

Bishop Ridley CE Primary School

Health and Safety Policy: Organisation section - Responsibilities

The Governing Body

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 his absence the 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. In particular this will include ensuring that:

- **Organisation** - there is an appropriate organisation within the establishment for implementing this policy;
- **Health and Safety Policy** - the policy is brought to the attention of all staff and 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** - Staff are informed about the saferschools website www.bexley.gov.uk/saferschools;
- **Notice Board Information** - copies of the establishment's local "Health and Safety - Organisation and Arrangements - Notice Board Information" are completed, posted on notice boards in a prominent position and updated as appropriate;
- **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 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** - adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions put in place;

- **Security** - 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** - 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;
- **Personal monitoring** – monitoring for hazardous substances is carried out where necessary;
- **Health surveillance** – carried out where necessary for hazardous substances. Questionnaires are completed for occupational asthma and checks are made for skin and dermatitis;
- **Stress** – a work environment is created where work-related stress is effectively 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, 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, all persons under their control are aware of the reporting procedure; and 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 precaution** - fire precaution 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;
- **Contractors** – selection of and proper management of contractors/sub-contractors in accordance with Council guidelines, ensuring risks are identified and managed jointly. 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;

- **Asbestos** - asbestos on site is properly managed and the 4Thought system kept up to date as necessary;
- **Legionella** – 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, safety devices are fitted and maintained, 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, 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, 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.

Establishment Health and Safety Co-ordinator

To ensure effective implementation of this policy the Health & Safety Co-ordinator (currently the Head Teacher) will:

- 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 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;
- 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 has particular responsibility to ensure that:

- he is familiar with and complies 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 Legionella 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 (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 there is 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 boilers by a competent person (eg: CORGI registered) take place;
- he is trained in the operation of the boilers and is 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 cleaning 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;
- traffic on site is managed safely;
- hazards notified to him 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;

Teachers (including supply teachers and students on training placements)

Teachers are responsible for the health and safety of pupils in their care, as are students teachers and supply teachers, and for ensuring that staff working under their guidance (eg. support staff or voluntary helpers) are aware of health and safety requirements pertaining to the classroom and/or delivery of the curriculum. A teacher is responsible for ensuring that they:

- carry out risk assessments as necessary to ensure the safety of pupils in their care;
- all incidents occurring within the classroom are reported, the causes investigated and an incident form completed;
- health and safety training needs are identified and reported to the Head Teacher;
- 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 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);
- pupils' coats, bags, shoes 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 specific 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 Teacher;
- report any hazards seen on site to the Premises Manager;
- comply with the CLEAPSS advice on animals, plants and microorganisms;
- carry out risk assessments and COSHH assessments specifically relating to science and Design and Technology following CLEAPPS guidelines;
- communicate relevant health and safety information to support staff and helpers;
- ensure that support staff are aware of first aid, fire and emergency procedures;
- provide Personal Protective Equipment to support staff as identified in Risk Assessments;
- regularly inspect areas for which they are responsible;

- check that all equipment is safe to use and, where appropriate, seek specialist advice that this is so;
- ensure that all electrical equipment (including personal items used in school) is included in the School's Portable Appliance Testing programme
- make arrangements to ensure that any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;
- dispose of hazardous waste in line with the Council's guidelines;
- resolve, 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 are responsible;
- ensure that effective and adequate 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.

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 a responsibility:

- 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 vis-a-vis procedures, 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, and defects to the Head Teacher/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 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 co-operate with the Union-appointed Safety Representatives, enforcement officers, and advisers on behalf of the LA.

Pupils

Pupils are expected:

- to report to the Class teacher/Deputy Head/Head teacher matters which may require their attention in accordance with agreed procedures;
- to wear personal protective equipment provided;
- to follow safe working practices and instructions;
- to observe the uniform policy (eg. correct footwear for PE);
- to familiarise themselves with emergency procedures;
- to 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;
- to abide by the school rules and procedures.

Health & Safety Representative

- 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 in 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 8308 7638. 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 is available to managers and employees working in the LEA on Tel: 01322 559138.

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