



Finance, General Purposes & Pay

Chair of Committee _____

Review Date _____

Signed by _____

Date _____



ORCHARD PRIMARY SCHOOL

Health & Safety Policy

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Policy Aim

It is the aim of the London Borough of Bexley to prevent injuries and to protect the health and safety of Council employees and those who may be affected by the Council's activities. The Council believes that meeting the commitments set out below is the most effective way of achieving this overall aim.

Policy Commitments

The Council is committed to:

- 1 Ensuring compliance with Occupational Health & Safety legislation and other OHS requirements. In order to meet this commitment the Council will:
 - maintain an up to date record of OHS legislative and other requirements
 - measure the Council's compliance with applicable OHSD legislative and other requirements
 - take appropriate corrective action when non-compliance is identified
 - communicate individual OHS obligations to employees
 - make the policy available to other interested parties.

- 2 Improving the Council's OHS performance. In order to meet this commitment the Council will:
 - set annual targets for improvements in OHS performance in consultation with employee representatives
 - allocate the resources required to achieve the annual targets
 - monitor progress on achieving targets
 - take remedial action when targets are not being met.

- 3 Improving the Council's management of OHS. In order to meet this commitment the Council will:
 - monitor developments in OHS management best practice
 - set annual objectives for improvement in OHS management in consultation with employee representatives
 - allocate the resources required to achieve the annual objectives
 - monitor progress on achieving objectives
 - take corrective action when objectives are not being met
 - review the policy annually as part of the Management Review.

Current Targets and Objectives

Details of the current annual OHS targets and objectives are available.

Signed _____ Date _____
Chief Executive

Signed _____ Date _____
Director appointed as being responsible for Occupational Health & Safety

SAFETY POLICY GUIDANCE & STRUCTURE

The London Borough of Bexley is legally required, as the employer, to have a health and safety policy. A health and safety policy includes:

- a statement of the commitment to health and safety
- an organisation section which outlines who has specific responsibilities for health and safety
- arrangements for the implementation of the policy.

The purpose is to set out how health and safety is managed by defining who does what and when and how they do it.

In Voluntary Aided and Foundation schools the governing body is the employer and must therefore have their own written safety policy. This should refer to Bexley procedures, where appropriate.

The Statement

Within Bexley the statement of commitment is in two parts:

The Corporate Occupational Health and POLICY Statement

This sets out the London Borough of Bexley's commitment to high standards of safety and outlines the structure for managing health and safety. The latest version was approved in May 2011 and is available on the saferschools website at www.bexley.gov.uk/CHttpHandler.ashx?id=5023&p=0

The schools' own Statement of Occupational Health & Safety Management Policy

This document sets out the school's own commitment to health and safety and its support for the corporate policy. This policy statement is supplemental to the above statement. A model policy statement for schools is available on the saferschools website at www.bexley.gov.uk/CHttpHandler.ashx?id=976&p=0 which should be signed by the Chair of the Governing Body and the Head Teacher.

The Organisation Section

As part of the LA's management system to ensure that health and safety is effectively managed, governing bodies of schools are required to produce a school health and safety policy which reflects the local organisation. This must therefore clearly define who has health and safety responsibilities within the school.

STATEMENT OF OCCUPATIONAL HEALTH & SAFETY MANAGEMENT POLICY

The Governing Body fully supports and is committed to the aims and objectives of Bexley Council and the Children's and Young People's Services Directorate to provide a safe, secure and reassuring environment for staff, pupils, students and visitors encouraging everyone to have high aspirations and a love of learning.

This document is supplementary to the policy statement of Bexley Council and the Children's and Young People's Directorate.

The Governing Body aims, through the Head Teacher, to ensure the achievement of high standards of occupational health and safety within the school and

- recognises and accepts its responsibility for ensuring that the premises, all means for access and any plant or substance in the premises or provided for use there, are safe and without risk to health and safety
- will comply with all relevant health and safety legislation, adhere to Council policies, procedures and arrangements to reduce and where possible prevent accidents, incidents and illness
- will encourage the co-operation of all users of the school to promote and develop measures which ensure health and safety of all employees, pupils, volunteers and other visitors to the premises
- will monitor and review health and safety performance
- will co-operate with the Council in any auditing or monitoring they may carry out of health and safety performance
- strive for continual improvement of its performance in managing occupational health and safety
- will make all employees, contractors and other visitors to the premises aware of this policy and responsibilities arising from it
- will facilitate and provide appropriate training for governors, employees, pupils and volunteers
- aim to involve children and teach them about health and safety to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives, and
- will support the development of health and safety initiatives, including managing the health and safety of its operations to the OHSAS 18001:1999 Occupation Health & Safety Management System requirements and will ensure the maintenance of a documented management system to this effect.

The Governing Body will review this statement of intent annually.

Signed _____ Date _____
Chair of Governors

Signed _____ Date _____
Headteacher

ORGANISATION OF HEALTH & SAFETY POLICY FOR ORCHARD PRIMARY SCHOOL

RESPONSIBILITIES

Governing Body:

The ultimate responsibility of 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 risk 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' Health & 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 those results are reported to them.

