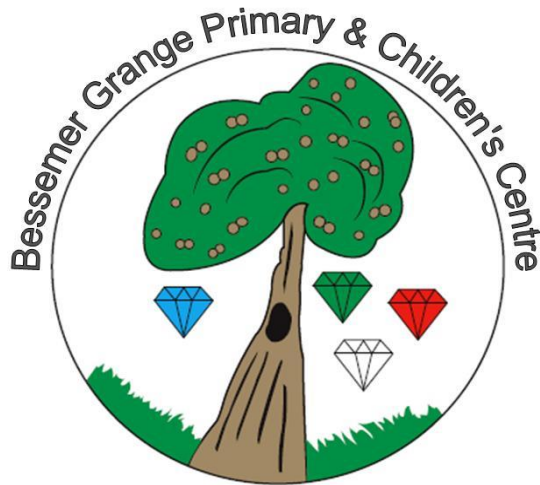


Bessemer Grange Primary School

Health and Safety Policy



ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY:	
NAME OF GOVERNING BODY REPRESENTATIVE:	
DATE:	
REVISION DATE:	
THE POLICY IS DUE TO BE REVIEWED IN:	

Bessemer Grange Primary School

Health and Safety Policy

1. Introduction

This is the Health and Safety Policy for Bessemer Grange Primary School. It is based on the Southwark Children's Services Health, Safety and Welfare Policy Statement (the "**Southwark Policy**") (which is attached as an Appendix to this Policy).

2. Governing Body's Responsibilities

2.1 The Governing Body is responsible for the overall management of the school, including health and safety, for staff, pupils and visitors. It is also responsible for the control of the school premises. The Governing Body and the LA work together to establish their health and safety objectives using legal requirements as a minimum standard.

2.2 Governing Bodies are required, under the Southwark Scheme for Financing Schools, to have due regard to the Southwark Policy and to demonstrate that they comply with its requirements.

2.3 The Governing Body has a legal obligation to provide:

- a safe environment for pupils, staff, and visitors;
- safe plant, equipment and systems;
- safe arrangements for the transport, storage and use of articles and substances;
- safe and healthy conditions that take account of statutory requirements, approved Codes of Practice and DfES Guidance;
- adequate information, instruction, training and supervision; and
- all necessary safety and protective equipment.

2.4 The Governing Body is responsible for ensuring that health and safety procedures within the school are adequate. Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure their effectiveness and that they remain appropriate. In particular, Governors will:

- ensure that the school has a current Health and Safety Policy;
- ensure that the school complies with the Southwark Policy;
- ensure the school has in place procedures to identify hazards and evaluate risk control measures;
- ensure a monthly health and safety risk assessment is carried out to identify hazards and that any identified are removed or controlled;
- create management arrangements for health and safety and periodically monitor their effectiveness;
- ensure that a qualified person carries out an annual health and safety audit;
- have health and safety on the agenda at Governing Body meetings on a regular basis; and
- ensure that the Headteacher, as the manager for health and safety, carries out the appropriate responsibilities.

3. Headteacher's Responsibilities

3.1 The Headteacher is responsible for the development of action plans to implement the Southwark Policy and monitoring and reviewing the school's health and safety performance against the action plan.

3.2 In particular, the Headteacher will:

- ensure that all members of staff are held accountable for their health and safety performance;
- ensure the school's management team takes full account of health, safety and welfare issues when planning developing or introducing new working methods, systems, equipment or premises;
- set a positive example to their staff by their actions;
- ensure that the Site Manager is trained to carry out risk assessments;
- ensure that risk assessments are undertaken every month by the Site Manager, records are kept and an action plan produced in order to monitor and review the progress of the measures necessary to eliminate or control the risks identified;
- ensure that all staff receive adequate information, instruction and training to enable them to undertake their responsibilities and ensure that details of any such training is kept on personnel files;
- ensure staff co-operate with trade union appointed safety representatives in carrying out their functions;
- ensure that there is an effective system for communication within the school for health and safety issues;
- seek advice from competent advisers on health and safety matters, as necessary, and act appropriately on the advice received;
- liaise with the LA in respect of the annual local health and safety audit;
- ensure the school premises are suitable for access by all as required by the Disability Discrimination Act 1995;
- ensure suitable security measures are in place and operational;
- ensure there are emergency procedures in place and they are practiced as necessary;
- co-ordinate the first aid arrangements within the building; and
- manage any risks from asbestos within the building;

