

# Bexley Grammar School

## Health and Safety Policy - Organisation



### RESPONSIBILITIES:

#### 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:

**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 Head Teacher, or in their absence their nominated Assistant Head, 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 with the establishment for implementing this policy;
- **Health and Safety Policy** - the health and safety policy is 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 eg: 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;

#### **For schools with radiation sources:**

- 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 the **Assistant Head, Mr F Dewdney** has been delegated specific responsibilities by the Head Teacher 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 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 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 (eg: 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 (eg: 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 eg: storage arrangements for materials, equipment, substances etc;
- traffic is managed safely;
- hazards notified to them are passed onto the Head Teacher and/or Administration Officer;
- 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;

### **Heads of Departments:**

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

In particular heads of department will be responsible for ensuring that:

- codes of practice appropriate to the Department are brought to the attention of all staff in the department;
- codes of practice are complied with and appropriate safety signs and notices are displayed;
- relevant health and safety information is communicated to staff;
- all incidents occurring within the Department are reported, the causes investigated and an incident form completed;
- health and safety training needs within the Department are identified and met, or reported to the Head Teacher;
- staff are aware of first aid, fire and emergency procedures;
- new employees receive appropriate health and safety training, including Departmental Safety Procedures;
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken;
- 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;
- 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.

In particular Heads of Science will be responsible for ensuring that:

- equipment is checked before use and tested as required:
  1. fume cupboards - every 14 months under the Control of Substances Hazardous to Health Regulations 1994)
  2. autoclaves, pressure cookers, model steam trains etc - periodic inspection required under the Pressure System and Transportable Gas Containers Regulations 1989

- offers of chemicals are not accepted, or viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included;
- equipment selected for purchase is safe and suitable for the intended purpose, and that any gifts are treated with caution and carefully assessed, and records of any assessment kept;
- chemicals are stored safely, including highly flammable liquids and that labels are readable and that a spill kit is to hand and properly replenished;
- hazardous activities involving chemicals are restricted to those who have received or are receiving proper training;
- access to laboratories, preparation rooms and store rooms containing hazards are kept locked at all times except when in use, and all services (including gas and electricity) is shut off;
- no class is allowed to work in a laboratory without adequate supervision;
- all science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed;
- any field trips etc. are carefully planned and organised, with relevant guidance and information referred to;
- spills are dealt with safely and that all relevant staff are trained;
- normal procedures are followed for fire, and that science staff are trained to deal with minor bench fires, clothing fires and hair fires, with regular drills arranged;
- staff are able to carry out immediate remedial measures after accidents that occur in science whilst waiting for first aiders;
- safety information, including codes of practice and CLEAPSS Handbook is communicated well to all staff in the Science Department and that staff are kept up to date with any changes or new advice;
- adequate monitoring of health and safety is carried out in the Science Department;

In particular Heads of Design and Technology will be responsible for ensuring that:

- emergency stop buttons, shut down facilities, control of electrical supplies, guarding of machinery, dust extraction, storage of highly flammables etc. are all kept constantly under review;
- all equipment and machinery is checked prior to use and adequate monitoring is carried out in accordance with the appropriate codes of practice;
- all equipment and machinery is safe to use, and that care is taken in accepting gifts or purchasing new or second-hand equipment to ensure safety;
- equipment is not modified unless the modification is only minor and will not affect the integral safety of the machine;
- modifications are only carried out by a competent person;
- hazards are identified eg: defects to machinery, equipment and personal protective equipment (PPE), and appropriate action taken;
- any dangerous machinery or equipment due to a defect that could be a significant risk to health and safety is immediately taken out of use and appropriate measures taken to ensure it cannot be operated, and appropriate signage used;
- appropriate emergency stop controls are in place and that these are tested regularly and records kept of the tests;
- only competent trained staff are permitted to use equipment;
- records are kept of any training and that training needs are identified and met, including refresher training or reported to the Head Teacher;
- equipment not to be used by certain pupils is clearly identified and understood;

