

BONNEVILLE PRIMARY SCHOOL

Success for today, prepared for tomorrow

HEALTH AND SAFETY POLICY AND ORGANISATION AND ARRANGEMENTS

April 2017

Policy Adopted by Governors on: 16th March 2017 ~~Adopted~~

Policy Last Reviewed on: April 2016

Policy Due for Review on: March 2018



Overall Statement of Policy

It is the policy of Bonneville Primary School to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools

1. ORGANISATION

a) Responsibilities of the Governors

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- ❑ Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Education Directorate
- ❑ Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Education Directorate Health and Safety Policy and any legal requirements relating to health and safety;
- ❑ Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term;
- ❑ Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- ❑ Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- ❑ Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised. Also ensuring the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.



b) **Headteacher**

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- ❑ To ensure that the health and safety standards detailed in Lambeth Health and Safety Management Manual are implemented and maintained at the school;
- ❑ To ensure that school staff receives adequate health and safety training appropriate for their responsibilities;
- ❑ To ensure that staff are adequately consulted on health and safety matters either through the school safety committee, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
- ❑ To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Lambeth Health and Safety Management Manual (Section 10) is presented to the Governors at least every term;
- ❑ To ensure that health and safety issues are discussed at the Premises and Health and Safety Committee, at least once a term;
- ❑ To ensure that the Headteacher or a delegated member of staff attend any required health and safety training provided by the school or the Council;
- ❑ Ensuring that statutory inspections of school plant, equipment and systems are undertaken in accordance with Directorate policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept and lodged in the central safety file;
- ❑ Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept and lodged in the central safety file;
- ❑ Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken, recorded, and lodged in the central safety file;



- ❑ Arranging any necessary corrective action identified by health and safety inspections detailed above;
- ❑ To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Lambeth Education Directorate Health and Safety Manual (Page 17), are implemented;
- ❑ To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
- ❑ To ensure that, for any off-site event or trip, organised by or on behalf of the school, adequate arrangements are made for the supervision of the pupils involved, and for the safety of the staff and pupils. These arrangements must at least meet any minimum standards specified by the Education Directorate;
- ❑ To ensure that, where required, school specific risk assessments are undertaken, recorded, and lodged in the central safety file;
- ❑ To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant Education Directorate risk assessments, are implemented;
- ❑ To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the Education Directorate guidelines.
- ❑ To ensure that there are adequate arrangements for dealing with emergencies, including for the evacuation of the premises. These arrangements are described in the Critical Incidents Management Plan which is incorporated into this Health and Safety Policy.

c) **Fire Safety Manager (Headteacher)**

The Headteacher, will have responsibility for overall planning and organisation of fire safety matters within the school. In particular she will:

- ❑ Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Lambeth Health and Safety Management Manual (Section 4) and that practice fire evacuation drills are undertaken at least every term, and a record lodged in the central safety file;
- ❑ Ensure that all staff are aware of their particular responsibilities in the event of fire;



- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, and fire extinguishers are being undertaken correctly and that a record is lodged in the central safety file.

d) **Teaching Staff**

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national and Council guidelines relevant to the health and safety of the staff and pupils, and with the procedures and guidance contained in the school booklet "Health and Safety: Staff Information" ;
- Ensuring that they are familiar with the school fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- Curriculum post holders should ensure that clear guidelines for health and safety considerations in relation to particular lessons or activities are available to staff, and individual teachers should ensure that the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety

arrangements to ensure that pupils or others are not put at risk;



- Attending any required health and safety training provided by the school or the Council;
- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, or the Site Manager as appropriate.

e) **Site Manager**

The Site Manager, is responsible to the Headteacher for:

- Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are lodged in the central safety file;
- Acting as the school representative in any dealings with contractors who are to work at the school;
- Assisting the school safety committee to assess the quality of work carried out by any contractors who are used to undertake work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the head teacher;
- Ensuring that statutory inspections of school plant, equipment and systems are undertaken in accordance with Directorate policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are



undertaken and records kept;

- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Maintaining a register of dangerous and hazardous substances used or stored by the Cleaning Supervisor at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
- Ensuring that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.

f) **School Administration Officer**

The school administration officer is responsible for:

- Ensuring that a list of first-aiders is maintained, together with the dates for refresher training;
- Arranging necessary refresher training for first-aiders;
- Maintaining records of health and safety training undertaken for school staff;
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- Reporting to the Headteacher the need to train further first-aiders in order to meet the minimum required for the school;
- Ensuring that notices displaying the name and location of first-aiders are kept up to date;
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance;



- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- Ensuring that risk assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are lodged in the central safety file;
- Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy;
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

g) **Other School Staff**

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are required to ensure their work is carried out in a way which avoids risks to themselves or others.

h) **School Pupils**

All pupils at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.