4. Site Manager

4.1 The Headteacher delegates some of the day to day responsibilities for health and safety matters to the Site Manager.

4.2 The Site Manager shall undertake health and safety risk assessments every month, keep a record of each such assessment and produce an action to monitor and review the progress of the measures necessary to eliminate or control any risks identified.

4.3 The Site Manager shall ensure that:

- the School's building and equipment are safe and properly maintained and that access and egress is safe, without any obstructions;
- any statutory checks of the School's equipment/plant are undertaken as necessary;
- an up-to-date statutory documents file containing records of statutory tests and inspections is maintained.

4.4 In relation to fire risk, the Site Manager shall:

- carry out a fire risk assessment or ensure one is carried out by competent assessor and implement any identified measures;
- establish and practice at least twice annually a fire evacuation plan;
- ensure that any means of escape is clearly marked and kept free from obstruction;
- provide suitable training and written details of evacuation and emergency procedures to all members of staff; and
- ensure that appropriate fire alarm, fire fighting, and fire detection equipment is installed in all workplaces and regularly inspected, tested and maintained by a competent person.

Means of Escape

Sure Start Office

The Sure Start office located within the escape stairwell poses a significant risk to the integrity of the means of escape and single refuge point. Due to the addition of this office within the protected escape route/stairwell additional procedures are required to ensure the stairwell does not become compromised.

As the Sure Start office is located within the single refuge point, this procedure should be under constant review and a re-assessment should take place in the event of a disabled student entering the school for studies.

A long term plan for this office should be developed with the consideration of moving this office from the protected stairwell to another location.

To reduce the likelihood of an incident occurring within Sure Start office the following guidelines must be followed.

- All electrical items should be subject to portable appliance testing on an annual basis.
- No extension leads or cube type adaptors are permitted within the offices – if required additional plug sockets will be fitted.
- No excessive storage of combustible materials to be stored within the Sure Start Office – Combustible material should be limited as far as is reasonably practicable.
- No portable heaters such as fan heaters or convector heaters are permitted within the Sure Start office.
- Staff working in the office should receive suitable and sufficient fire warden training including the use of fire extinguishers.
- Regular inspections of the area will be carried out by a member of the maintenance team to ensure the above guidance is being adhered to.
- All electrical items to be switched off where possible when the office is not occupied and all electrical appliances must be turned off at the mains at the close of business each day.

Student Artworks Located in the Means of Escape

Artworks within the escape routes pose a significant risk to the safety of persons who may be required to use them in the event of fire. The perception of risk within these escape routes is limited due to the relative secure nature of the school premises. Deliberate fires in schools account for a significant number of fires related to school property, as such, this is a real threat to the school.

OFSTED do require that pupils work is displayed in prominent areas, therefore a balance is required between displaying work and adhering to fire safety guidance for the protection of escape routes.

To enhance the current fire safety procedures within the premises the following procedures must be followed:

- All pupils 'loose leaf' work should be displayed in covered notice boards which should be no more than 3 metres in length and have a gap between them of at least 1 metre.
- The covered notice board should be hinged at the top to prevent a detached cover from protruding into the escape route.
- Where covered notice boards are not used, the paperwork should be treated with a suitable fire resistant spray in line with the manufacturer's recommendations.
- For 3 dimensional artworks, these should be treated with a suitable fire resistant spray in line with the manufacturer's recommendations.
- A suitable system should be developed to ensure there are sufficient records available to confirm which artworks have been treated. Once implemented, all maintenance staff should be aware of the recording procedure.

- Staff must contact the maintenance department prior to the changing of any displays to allow for the new display material to be sufficiently treated.

General Information

To provide an efficient and effective evacuation, escape routes must be kept clear at all times. The general guidance provided in this section should be implemented throughout the school and apply to all escape routes within the premises.

