



## Bexley Grammar School

### Statement of Intent - Health and Safety

#### 1. Introduction

Bexley Grammar School is committed to achieve the highest standards of health, safety and welfare for all matters within its management control so that employees, pupils, visitors and others who may be affected by activities of the School are, so far as is reasonably practicable, not exposed to hazards and protected from risks.

#### 2. Status of this Document

The Governing Body follows the London Borough of Bexley guidance on health, safety and welfare, as appropriate and undertakes to ensure that all necessary procedures are developed, implemented and reviewed so as to ensure compliance with statutory requirements and associated codes of practice.

#### 3. Responsibilities

The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils and visitors to the School.

##### a) The Governing Body

The Governing Body recognises and accepts its responsibilities for providing a safe and healthy environment for all Staff, pupils and others affected by its activities. The Governing Body will take all responsible steps within its power to meet this responsibility, paying particular attention to the development of agreed procedures, implemented and reviewed to bring about the successful application of this policy.

##### b) The Headteacher

At operational level, the Headteacher is responsible and accountable to the Governors for implementing this school policy and for all matters relating to health, safety and welfare within the establishment.

Specific delegations of responsibility by the Headteacher are set out in the remainder of this section.

**c) The Assistant Head responsible for Health & Safety**

To ensure effective implementation of this policy the Assistant Head responsible for Health & Safety has responsibilities delegated by the Headteacher to:

- be the focal point for day to day references on safety and give advice or indicate sources of advice;
- coordinate the implementation of safety procedures;
- maintain contact with outside agencies able to offer expert advice;
- carry out regular inspections of the School and check working practices in it;
- undertake annual Health & Safety audit and Risk Assessment;
- ensure that a minimum of two appropriately trained members of staff provide First Aid support for the school;
- ensure that accidents and hazards are recorded, reported when appropriate to RIDDOR and the Health and Safety Executive and that appropriate remedial action is taken;
- co-ordinate all contractual work and maintenance carried out on School premises and liaise with Heads of Department to ensure safety procedures and policy agreements are adhered to;
- ensure that adequate safeguards are in place regarding "Grounds Maintenance Service Contracts";
- ensure that a School "Buildings Register" identifying known hazardous substances and materials (eg asbestos, lead, flammables, etc) is compiled;
- ensure that emergency procedures which may require evacuation of School premises are in place and known;
- ensure that where showers are installed, the code of practice in Section 3(7) "Legionnaires Disease" of the Manual of Guidance is adhered to;
- arrange that competent person(s) or specialists are consulted as necessary to advise on health and safety matters such as technical issues, sampling, monitoring and auditing requirements; and
- ensure that a property survey of the School buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.

**d) Staff holding positions of special responsibility, eg Heads of Department/Directors of Study, teachers of subjects with particular risks**

Staff who have specific teaching or non-teaching responsibilities, such as Heads of Departments, Directors of Study, teachers of Physical Education, Science and Technology, etc are responsible for all health, safety and welfare matters within their areas of control. In particular they must:

- observe instructions and procedures agreed by Governing Body and Headteacher;
- establish and maintain safe working procedures relevant to teaching and non-teaching practice;
- carry out regular safety inspections of the department, activity area, and/or equipment, for which they are responsible and submit reports to the Assistant Head responsible for Health & Safety as necessary;

- carry out an annual Risk Assessment of the Department to be submitted as part of the financial bidding process;
- ensure, as far as reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- propose to the Assistant Head responsible for Health & Safety changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
- ensure that all equipment is safe and where appropriate seek specialist advice that this is so; and
- resolve any health and safety problem any member of Staff or pupil may raise and refer to the Assistant Head responsible for Health & Safety any problem for which there is not a satisfactory solution within the resources available.

### **Lone working:**

Lone working in respect of the H&S of the member of staff locking up (opening is with cleaners on a normal day) in the evening and for weekend hires will operate as follows:

#### **Normal day:**

- Site team member carries mobile phone at all times
- As a site team member leaves, a text message is sent to the designated person to confirm they are leaving.
- No response required from the designated person but a call to be made beyond 1 hour of normal/expected closure time if no text made.
- Failing contact being made, visit required.

