



# Health and Safety Policy

Drafted by: Deputy Headteacher

Approved by the Governing Body: March 2012

Date of next review: November 2016

Person to initiate review: Deputy Headteacher

## Introduction

This Safety Policy complies with Health and Safety Legislation which requires each workplace to have a "suitable and sufficient" written health and safety policy. It covers all staff and students of Bishop Stopford's School, visitors, voluntary workers and any other workers who are directly contracted to work on the school site by the Headteacher. Responsibility is also taken for other people who may be affected.

Particular attention will be paid to the provision of:

- such information, instruction, training and supervision as is necessary to ensure that all teaching and non-teaching staff can contribute positively to their own safety and health at work and avoid hazards
- a safe place of work and safe accordance to it
- a healthy working environment
- adequate welfare facilities
- safe environment, equipment and systems of work and protective clothing where necessary
- safe arrangements for the use, handling, storage and conveyance of chemicals, cylinders, materials and substances
- first aid facilities
- information and instruction on fire and emergency precautions and procedures

Each department will be responsible for the implementation of the School Health & Safety Policy and any other Departmental Safety Policies within their own areas. The policies will be reviewed and amended following alterations in arrangements or annually as required.

Supporting documents which should be read in conjunction with this policy are the London Borough of Enfield Education Framework Policy and:

- Accident Reporting Procedures (RIDDOR)
- Consortium of Local Education Authorities for Provision of Science Services (CLEAPS)
- Design and Technology in Schools, Health and Safety Guide
- Education Department First Aid and Welfare Policy
- Health and Safety in Building Work
- Safety Guide for P.E. – BAALPE Safe Practice in Physical Education
- Control of Asbestos Information for Employees
- Violence and Abuse Policy

- Guidelines for Managers on Violence and Abuse to Staff at Work
- Employees Guidelines on Violence and Abuse at Work
- Guide to Safe Practice in Art and Design
- Supporting Pupils with Medical Needs

## **Guidance for Staff Health and Safety Responsibilities**

- Control of Substances Hazardous to Health (COSHH)
- Control of Contractors Policy
- Health and Safety Record keeping
- Any other relevant policies produced by L.B.E Health and Safety Team including the School Health and Safety Manual:
  - Volume 1 Health & Safety Policies
  - Volume 2 Guidance And Briefing Notes
  - Volume 3 Fire Safety Logbook

## **Responsibilities**

Overall responsibility for health and safety is that of the Governing body

This responsibility is delegated to the Head Teacher who is responsible; in as far as this is within her competence and control, for the safety, health and welfare at work of staff and students. She shall maintain a constant and continuing interest in all aspects of safety in particular by:-

- Promoting a safe working environment, integrating clear health and safety procedures into general management systems
- Creating a partnership in health and safety management, where everyone take appropriate responsibility for their own and others safety
- Ensuring there are regular safety audits and inspections and taking appropriate action
- Consulting safety representatives on safety matters
- Reporting and recording accidents in accordance with The Accident Reporting Procedure Safety Guide of the L.E.A.
- Making or facilitating arrangements for the Safety Representatives to carry out their duties, and to attend courses and Safety Committees, arranged for the promotion of safety and health at work

- g. Reviewing the school's safety policies regularly and maintaining staff awareness of safety through staff meetings, middle managers meetings, departmental meetings, INSET, assemblies etc.
- h. Assessing risk

The Headteacher will also take any other appropriate measure to protect staff, students, members of the public and other persons who use or visit the premises:

The Headteacher will delegate tasks regarding Health & Safety to the Health & Safety Group, which will be made up of:

- The Deputy Head - Health & Safety
- Safety Representatives
- Site Staff
- Health & Welfare Assistants
- A Governor

Heads of Department are responsible for risk assessments and health and safety policies of their Department, which comply with L.E.A. and other relevant policies and procedures.

