



HEALTH & SAFETY POLICY

Date of Last Review: February 2016

Date of Next Review: February 2019

Responsibility: Mrs C. Whiting

Advisory Body Signature:



Responsibilities

Final responsibility for health and safety within the school, lies with the Head Teacher who designates day to day responsibility to the School Business Manager.

The following areas are the responsibility of the School Business Manager:

Classrooms
Workshops
Admin. Offices
Gymnasiums and sports areas
Stairs, corridors, foyers
Boiler room
Toilet and Shower rooms
Medical room
Kitchen and servery
Laboratories
Libraries
Music Rooms
Playground and garden areas

It is the duty of every member of staff, both teaching and non-teaching to report any unsafe conditions to the Head Teacher or Business Manager. In addition an attempt should be made to eliminate the danger before reporting it.

All employees have the responsibility of co-operating with the Head Teacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

Safety Liaison Officer (SLO) is Cathy Whiting – Business Manager

Safety Representative (SR) is Vacant.....(appointed by union)

Safety Agent (SA) is Site Team Members.....(appointed by school)

Review of Training Needs

The Head Teacher or Heads of Faculties as appropriate shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and update training.

Risk Assessments

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

Risk assessments for all areas of the school will be completed on an annual basis by the Business Manager.

1. Electricity

The “competent” person for carrying out tests on portable electrical equipment is designated by the Business Manager.

Contracted out to external contractor, to be confirmed annually by the Business Manager

Visual inspections of electrical equipment are to take place pre-termly and tests using a portable appliance tester are to be carried out annually. Results of all tests are to be recorded on a locally produced form.

Any electrical items brought into the school for whatever reason must be reported to the “competent” person to enable a test to be carried out before their use. This includes items on loan or gifts.

The use of multi adaptors is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected to prevent trips.

Minor electrical repairs, plugs changed, bulbs changed will be carried out by the site team, and other repairs will only be carried out by a qualified electrician.

2. Fire

Fire drills are to be carried out termly and results recorded locally in the Fire Register.

These drills will be either specific areas of the school, or the whole school, with the whole school evacuating a minimum of twice a year – Business Manager to determine and arrange.

The Site staff are responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. Records must also be kept and held in the Fire Register.

All staff are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used.

All staff must be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures.

3. First Aid

The qualified first aiders(s) are:

Natalie Humphreyson	Normal place of work ...Admin Office/Medical Room
Elain Jeffries	Normal place of work ...Admin Office/Medical Room
Jane Aylett	Normal place of work ... Resources
Amanda Hartley	Normal place of work ...Exam office.....

In addition to First Aiders, there are also First Response first aiders, list displayed in medical room and staff room.

The appointed person is:

Natalie Humphreyson	Normal place of work ...Admin Office/Medical Room
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Location of first aid boxes or cupboards: medical room and Sports Hall.

Person responsible for first aid room and for Replenishment of first aid boxes is: Natalie Humphreyson.

The school policy on administering drugs to children is contained in The Code of Practice 3.01, which can be found in the Health and Safety Manual held in the Business Managers Office.

The key to the first aid room is kept in the Admin Office.

All staff must be aware of the contents of the Education Code of Practice 3.03 (found in the Health and Safety Manual, kept in the Business Managers office) which deals with reducing the risk of infectious diseases when dealing with blood and body fluids.

4. Manual Handling

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. Senior teachers/heads of sections must ensure that risk assessments include any high risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe system of work. Staff must not take personal risks when manual handling. Staff should report any problems with working activity or equipment as soon as they occur.

5. Display Screen Equipment (DSE)

Computer based equipment can be used in complete safety if a few common sense measures are taken. Adjust furniture and equipment to suit your needs – *do not adjust your posture to the workstation*. Avoid a static posture and prolonged DSE work without a change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise. A close assessment of such users work areas will be needed and records kept.

6. Reporting Accidents

The method of reporting all accidents and incidents is clearly laid down in the Education Department Code of Practice 2.02.(found in the H&S manual, kept in the Business Managers office) The criteria for informing parents is also contained. Procedures and criteria for filling in the Accident form and RIDDOR and their method of dispatch should also be followed.

All Accident forms, once completed should be entered onto the monthly control log, which should then be passed to the Business Manager for investigation and signature.

Cathy Whiting – Business Manager will check each accident form to see if it constitutes a report under RIDDOR.

All incidents of physical violence or verbal abuse are to be reported on an incident form.

7. Use of Premises Outside Working Hours

To ensure lessees are fully aware of their responsibilities during the period of the letting, the Education Conditions of Booking form should accompany every acknowledgement of a booking. This will be sent out by Cathy Whiting - Business Manager.