Fire doors will protect the escape route in the event of fire from the penetration of smoke, heat and fumes, therefore fire doors play an important part of the passive fire protection for the school.

To ensure the escape route integrity is maintained, the following guidelines should be followed:

- All fire escapes must be kept clear at all times, the only exception is student's work which has been treated with suitable fire resistant spray.
- No furniture or electrical items are permitted within the escape routes.
- All fire doors leading on to escape routes must be kept closed when the rooms are not occupied.
- Where fire doors are held open to encourage the free flow of staff and students, these must be fitted with suitable automatic release devices which activate and release on the sound of the fire alarm.
- Battery operated devices should be checked on a weekly basis to ensure they function as required, this should be in conjunction with the weekly fire alarm test. Batteries should be replaced on an annual basis. Records should be kept by the maintenance department of weekly testing and battery replacement.
- Classroom fire doors are permitted to be wedged open during teaching within the room or when the room is occupied by an adult (this is on the assumption that a fire in the room will be detected at an early stage and action can be taken immediately). On activation of the fire alarm or being the last person to leave the room, the door wedge must be removed to allow the fire door to close (See fire evacuation procedures).
Students occupying a room without an adult present are not permitted to wedge open the fire doors.
- All fire doors must be closed at night when the school is not occupied. Regular inspections will be carried out by members of the maintenance team and any irregularities or noncompliance may result in this procedure being withdrawn.
- Fire doors will be subject to monthly inspection by the maintenance department and records will be kept accordingly. Teaching staff should report any fire door deficiencies to the maintenance department.
- An inspection will be carried out by the maintenance department and an action plan for remedial works will be implemented. Special attention should be given to classroom doors which are allowed to be wedged open as this can have a detrimental effect on the self-closure device.
- All fire doors should be able to fully close to their stops under their own inertia.
- Any fire door defects should be repaired as soon as is 'reasonably practicable'.
- All fire doors to riser cupboards and any storage cupboards should be kept locked with clear signage indicating 'FIRE DOOR KEEP LOCKED'. Access to these areas should be granted to authorised persons only.

4.5 In relation to electrical equipment, the Site Manager shall:

- ensure that the statutory five-yearly check of the structural electrical system is carried out by a competent person, and that a record of this test is kept;

- ensure that repairs to electrical equipment are only undertaken by trained and competent persons;
 - maintain an inventory of portable electrical equipment used in the School and keep this inventory up to date when new equipment is procured;
 - ensure portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years, that records of maintenance and repair are kept and that such maintenance is carried out in accordance with the manufacturer's or supplier's instructions and/or with appropriate British Standards; and
 - ensure that Safety and Fire Procedures are clearly displayed in lifts and that a list of trained personnel who can be contacted in case of an emergency with the lift is clearly displayed in the school office.
- 4.6 In relation to water, the Site Manager shall ensure that the School's water quality is checked are carried out at regular intervals to ensure that the water is safe and free from dangerous bacteria or chemicals and shall arrange for any actions arising out of the quality checks to be taken to ensure the safety of staff and visitors
- 4.7 In relation to Contractors, the Site Manager shall ensure that:
- contractors are selected and employed to carry out work for the department are competent to undertake the work safely;
 - health and safety issues are adequately addressed in specifications prepared or contracts let, and that operational aspects of contracts are adequately monitored;
 - the contractor's health and safety system is assessed;
 - the contractors conduct their operations in accordance with the department's health and safety policy and any relevant local procedures;
 - the contractor is not put at risk by the School's activities;
 - the contractor is informed of any known risks and the precautions to be taken;
 - where applicable, the contractor is informed of relevant emergency procedures. and
 - effective methods of managing contractors and monitoring on-site performance are put in place.