The Head Teacher:

NB 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 deputy, 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 within the establishment for implementing this policy;
- **Health & 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;
- **Consultation** – promote through consultation and other means, the active involvement of staff (including agency) and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
- **Information** – staff are informed about the saferschools website www.bexley.gov.uk/safersschools;
- **Notice board information** – copies of the establishment's local "Health and Safety – Organisation and Arrangement – Notice Board Information" are completed, posted on notice boards in a prominent position and updated as appropriate;
- **Implementation** – the provisions set out in the arrangements and Codes of Practice are implemented;
- **Communication** – other health and safe information is communicated effectively to relevant staff;

- **Risk assessment** – adequate assessment of all the risks from hazards in educational activities are 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;
- **Control of Substances Hazardous to Health (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. Any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;
- **Personal monitoring** – monitoring for hazardous substances is carried out where necessary;
- **Health surveillance** – carried out where necessary for hazardous substances. Questionnaires are completed for occupational asthma and checks are made for skin and dermatitis;
- **Stress** – a work environment is created where work related stress is effectively prevented or managed, with awareness of stress and well-being promoted;
- **Educational visits** – the 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 proceeds, 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 and 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 received 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 received 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 and fire** – staff, pupils and visitors are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures;
- **Repair and maintenance** – arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings;
- **Contractors** – selection of and proper management of contractors/sub-contractors in accordance with Council guidelines, ensuring risks are identified and managed jointly. The significant findings are recorded, with monitoring to ensure safe systems of work are followed. Good co-operation and co-ordination between all parties is ensured. Information relating to risks is exchanged as necessary, including relevant safety rules and procedures and procedures for dealing with emergencies;
- **Asbestos** – asbestos on site is properly managed and the 4Thought system kept up to date as necessary;
- **Legionella** – is properly managed in accordance with the requirements of L8;
- **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 statics to identify causes of accidents;
- **Audit and 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 representative** – Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them. Trade Unions may appoint a safety representative;
- **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 of safe working practices.
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Establishment Health & Safety Co-ordinator:

To ensure effective implementation of this policy, Miss Amanda Lavelle current Head Teacher, has accepted responsibility as Health & Safety Co-ordinator 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; NB: a list of key documents that the school should have available is on the website 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.

Site Manager:

The Site Manager will have particular responsibility to ensure that:

- they are familiar with and comply with the health and safe policy, relevant risk assessments and codes or 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 site and that the condition of asbestos is checked regularly, records kept (4Thought is updated as necessary);
- 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 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 (e.g. 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 (e.g. contractors, service engineers and own staff);
- COSHH assessments are held for any contractors (cleaning, grounds maintenance etc.) and steps made to ensure security of any hazardous substances stored on the school site;
- all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.;
- traffic is managed safely;
- hazards notified to them are passed onto the Head Teacher and/or Office Manager;
- 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 e.g. 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.

Midday Supervisors:

Midday supervisors are responsible for ensuring that:

- pupils are safe and without risk to health during the midday period inside and outside the school building by effective supervision;
- spillages are cleaned up immediately;
- arrangements for fire and first aid are followed.

Senior Leaders (Deputy Headteacher & Ms Brett-Smith)

With their special knowledge of the area of work for which they are responsible, Senior Leaders have a key role to play in the running of those activities safely. Senior Leaders are responsible, as far as is reasonably practical for implementation of the safety policy within the school.

In particular Senior Leaders will be responsible for ensuring that:

- codes of practice appropriate to the school are brought to the attention of all staff in the school;
- codes of practice are complied with and appropriate safety signs and notices are displayed;

- in particular the Consortium of Local Educational Authorities for the Provision of Science Services (CLEAPSS) advice on animals, plants and micro-organism is complied with;
- 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;
- assessment for all risk to health and safety are carried out and significant findings recorded, including COSHH, manual handling, working at height etc., with appropriate preventive measures being taken;
- Personal Protective Equipment is provided to staff as identified in Risk Assessments;
- risk assessments and COSHH assessments specially relating to science and Design & Technology are carried out following CLEAPSS guidelines;
- arrangements are made for any health surveillance for staff within their control, in particular questionnaires for occupational asthma and skin checks for dermatitis;
- 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;
- all electrical equipment is included in the School's Portable Appliance Testing programme;
- arrangements are made to ensure that any equipment used to control the risk from hazardous substances is adequately maintained and in efficient condition;
- hazardous waste is disposed of in line with the Council's guidelines;
- 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 are 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.

Teachers (including supply teachers and students on training placement)

Teachers are responsible for the health and safety of pupils and students while in their care, as are student 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 instructions and warnings as often as necessary (notices, posters, hand outs are not enough);
- pupils' 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 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, arrangements, codes of practice, risk assessments 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 inform their line manager/head teacher of any defects with equipment used to control exposure to hazardous substances;
- 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 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, issues of concern 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 any monitoring and health surveillance that is required of them and inform the Head Teacher of any symptoms they may be experiencing as a result of using hazardous substances;
- to co-operate with the employer and other employees in promoting improved safety measures in the school;
- to attend training provided;
- 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 their Class Teacher/Deputy 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 (appointed Governor):

The appointed safety representative:

- 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.
- training of staff in health and safety including competence in risk assessment
- violence
- working at height.

Reviewed Spring Term 2016

To be reviewed Spring Term annually