All teaching and non-teaching staff have a legal personal responsibility for maintaining high levels of safety and should:

- a. Co-operate with the Head when carrying out risk assessments and other Health & Safety responsibilities, taking reasonable care of their own health and safety and that of others who may be affected by their omissions
- b. Study and comply with the Borough Safety Policy Document, Safety Guides and other advice on safe working practices, and avoid all conduct which would put others at risk
- c. Not do anything to obstruct stairs, passages and exits
- d. Study and comply with fire and emergency precautions
- e. Be aware of where the nearest fire equipment and fire escapes are and know the emergency evacuation procedures
- f. Monitor students behaviour and safety in and out of lessons (duty rotas are drawn up for this purpose) and report every accident involving injury or damage to persons, equipment, furniture and buildings which might give rise to injury. Safety rules regarding students behaviour in the building and in the playground are given out regularly in assembly and in notices around the school
- g. Report any defective equipment or dangerous working conditions
- h. Report any dangerous occurrences or near misses

- i. Be aware of the whereabouts of emergency shut off valves and switches within their own area of responsibility
- j. Ensure that they themselves and also any staff, students or pupils under their immediate supervision:
  - i. use/wear appropriate protective clothing, equipment and goggles if provided
  - ii. operate all machinery with care and follow any manufacturer's or supplier's instructions; guards or stays available must be fitted and used
  - iii. lift and handle goods carefully and ensure they are stacked safely
  - iv. observe all appropriate precautions in the use, handling or storage of dangerous substances or equipment

The Education Health & Safety Team has the competency to advise the Headteacher and staff on all aspects of Health and Safety.

## **Monitoring and Evaluation**

Safety audits will examine many aspects of the working environment. These include:

Organisational Aspects of Safety e.g:-

- Training requirements
- Systems of information dissemination
- Suitability of cleaning and other contracts
- Review of safety policies and organisation
- Analysis of accident data
- Systems of work
- Work/Life balance

Practical Aspects of Safeguarding People e.g:-

- Display screen equipment
- Hazard detection and rectification
- Protective clothing
- Machine guarding

- Safe use and storage of chemicals
- Fire precautions
- Hygiene
- Litter
- Lighting and glare elimination
- Ergonomics
- Travel
- Ventilation
- Heating and other environmental factors
- Efficiency of cleaning
- Attitudes - promotion of safety conscious attitudes
- Access control systems
- Infection control

### **Monitoring Timetable**

- The L.E.A. will conduct a safety audit of the school every 1 to 2 years.
- The Head Teacher or the Safety Group designated for the purpose will initiate a school safety inspection once per term.
- These routine inspections of the school will be undertaken by subject and area
- Co-ordinators. These will relate both to practical aspects of safeguarding people as well as ensuring that attitudes to safety are appropriate.
- An annual audit of H&S policy and procedures will be undertaken by the Head Teacher, and the Governing Body.

### **Consultation and Communication**

Departments will have a copy of their own Health & Safety policy. It is the responsibility of each Department Head to ensure that members of their department are made aware of and asked to read and act on the policies.

The following Health & Safety documents are posted on Staff Notice Boards:-

- School Health & Safety Policy, Annual Audit, Fire Risk Assessments, General Risk Assessments and Serious Incident Plan.
- Regular information on safety matters will be communicated via weekly bulletin, staff meetings and school assemblies. All relevant information from the L.E.A. will be distributed

### **Health and Safety Training**

All employees will receive Health and Safety training on taking up post; this will normally be undertaken by the INSET Co-ordinator and Head of Department,( or where necessary some other authorised person) .

It is a legal requirement that before a person is allowed to operate equipment unsupervised that they receive training from a competent person, who has knowledge and experience in the use of that equipment.

Other Health and Safety training including Fire Safety Awareness will be provided as deemed appropriate by the Head Teacher, Safety Officers and Safety Group, including Fire Safety Awareness.

### **Personal Protective Equipment**

All staff who need protective equipment will have it provided. Decisions about the need for safety equipment and clothing will be made by Departments.

Heads of Department will give instruction in its use. Where necessary external training will be provided, in agreement with the INSET Co-ordinator, the Head Teacher and Governors.

### **Aggression at Work**

All reasonable care will be taken to protect staff and students from foreseeable risk:-

- Lone workers on site have to inform Site Staff of their movements
- In cases of intruders: all non-staff personnel on site should have signed in at the office and be wearing badges. If a stranger is found to be on the premises for no good reason, he should be asked to leave. If it is felt intruders present a danger the Police should be called
- Aggressive parents should be seen by more than one member of staff and The Visitor Behaviour Policy should be referred to. Home visits should not normally be undertaken. If, in an emergency a visit is deemed necessary, a colleague should be informed of this and the home should not be entered unless the parents are present
- The LEA guide “Stay Safe” outlines the personal safety procedures which should be followed by staff.
- The school’s Anti-Bullying Policy and Code of Conduct outlines personal safety procedures for students

## **Stress and Mental Health**

All colleagues are responsible for assessing the risks in this area. If individuals feel they or a colleague are experiencing difficulty they should talk to a senior member of staff with whom they feel comfortable. The Occupational Health Service may be contacted when a person is at risk.