5. Staff

- 5.1 Health and safety is the responsibility of all staff and the support and involvement of all staff is needed if high standards of health and safety are to be achieved.
- 5.2 Every member of staff must:
- report hazards or potential hazards;
 - act responsibly so as not to put themselves or others at risk;
 - work in accordance with any safety training provided and follow established safe working practices;
 - co-operate with the Headteacher and other members of staff to enable them to carry out any health and safety responsibilities;
 - assist in any risk assessment or safety inspection process;
 - not interfere with or misuse anything provided in the interests of health and safety;
 - disclose details of any medical condition or medication that makes them unfit for or specifically at risk from any particular work activity;
 - immediately report any situation which represents a serious and imminent danger to health and safety;
 - report any broken, damaged or faulty electrical equipment to the Headteacher or the Site Manage and ensure that the equipment is not used;
 - work in accordance with safety procedures;
 - not tamper with any safety equipment provided; and

- report any faulty equipment to the Headteacher or the Site Manager and clearly identify the equipment as being out of service.

6. Pupils

All pupils are expected, within their expertise and abilities, to

- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with their safety;
- observe the School's safety rules and the instructions of staff in an emergency; and
- not wilfully misuse, neglect or interfere with safety equipment;

7. Contractors

Contractors are expected to:

- carry out their work in a manner which does not put their staff, school staff, pupils and members of the public at risk.
- display warning signs and notices as appropriate; and
- Carry out risk assessments for the work to be undertaken

8. Visitors

8.1 All visitors should be asked on arrival to report to the School Office. The visitor should sign in and be provided with a security pass which must be worn at all times at the School.

8.2 The member of staff who invites or escorts the visitor:

- is responsible for informing them of any hazards that are likely to affect them; and
- must ensure that the visitor is informed of the action to take in the event of fire or other emergency.

9. Lone Workers

If staff need to work alone on the School Premises the following guidelines are followed:-

If threatened by a visitor, keep calm, try to reason, keep the person talking and at the same time plan an emergency route, report the incident as soon as possible and know how and where to get assistance quickly.

10. Lettings

The Governing Body recognises its duty to any person hiring the school premises and will ensure that:-

- the premises hired are in a safe condition for the purpose of hire;
- arrangements for emergency evacuation are adequate and notified to the user;
- fire fighting equipment is in place and in operational condition; and
- insurance requirements are met;

11. Stress and Wellbeing of staff

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the School. Managers are responsible for implementation and the School is responsible for providing the necessary resources.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important

distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

- The company will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Responsibilities

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

Safety Representatives

Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.

- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should be provided with paid time away from normal duties to attend any trade Union training relating to workplace stress.
- Safety Representatives should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly controlled.

Safety Committee

- The joint Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Safety Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

12. Disability Evacuation Plan

The following issues need to be considered when planning an evacuation procedure for disabled people:

- Identify the number of disabled staff and students and where they will be in the building
- Implement Personal Emergency Evacuation Plans

- Consult with relevant staff and students
- The evacuation plan should not rely upon the intervention of the Fire and Rescue Services to make it work.
- Assess the evacuation equipment disabled people will need
- Train your staff to deal with emergency evacuations
- Determine what needs to happen when the alarm goes off
- Identify what needs to be done when it is not possible to evacuate disabled people

The purpose of an evacuation plan is firstly to secure the safety of the named individual in the event of a building evacuation. E.g. routes, corridors, stairs or refuges etc. identify those persons who will assist carrying out the evacuation needs.

Where identified that assistance is required to carry out the evacuation, schools must be assured that the people identified within the plan are in place. Considerations should be given to room location of the disabled person. Room location as near to the ground floor as possible for quick evacuation should be considered.

The plan can be undertaken with the active participation of the following:

- Headteacher
- SLT Team
- Premises Officers
- Staff
- Students

The plan must be a tailor made to meet the requirements of the individual and where applicable the person/s that may be required to assist with the evacuation of the disabled person. If identified within the plan that specialist training (evacuation chair, emergency exit routes etc.) is required to ensure the plan is undertaken safely, it will be the responsibility of the School to ensure that this training has been undertaken. A practice evacuation drill should be carried out at least once a year to monitor the effectiveness of any active plan. A plan should be activated immediately the alarm is raised.

13. Trade Unions

Safety representatives appointed by recognised trade unions will be granted the necessary resources to carry out the functions set out in the Safety Committee and Safety Representatives Regulations 1977, as modified by the Management of Health and Safety at Work Regulations 1999.

Appendix