- practical classes are adequately and closely supervised;
- any equipment or machinery is examined and tested by a competent person, and that records are kept, including Local Exhaust Ventilation (every 14 months), Lifting equipment, pressure vessels, power presses, and portable electrical equipment, gas cookers (annually by a competent person who is CORGI registered);
- safe working procedures are developed for all equipment/machinery and that these are well communicated;
- that lighting is adequate in all work areas;
- all teachers are trained in action to be taken in the event of electric shock;
- written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils are prepared, including the need to activate electrical and gas shut off devices and evacuation procedures;
- any gas cylinders are safe to use and stored properly with appropriate warning signs to the store, and that emergency procedures are developed;
- that the power supply and gas supply to any workshops is isolated and access prevented by locking doors when the room is not in use;
- that up to date safety information is communicated well to all staff in the design and technology department;
- that health surveillance is carried out where identified through COSHH;
- facilities for design and technology are only used for educational purposes, not for other activities such as repairs or maintenance;
- one socket is provided for the use by cleaners that is live when the main workshop power is isolated so that cleaners can work safely;

**Radiation Protection Supervisor (applies to secondary schools with radiation sources) must ensure that:**

- they understand the basic principles of radiological protection and the relevant requirements of the Ionizing Radiation Regulation 1999;
- they are fully aware of the hazards, risks and control measures of sources in his/her care;
- they carry out risk assessments as necessary to ensure the safety of other employees and pupils in their care;
- they attend a Radiation Protection Supervisor course specifically designed for school-level work;
- they are involved in any work using ionising radiation;
- all work is carried out in accordance with CLEAPSS L93: Managing Ionising Radiation and radioactive Substances 2001 and other relevant information, codes of practice and local school rules covering handling, use, storage and disposal, records and use log completed;
- advice is always sought from CLEAPSS via the Radiation Protection Officer regarding safe disposal;
- the disposal of any source is to an authorised disposal route as detailed in L93 and that suitable records are kept;
- sources are only purchased from recognised educational suppliers for UK schools and approved by the DfES, and that records of all paperwork relating to the purchase and approval is kept;
- adequate supervision is provided;
- radioactive sources are checked for damage after use, especially if this involved use by a sixth form group;
- regular monitoring is carried out of all radioactive sources and their containers;
- leak tests are carried out annually in accordance with L93 and by a competent person;

- a correctly working GM counter is available;
- radioactive sources are returned to the store, and secured, at the end of the working session or day, and that the use log has been filled in;
- for security, the location of sources is regularly checked eg: monthly/2 monthly;
- Any potential loss is reported **immediately** to the RPO/RPA/CLEAPSS who will advise on searching for the source and contacting the authorities (the Environment Agency and the Health and Safety Executive). If it is suspected that it has been removed unlawfully the police will also need to be informed.
- all records required in L93 are accurate and up to date;
- any necessary monitoring of the work area has been completed after sources are used, and that any contaminated sources or surfaces are cleaned, following appropriate procedures outlined in L93;
- they are aware of what to do in an emergency;
- they are satisfied that all persons involved are informed and trained to a level to carry out procedures safely, particularly if they are temporary or non-science specialists;
- staff are familiar with the procedures to deal with spills and contamination, and that they are able to act quickly, as detailed in L93;
- all staff handling/working with ionising radiation are familiar with, and have easy access to the local rules;
- students aged 16 years and above, who are allowed to carry out supervised investigations with sealed sources are given access to the appropriate section of the local rules;
- all users of radioactive sources fully implement the local rules;
- they maintain adequate materials required to deal with spillages/contamination as outlined in L93;
- the Radiation Protection Officer of Bexley Council is supplied with a list of current sources and inform the RPO of any changes;
- they use the Checklist for the Management of Radioactive Sources in the CLEAPSS guidance to ensure that appropriate procedures are in place before and during any work with radioactive sources;
- radioactive sources are appropriately stored in line with L93.

***N.B. The Radiation Protection Advisor (RPA) for Bexley is Estelle Walker of CLEAPSS address 7 Carncoagh Road, Rathkenny, Ballymena, Co Antrim, Nireland, BT43 7LW Tel: 07764 533496***

***The Radiation Protection Officer (RPO) of Bexley Council is Jenny Seal Tel: 020 8836 8385. Contact with the RPO should normally be made with any queries to act as a link between the RPA and the school.***

***The Appointed Radiation Protection Supervisor is Mrs L Green.***

**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, 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;
- 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 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, 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 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 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/Assistant Head/Head teacher 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 representatives are: Assistant Head, Day to Day and the Premises Manager.

- 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 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 8836 8202.

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, Dr Lucy Goundry is available to managers and employees working in the LEA on Tel: 01322 559138.