It is the responsibility of the Head Teacher and Senior Management team, indeed all staff to ensure that the procedures and relationships within the school are as stress-free as possible. In fact everyone has a responsibility to help contribute to a low stress environment. The Staff Code of Behaviour outlines how relationships should be conducted.

## **Health Surveillance**

Occupational Health provides pre-employment screening, and health profiles are examined. Should continuous monitoring or referral be needed, this will take place.

## **Working on or Visiting Other Premises**

When working on or visiting other premises staff are expected to follow the safety procedures of that establishment - this also involves visiting work experience placements.

## **Access Control System**

- All visitors to the school are asked to sign in and out at the School Office, wear security identity badge and follow safety procedures outlined at Reception. This includes Governing Body members and LEA personnel.
- All doors and fences are kept in good working order to provide adequate security. Where appropriate, doors are fitted with security systems to restrict entry. Alarms are fitted and other security measures are considered as needs arise.
- Outside lighting is of an appropriate standard to encourage safety and security.

## **Contractors Working on the School Sites**

Contractors have to be made aware of the safety requirements imposed by the schools, both in and out of term time. Schools are staffed at all times (Site Staff and cleaning staff in holidays) and staff have to be protected from the potential danger of the work of contractors, all of whom are issued with the L.E.A.'s "Health and Safety in Control of Contractors" documents.

While building work is in progress there are regular meetings with site foreman and Site Manager to discuss matters of safety. The Education Health & Safety Officer has authority to stop work in progress if it does not meet with Borough Health & Safety requirements.

## **Cleaning and Maintenance**

The cleaning and maintenance of buildings and equipment will take place according to procedures laid down in Cleaning and Maintenance Schedules.

Heads of Department have a responsibility to do regular inspections, ensure that this takes place and report any deficiencies.



Site Managers have daily responsibility for ensuring that the cleaning of the building is satisfactory, and reporting any shortfalls to the Cleaning Supervisor. He also has responsibility for repairs and maintenance.

## **Risk Assessment**

- Risk assessments are undertaken some examples are as follows:-
- Fire Risk Assessment – to ensure fire safety and safe emergency evacuation procedures.
- General Risk Assessment – to ensure safe environment/activities throughout the school.
- Curriculum Risk Assessment – ensuring lessons are conducted safely
- Accident Risk Assessment – to reduce preventable risks
- All reviewed annually

## **Serious Incident Management Plan**

The Schools Serious Incident Management Plan will be activated in the event of an emergency situation relating to: eg Bomb Threat/Alert/Evacuation, Biological Incident, Fire Response/Evacuation, First Aid, Suspicious Packages or Materials.

## **Fire and Bomb Threat**

### **Fire**

There is need for constant vigilance by all staff to ensure life and property are not endangered by fire.

Steps to be taken by STAFF discovering a fire:-

- Set off fire alarm to ensure evacuation of students and staff. (Once evacuation has been initiated and providing you DO NOT PUT YOURSELF IN DANGER, you may use the correct fire extinguisher if the fire is small.
- From the nearest phone ring the fire brigade, or report the matter to the Office, caretaker or colleague to do it for you. The person in charge of Evacuation must be informed of your action. If the fire alarm is a false alarm the fire brigade SHOULD NOT BE CALLED.
- In the event of a real fire, when a student breaks the glass to sound the alarm they should report the fact to a member of staff. The member of staff should telephone the Fire Brigade this should be reported to the person in charge of the Evacuation of the Building: who will put the Incident Management Plan into operation.

Mr Chalmers is the Site Incident Manager

All Year Heads and Senior Leadership Team members are trained to take on the lead role of Incident Manager

- Follow the Instructions "Emergency Evacuation of Building", which are in every room of the school.

## **Practice Emergency Evacuation**

Will take place termly and will be arranged by the Site Incident Manager.

## **Maintenance of Fire Alarm and Fire Equipment**

The fire alarm is maintained and tested regularly. Fire-fighting equipment is recharged and maintained regularly, and this is arranged by the Site Managers who check the equipment according to correct procedures according and complete the Fire Maintenance Logs.

