register or be accompanied at all times whilst on the school's premises by a member of staff.
  
- 4. Curriculum Safety [including out of school learning activity/study support]**  
Curriculum Leaders have access to risk assessments and health and safety documents specific to their curriculum areas. These risk assessments are reviewed annually with the Curriculum Leaders/Subject Leaders and action plans are drawn up.

**5. Drugs & Medications**

The school procedures are detailed in the policy for the administration of medicines and are summarised in the Staff Handbook. The school follows guidance issued by the LA.

Student medication is retained in Reception in a locked cabinet with parental permission slips for the administration of the medicine. No medication can be issued to students without this parental consent. Only Epi pens should be carried in school by students.

**6. Electrical Equipment [fixed & portable]**

All portable equipment on the site, including personal items used by staff and students, is checked annually by external contractors. Any electrical items brought onto site should be notified to the premises team who will arrange PAT testing of the item.

Fixed testing is carried out every 5 years by external contractors.

**7. Fire Precautions & Procedures (and other emergencies)**

Fire risk assessment and fire drill procedures are reviewed annually by the Site Manager.

Premises staff carry out weekly fire alarm checks. Contractors are employed to test fire alarms, emergency lighting and fire extinguishers as required by regulations RRF50 2005

First Aiders assess individuals with mobility problems who would need in terms of means of escape in an emergency and provide a PEEP (Personal Emergency Evacuation Plan).

Staff are issued with a detailed fire evacuation procedure which they are required to read and retain.

**8. First Aid**

The school procedures are as contained in the First Aid Policy and Staff Handbook.

First Aiders are located in Reception and the Learning Centre and should be contacted to deal with any accidents, injuries or illness.

**9. Glass & Glazing**

A survey has been carried out by a contractor and the issue is kept under regular review by the premises staff.

Copies of the survey are held in the Site Manager's office and electronically.

**10. Hazardous Substances**

An initial survey has been done on COSHH but a full questionnaire and risk assessment is now being prepared for all curriculum areas and cleaning contractors. Bleach is not allowed in the school at any time, with exception of the science department. COSHH regulations must be adhered to and a risk completed in its safe use

**11. Health and Safety Advice**

The school buy into the Babcock 4S service level agreement and consult their building consultants, DHP, as required.

Staff requiring H&S advice should in the first instance speak to their line manager who will consult with the lead H&S officer as is necessary.

**12. Housekeeping, cleaning & waste disposal A**

Housekeeping risk assessment has been completed and filed electronically.

**13. Handling & Lifting**

Risk assessments identify that lifting should not be carried out by staff apart from Premises Staff. Premises staff are trained in Manual Handling, identified by the risk assessment and action plan

**14. Jewellery**

The wearing of jewellery is covered in the school's Uniform Policy.

**15. Lettings/shared use of premises**

The premises are hired out in accordance with the school's Lettings Policy. Any queries should be directed to the Finance Officer in the first instance.

The Sports Centre is subject to a separate long term agreement.

**16. Lone Working**

The highest risk areas are premises staff locking the building at the end of the day.

Staff are required to leave the building at 6pm during term time, 1530hrs during half term, and cannot access the school during the holiday periods without the knowledge/consent of the Site Manager.

**17. Long Term Evacuation Plan** Emergency evacuation Plan is being drafted.

**18. Maintenance / Inspection of Equipment**

A schedule of inspection and maintenance checks has been prepared showing the contractors responsible and the dates of the last service. This information is held centrally in an electronic format.

**19. Monitoring the Policy**

Monitoring of the Policy is carried out by the Governors' Resources Committee and the nominated H&S Governor by:

- the review of risk assessments
- inspections, and
- an overview of performance management.

**20. Personal Protective Equipment (PPE)**

Premises staff are provided with relevant PPE. Curriculum areas will follow guidelines on risk assessments.

**21. Reporting Defects**

Hazards/defects are reported to the Site Manager either through "Every" electronic reporting package (non-urgent) or via the Comms team (for urgent requests) in the main office who will contact a member of the premises team.

**22. Risk Assessments**

Subject specific risk assessments have been issued to all curriculum areas which will be reviewed annually. (please also see paragraph 4). A central record is held of these RA's.

Curriculum, Subject and Team Leaders need to ensure that all staff in their areas of work are aware of the contents of RA's.

Risk assessments for pregnant women are carried out by the HR Manager once staff formally notify the HR Manager or their line manager of their pregnancy.

**23. School Trips/ Off-Site Activities**

Guidance is contained in the Educational Visits Policy which is monitored by the Educational Visits Coordinator.

Procedures for staff considering or planning a visit are contained in the Staff Handbook. No trips should be organised without contacting the EVC. A risk assessment is completed and updated annually

**24. School Transport**

The school has a Minibus Policy which is reviewed bi-annually. School minibus drivers have to pass an additional driving test and sign a driver's contract.

Premises staff monitor the minibuses and arrange annual MOT tests and servicing to be carried out.

**25. Smoking**

Smoking is not allowed anywhere on the school site

**26. Staff Health & Safety Training and Development**

Induction training is provided for all new staff on site by the Site Manager and off site courses are arranged where appropriate.

**27. Staff Well-being / Stress**

The school has adopted all relevant HR policies. Staff should speak with their Line Manager if they have any problems. Staff can also contact HR who will be able to provide details of the Employee Assistance Provider who can offer confidential advice.

**28. Use of VDU's / Display Screens** Staff assessed as 'users' under the DSE regulations are identified by the HR Manager.

**29. Vehicles on Site**

A risk assessment has been completed and kept electronically for Site Security. This is reviewed annually.

**30. Violence to Staff / School Security**

A risk assessment has been completed and kept electronically for Site Security. This is reviewed annually.

**31. Working at Height**

Premises staff carry out annual checks on ladders and do not allow contractors to use them. Premises staff are also made aware of safe operating procedures. A policy is currently being prepared, and a risk assessment has been completed, and kept electronically. PPE has been provided for working on roofs

**32. Work Experience**

Arrangements for Work Experience are coordinated by the Careers Coordinator. Work experience students on the school site are monitored by Curriculum Leaders and regulated for DBS checks