#### **Weekend hires:**

- Site team member arrives and unlocks at agreed time. Text message to agreed designated person notifying they have arrived on site.
- Should ground work (requiring heavy machinery) be used, a text message to the designated person to say work is starting with estimated time for completion and when this time has been reached further text message to say either continuing or work has been completed.
- As a site team member leaves, a text message to the designated person to confirm they are leaving.
- No response required from the designated person but a call to be made beyond 1 hour of normal/expected closure time if no text made.
- Failing contact being made, visit required.

### **e) Class Teachers**

The health and safety of pupils involved in a school activity is the immediate responsibility of the member of Staff supervising them whether this be inside or outside School.

The class teacher is expected to:

- know the emergency procedures in respect of fire, lockdown and the special

safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;

- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire, lockdown and the special safety measures in relation to the teaching areas; and
- check that the area being used is safe for the intended activity. If dangers are apparent, the member of Staff will endeavour to rectify the situation. If he or she cannot rectify matters or arrange for the matter to be rectified through repair or removal of the cause of concern or removal of the cause from the vicinity of the students (or the students from the vicinity of the danger) then an alternative site for the activity must be found.

**f) All Employees**

In order that the law be observed and responsibilities to pupils and other visitors to the School are carried out, all employees are expected to:

- know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied
- observe standards of dress consistent with safety and hygiene;
- exercise good standards of housekeeping and cleanliness;
- know and apply the emergency procedures in respect of fire and lockdown;
- look after themselves and anyone affected by what they do or fail to do;
- use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- cooperate with employer and other employees in promoting improved safety measures in their school; and
- cooperate with the Union appointed Safety Representatives, enforcement officers, and advisors on behalf of the LEA.

**g) Pupils**

Pupils are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe standards of dress consistent with safety and hygiene (this precludes the use of unsuitable footwear, knives and other items considered dangerous);
- observe the safety rules of the School and in particular the instructions of Staff given in an emergency;
- use and not wilfully misuse, and neither neglect or interfere with things provided for safety; and
- use the personal protective equipment provided.

**h) Professional Association Representatives/Safety Representatives**

Safety Representatives have specific functions following their appointment by their trade union, including the investigation of accidents/incidents in School, carrying out inspections of the working areas, investigations of complaints by represented employees in respect of health, safety and welfare issues and making

representation to the employer on issues of concern.

**i) Health & Safety Coordinator**

The Health & Safety Coordinator's role is carried out by the Premises Manager. He is responsible for the day to day coordination of the School's Health and Safety Policy to include:

- regular inspections and risk assessments
- liaising with contractors
- initiating action on reported hazards and accidents
- fire and emergency procedures
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the School's agreed policy **prior** to the commencement of their duties.

**4. Pupil Supervision**

**a) Duty Supervision**

- at break times several members of staff will be on duty
- lunch time supervision is managed by the midday supervisors, and members of staff on duty

**b) Pupils taking medicines – see Supporting Pupils with Medical Conditions**

**c) Areas of Special Risk**

The School will follow any guidance issued by the LEA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Design Technology (includes Food Technology)
- Science
- Art (includes Textiles), PE and Drama

**d) Illness**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, eg diabetes, asthma etc. This record will be kept centrally in the Office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

See also attached **Supporting Pupils with Medical Conditions**

**e) School visits and 'off site' activities**

The Governing Body will comply with the guidance the LEA has issued on:

- conduct of Outdoor Pursuits
- the use of minibuses and coaches
- residential and trips abroad.

The Assistant Head responsible for Health & Safety will ensure that all School visits and 'off-site' activities are preceded by a plan on 'Evolve', on arrangements for the management of the health, safety and welfare of pupils, including an appropriate Risk Assessment. The Governing Body will grant overall approval, in the case of overnight trips.

## **5. Monitoring**

Health and safety at work will be a standing item on the agendas of all Governors' meetings. Health and Safety at work is also a standing item on the termly meeting agenda between the Assistant Head responsible for Health & Safety and the Premises Manager.