When the caretaker opens the school prior to the letting he must show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. He should also acquaint that

person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc.

All site staff to complete Loan workers risk assessments annually.

8. Security

The procedures for clearing the school and setting the alarms are:

- During school holidays, register to be used to track who is on site.
- Each classroom to be checked and locked with key by site staff.
- Car Park/Grounds to be checked for vehicles
- In the case of lettings, the person in charge of the letting is to confirm to the site staff that all the people who are with him have left the premises before leaving themselves.

The users of dangerous or high value items such as chemicals, radioactive sources, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to Reception as soon as they enter the premises. They should sign the visitor's book and obtain a visitors badge. They should then wait for their escort/point of contact or proceed if authorised.

All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Head Teacher.

9. Contractors

All contractors must report to the reception desk to sign in before work commences. Out of hours, such work must be authorised and contractors briefed.

Monitoring of contractors on site will be carried out by the Business Manager, the school surveyor, school staff and client officer. If staff feel that something is dangerous then the Head Teacher should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst children are in the area.

No grass mowing is to take place while children are on the fields.

No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

All contractors must provide evidence of adequate Public Liability Insurance, and be prepared to submit to the school, risk assessments if requested.

10. Action on Identifying Potential or Actual Hazards

If any member of staff identifies a hazard it is their duty to report the fact to the Business Manager or member of the Site Team as soon as possible.

If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter.

This may involve segregation, isolation, removal or any other means necessary.

Once reported the Business Manager may seek expert help from a specialist to eliminate the hazard or report the matter further to HSE.

11. Communicating Health & Safety

The Headteacher has the duty of ensuring all members of staff read this Safety Policy and that copies are displayed on the Health & Safety notice board. Any amendments to any policy will be circulated to all staff. Any hazards that are brought to the attention of the Head Teacher from any source will also be circulated to staff who may be affected.

Heads of Departments are responsible for ensuring that staff are trained in the use of new equipment and for the dissemination of any handbooks to the relevant staff.

The Business Manager will investigate all injuries, accidents, near accidents and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Safety will be a regular item on the agenda of staff and departmental meetings.

A full Health and Safety report will be produced by the Business Manager and submitted to Directors on an annual basis.

Heads of departments are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported to Heads of Departments.

12. Arrangements for Special Schools

N/A

Responsibility of Specified Departments

13. Science

The Head of Science has the responsibility of seeing that correct procedures are followed by other members of staff; that staff, particularly new staff, are familiar with this policy; that the delegation is effective and that delegated duties are being carried out.

Risk Assessment

The Head of Science has the responsibility for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

i) COSHH Regulations 1988

In order that these regulations may be complied with, no substances should be used unless an assessment of them has been undertaken. Science staff are to consult the following tests for published assessments on any substance they intend to use:

CLEAPSS Hazcards
Topics in Safety – Chapter 7 for chemicals
Chapter 8 for micro-organisms

Microbiology: An HMI guide
CLEAPSS Laboratory Handbook
Safeguards in the School Laboratory
Hazardous Chemicals: A manual for schools and colleges

Copies of these should be readily available within the department.

If an assessment for a particular substance cannot be found then the CLEAPSS School Science Service should be consulted *before* the substance is used.

If an experiment requires a substance to be used in variance to that stated in Hazards, the safety procedures must be modified and checked by a senior member of the Science Staff.

The Head of Science must regularly monitor compliance with the COSHH regulations by carrying out spot checks. They must also keep a record of all checks.

Safety instructions must be written on all work schemes, work cards etc.

Fume Cupboards must be fully tested annually. This is done by contractor. Certificates and records of all tests are to be kept by the Head of Science. Weekly visual checks are to be carried out by Senior Technician.

Autoclaves, pressure cookers and model steam engines are checked annually by Contractor under the Pressure Systems Regulations and copies of reports are held by the Head of Science.

ii) Emergency Procedures

FIRE – Science staff must follow the normal school procedures in case of fire, however they must also know the immediate remedial measures necessary for clothing or hair on fire.

INJURY – Staff should again follow the school procedures for reporting accidents. They must be aware of the immediate remedial measures whilst awaiting first aiders to arrive.

Each laboratory should have emergency measures for irrigating eyes, skin and clothing following chemical splashes. Emergency measures are displayed in all labs.