ARRANGEMENTS

1. STANDARDS AND GUIDANCE

Mandatory common standards and guidance are contained in the Health and Safety Management Manual, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards.

2. COMPETENT PROFESSIONAL HEALTH AND SAFETY SUPPORT AND ASSISTANCE

Competent advice on health and safety issues is available to the school through the Health and Safety Lead Officer at the Lambeth Education Directorate.

3. PREMISES AND HEALTH AND SAFETY COMMITTEE

The school Premises and Health and Safety Committee will meet at least once per term. The committee will include appointed trade union safety representatives, and other members of the teaching and non-teaching staff.

4. FIRE SAFETY AND FIRE PROCEDURE

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". All staff have a responsibility to ensure that these doors are kept closed.

The Fire Safety Manager holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

5. PROCEDURES FOR MANAGING CRITICAL INCIDENTS

The management of emergencies will be organised by the Critical Incident Management Team, working in conjunction with Lambeth Emergency Support Team. The arrangements for this are outlined in the



6. ACCIDENTS AND FIRST AID

The names of the school's first-aiders must be displayed on the standard first aid signs. Any injuries to pupils or staff must be reported to a first-aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. In the event of injury to the head of a pupil, or other injuries of a serious nature, the class teacher and the parent of the child should be informed. The Teaching Assistant Manager, Heather Smith, will maintain the contents of first aid boxes and ensure that appropriate records are kept. The school administration officer will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures. The school has a policy for the administration of medicine.

7. CONTRACTORS

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Site Manager, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Site Manager.

8. HEALTH AND SAFETY TRAINING

Staff will be provided with adequate training Health and Safety training appropriate for their responsibilities.

9. SCHOOL TRIPS AND VISITS

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations.

10. SCHOOL AND PUPIL SECURITY

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. The Education Directorate implements these measures on a programmed basis. External doors to the building will be secured to prevent unauthorised access to the building during the school day. Contractors vehicles will not be allowed on the site unless authorised. Movement of vehicles will be supervised by the Site Manager or another member of staff. Vehicles may not be moved at playtimes and at the beginning and end of the school day. All visitors must report to the office to sign the visitors book and be issued with a tag to identify them as an authorised visitor to staff. All staff

and pupils are required to assist in maintaining good standards of security on school premises.



11. SMOKING

No smoking is allowed on school premises.

12. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to effect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

13. EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up by the Health and Safety Officer, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

14. ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Health and Safety Officer who will add records of the inspection to the central safety file. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due. The Health and Safety Officer will be responsible for ensuring that

these tests are carried out by a competent person. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.



Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils may not change bulbs in such equipment, and all arrangements for such equipment should be undertaken by a teacher responsible for the activity, and then only when the equipment has been electrically isolated.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Site Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

15. WORK AT HEIGHTS

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.



16. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Site Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

17. EMERGENCY PLANNING

The school has an emergency plan for dealing with critical incidents. This outlines the roles and responsibilities of school staff and the local authority, and the arrangements for evacuation of the school (See Appendix: Critical Incident Management Plan).

18. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Health and Safety Officer.

Inspections will be undertaken on a termly basis and will cover each area of the school. The deputy head and the Site Manager will undertake the inspections. The Premise and Health and Safety Committee will review the inspection reports and necessary actions followed up. The governors will also review summaries of the results of inspection reports. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher would raise the matter with the Education Directorate.

The governors meeting will also receive from the Headteacher a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.

The Education Directorate will undertake periodic health and safety inspections and where necessary audits at least every three years and will receive a health and safety report from the Headteacher at least every term. Reports on Education Directorate Health and Safety Inspections/Audits will be provided to the governors for consideration and action.