## **Bomb Threat, Suspicious Materials, Biological Incidents**

### **Suspicious Letter, Package or Materials**

If for any reason you have the slightest suspicion that a letter or package may be an explosive device or contain suspicious material, do not touch it and ensure no-one else does. EVACUATE THE AREA AND IMMEDIATELY INFORM A SENIOR MEMBER OF STAFF OR SITE STAFF.

### **Telephone Threats**

If you receive a TELEPHONE CALL that there is a bomb or some other threat in the school:-

- Write down the TIME AND EXACT WORDS USED BY THE CALLER, keep him or her talking if you can and ask the following questions:
- WHERE is the threat/ bomb? Is there a code word?
- WHEN and what will happen
- WHAT does it look like?
- Be calm, listen carefully, report exactly
- Write down the description of the caller's voice (accent, sex, apparent age, etc) and any background noises (laughter, traffic, etc.)
- Immediately Inform a Senior Member of the Staff or Site Staff
- They will inform the POLICE and activate the Incident Management Plan
- When the building has to be evacuated and the EXIT is not to be used, staff will be deployed to divert students to the next EXIT.

## **Emergency Evacuation Procedures**

ON DISCOVERY OF A FIRE, STAFF OR STUDENTS SHOULD SET OFF THE FIRE ALARM. STUDENTS SHOULD ENSURE AN ADULT CALLS 999 (FIRE SERVICES) AND INFORMS THE SERIOUS INCIDENT MANAGEMENT CONTROLLER.

- SIGNAL - Continuous ring of bell
- LEAVE THE BUILDING IMMEDIATELY BY THE SAFEST ROUTE:
- DO NOT attempt to take any other property with you. DO NOT attempt to collect your coat or bag
- Close door behind you
- DO NOT USE THE LIFTS
- DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL THE INCIDENT MANAGEMENT CONTROLLER HAS GIVEN THE ALL CLEAR

## **The Playground**

- Labels are fixed to wire fencing to show where each Form should line up
- Delegated office staff will distribute registers, late sheets, signing-out sheets and megaphone

## **What to do - Students**

- Proceed to the playground in SILENCE, line up facing away from the building and listen to instructions from teachers and the Incident Manager.

## **What to do - Staff**

- On hearing the fire bell immediately escort your class out the building checking any toilets you pass on the way to the exit
- Evacuation Officers ensure your area is evacuated and report to the Incident Manager.
- Teachers – Register Forms allocated to you and report students not accounted for to the Incident Manager immediately
- Staff to deploy themselves to ensure order and quiet is maintained until instructions are given by the Incident Manager

## **Maintenance Inspection and Testing of Equipment**

### **Electrical Safety**

- There is an annual inspection of items of electrical equipment
- Trailing leads, adaptors and extension leads are not allowed, nor are free standing electric fires

- Any malfunctions should be reported to the Site Manager who will arrange for an approved electrical contractor to deal with it. Under no circumstances should electrical work be carried out by anyone else.
- Maintenance Inspection and Testing of all Equipment must comply with the LBE Policy issued February 2002.
- Site Staff are competent to fit plugs and fuses.

## **First Aid Arrangements**

The School's First Aid Policy should be referred to further guidance

The appointed persons who administer First Aid are:-

Oona Dennis School Medical Welfare Officer  
 Sue Lyons Administrative Assistant  
 Caroline Miller Administrative Assistant  
 Sarah Webb Science Technician

The First Aid boxes are to be found at the following points:

- In the Offices
- In the Technology rooms
- In the Science room
- P.E. Office

They comply with the Health and Safety (First Aid) Regulations. Guidance on First Aid Hygiene which is contained in Safety Bulletin 9/1987 Hygiene Precautions for First Aiders.

Contaminated material will be disposed of in accordance with correct procedures.

The person responsible for ensuring that all new employees have been informed of the First Aid arrangements is the Head of Department.

## **Accident and ILL Health Reporting**

All accidents to staff and pupils should be reported to:

Oona Dennis

They will be responsible for completing Risk Assessments, Accident Form AF1 and Accident Book BI 510. The forms are returned to the London Borough Of Enfield Health and Safety Department.

If staff feel that they are suffering ill health as a result of their work, they should report the matter to the Head Teacher or The Occupational Health Service.

## **Purchasing Policy**

Anyone who is responsible for purchasing equipment must ensure that it complies with the British or European Standards of Safety, and take into account that regular maintenance is an implicit part of the cost. C.O.S.H.H. data sheets should be acquired with purchases and referred to when products are used.