Chemical and mercury spillage kits may be found in technicians rooms.

iii) Radioactive Sources

Any advice on the use of radioactive sources or queries about their storage should be directed to Head of Science who is the schools Radiations Protection Supervisor (RPS)

Any further advice may be obtained from the Boroughs Radiation Protection Advisor (RPA)

All staff who are going to use radiation sources should have the necessary qualifications. The RPS is to ensure that full records are kept before, during and after work. They are also to ensure that decontamination and leak testing on containers are carried out on a regular basis.

iv) Animals and Plants in School

DES AM 3/90 summarises the laws and regulations concerning the keeping of animals and plants in schools. Section 14 of the CLEAPSS Handbook contains the same information in more detail.

v) Specific Restrictions

The LEA have prohibited the taking of blood samples from pupils. Eating, drinking and smoking are prohibited in laboratories and prep rooms.

vi) Communications

Person to contact for first aid N. Humphreyson Ext 365 Admin office

Person to contact in case of fire SBM Ext 203 SBM office

vii) Electricity/Gas mains in Laboratories

Annual checks on gas appliances will be conducted by Contractor to be confirmed annually.

viii) Removal of waste

The procedure for disposing of contaminated waste is-Specialist company to remove

The procedure for disposing of excess chemicals is Specialist company to collect and dispose

The procedure for disposing of broken glass & other sharps is Site team to dispose of glass, sharps in sharps container, to be collected.

The procedures for disposing of flammables is for a Specialist company to collect.

14. Physical Education

i) Conduct and supervision

All sports and activities are to be carried out in accordance with the following references:

- Safety in Physical Education (HMSO)
- Safety in Outdoor Pursuits (HMSO)
- Safe Practice in Physical Education (BAALPE)
- Out of School Activities (LBB Education)

The senior PE teacher must monitor activities to ensure adherence to the published guidance.

The senior PE teacher is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

If any sport or activity other than those mentioned in the above references is to be included in the curriculum then guidance from the National Governing Body of that sport/activity is to be obtained before any participation. No teacher is to take responsibility until they have received appropriate training.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair to be tied back.

All jewellery and personal effects, must be removed before a lesson commences.

ii) Abilities

It should be remembered that pupils vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a pupil may be asked to do is fully understood by them and within their capabilities.

iii) Equipment

The PE equipment must be subjected to an annual check by a Specialist company TBC annually and records kept of all such inspections. Any defects must be reported to the Headteacher or Head of Department.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson, all equipment is to be replaced securely and correctly.

No pupil is to move equipment unsupervised.

iv) Accidents

Any accidents occurring during organised activities whether in the school or away from the establishment must be reported at the earliest opportunity. On return, the supervising person is to fill in an Accident Report.

v) Swimming Pools

N/A

15. Technology

The Head of Art & Technology has the duty of seeing that the advice of the LEA is followed by other Members of staff; that staff, particularly new staff, are familiar with this policy; that the delegation is working and that delegated duties are being carried out.

The Head of Art & Technology is also responsible for ensuring that risk assessments are carried out and for prioritising effort to reduce the higher risks.

i) Equipment

Annual inspections of all fixed workshop equipment is to be undertaken by Contactor TBC annually

All records are to be kept and any defects reported to the Head of Art & Technology.

All hand tools are to be inspected every month by a technician. Any defective item is to be removed until repaired.

Annual checks on pressure vessels and associated pipe work are carried out by a Contractor every year

All items of protective clothing are to be inspected by a technician every month.

All lifting machines and tackle are to be inspected by a technician every month.

Teachers must ensure that any protective clothing supplied for use on a piece of equipment during a process and any fixed guard on machinery is used in the correct manner during use of that process or equipment.

The following protective clothing must be worn whilst in the workshops.

- Goggles
- Gloves
- Aprons

Any students found not wearing the correct specified protective clothing at the start of the lesson, will be asked to leave the area.

iii) Communications

It is the policy of The Ravensbourne School that no teacher/technician carries out any work on hazardous machinery alone.

Staff should consult the following texts for additional information.

- Education Code of Practice “Health & Safety in School Workshops”
- Health and Safety in Workshops for Schools and Similar Establishments – BSI
- Safety in Practical Studies – DES
- Managing Health and Safety in School Workshops – NAAIDT
- Woodworking Machines Regulations 1974 – HMSO
- Managing Health and Safety in Food and Textiles in Schools – NAAIDT

No substance is to be used unless a COSHH assessment is held for it. If an assessment cannot be found for a particular substance then the Central Safety Unit must be contacted for further guidance.

The Head of Technology must regularly monitor compliance with COSHH by carrying out spot checks. They must keep records of all spot checks.

Safety instructions must be written on all work schemes etc.