



Beths Grammar School
Statement of Occupational Health & Safety Management Policy

The Governing Body is fully committed to providing a safe, secure and reassuring environment for staff, students and visitors, encouraging everyone to have high aspirations and a love of learning.

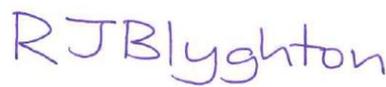
The Governing Body, through the Headteacher, seeks to ensure the achievement of high standards of occupational health and safety within the school, and

- 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 risks to health and safety so far as is reasonably practical
- Will comply with all relevant health and safety legislation, 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, students, volunteers and other visitors to the premises
- Will monitor and review 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, students and volunteers
- Will involve students 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 and ensure the maintenance of a documented system to provide the school with the ability to demonstrate due diligence to relevant authorities.

The Governing Body will review this statement of intent and policy every three years or earlier when legislative or other changes require amendment.

Signed:


Chair of Governors


Acting Headteacher

June 2017

Organisation of Health and Safety within the School

RESPONSIBILITIES:

1. **Governing Body:** The ultimate responsibility for 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 risks 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, and associated codes of practice, and that these are taken into account in determining the allocation of resources.

2. **The Headteacher:** At operational level the Headteacher, 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. The particular responsibilities for which the Headteacher is accountable are listed below and where they have been further delegated, the nominated person is named:

- **Organisation** - there is an appropriate organisation with the establishment for implementing this policy
- **Occupational Health and Safety Management policy** – this policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staff room
- **Responsibilities** - individual employees, and supply staff are aware of their responsibilities for health and safety
- **Consultation** – promote, through consultation and other means, the active involvement of staff and students in the development, promotion, implementation and monitoring of measures provided for health and safety
- **Information** - a copy of the Health, Safety and Welfare Manual of Guidance is kept in the Administrative Office of the school and other relevant codes of practice, copies are also available in the staff room; *Delegated to the Business Manager*
- **Health & Safety law poster** - The Schools organisation and arrangements are completed, posted in a prominent position and updated as appropriate; *Delegated to the H&S Co-ordinator*
- **Implementation** - the provisions set out in the Manual and Codes of Practice are implemented;
- **Communication** - other health and safety information is communicated effectively to relevant staff; *Delegated to the H&S Co-ordinator*
- **Risk assessment** - adequate assessment of all the risks from hazards in educational activities is carried out have been undertaken by persons responsible and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice; *Delegated to the H&S Co-ordinator*
- **Visitors** - the health and safety of any visitors to the schools, and volunteers involved in any school activity is assessed and adequate precautions applied; *Operations Manager*
- **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; *Delegated to the Business Manager*
- **Security** - that security of premises and all persons are protected; *Delegated to the Operations Manager*
- **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; *Delegated to HODs*
- **Display screen equipment** - that VDU workstations for “users” are assessed and the risks reduced to the lowest reasonably practicable level; *Delegated to the Network Manager*
- **COSHH** - exposure to hazardous substances is controlled to prevent ill health; *Delegated to HODs*
- **PPE** - personal protective equipment is provided free of charge where identified in the risk assessment process; *Delegated to HODs*
- **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; *Delegated to the Operations Manager*

- **Educational visits** - that educational visits are adequately planned, organised and the risks assessed in accordance with the Schools Policy, and that performance monitoring of educational visits is carried out; *Delegated to the Deputy Headteacher Curriculum*
 - **Incident reporting** - incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all staff and users of the site are aware of the reporting procedure and that appropriate remedial action is taken; *Delegated to the H&S Co-ordinator*
 - **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 & 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; *Delegated to HODs*
 - **Induction** - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures; *Delegated to the Deputy Headteacher Sixth Form & Staff*
 - **Volunteers** - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged; *Delegated to the Deputy Head 11-16*
 - **Fire safety co-ordination** – Fire risk assessment is undertaken, reviewed and updated and fire precautions procedures are implemented (including fire drills); *Delegated to the Operations Manager*
 - **Emergency procedures** - emergency procedures are developed and implemented
 - **First Aid & fire** - staff, students and visitors are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures
 - **Repair & maintenance** - arrangements are made to deal with premises and management issues e.g.: repair and maintenance of buildings, selection of and proper management of contractors in accordance with school financial regulations ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed; *Delegated to the Operations Manager*
 - **Asbestos** - asbestos on site is properly managed, and the asbestos register is updated and reviewed regularly. The location of the asbestos register is displayed in the general office and the staff room; *Delegated to the Operations Manager*
 - **Record keeping** - all statutory registers and records are kept; *Delegated to the Business Manager*
 - **Lettings** - appropriate arrangements are made with regard to lettings; *Delegated to the Operations Manager*
 - **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 statistics to identify causes of accidents
 - **Audit & 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 representatives** - Safety representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them
 - **Advice** - specialist advice is sought on health and safety matters when necessary
 - **Review** - risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, students and visitors are informed of any such changes as necessary. The policy is reviewed at least every 3 years, earlier if legislation or other changes require
 - **Compliance** - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices
 - **Radiation Sources** - that a Radiation Protection Supervisor is appointed and all procedures regarding purchase, storage and use of ionizing materials are scrupulously adhered to
3. **To ensure effective implementation of this policy, specific responsibilities have been delegated by the Headteacher to:**
- 3.1 **Establishment Health and Safety Co-ordinator: Operations Manager**

The Establishment Health and Safety Co-ordinator will:

- disseminate health and safety information to all staff, students, 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
- provide and maintain a Fire Risk Assessment as required under the Regulatory Reform (Fire Safety) Order 2005 and ensure practices and procedures identified are implemented including emergency evacuation 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;
- co-ordinate the implementation of safety procedures
- ensure management of assets and all School procedures complies with health and safety requirements and are statutory compliant
- ensure that regular monitoring of health and safety is undertaken and that working practices are checked
- appraise the Headteacher of compliance with procedures and systems of work on a regular basis

3.2 Operations Manager:

The Operations Manager will have particular responsibility to ensure that:

- he/she is familiar with and complies with the health and safety policy, relevant risk assessments and codes of practice
- adequate security arrangements are maintained and a safe means of access and egress is maintained
- arrangements are in place for regular inspection of all areas to monitor that workplace health and safety standards are in effective working order
- the general cleanliness of the premises and adequate welfare facilities are provided
- adequate fire safety arrangements and emergency procedures are maintained and tests on all associated equipment are undertaken regularly
- all plant and equipment is adequately maintained and compliant with legislation
- arrangements for the regular testing and maintenance of electrical equipment are in place
- records including plant and equipment maintenance, fire alarm tests, fire evacuation and drills, fire extinguisher maintenance, emergency light testing, etc. are maintained
- a risk assessment for the control of legionella bacteria is provided and water temperatures and water quality is monitored through regular readings and sampling
- adequate systems are in place for the management of asbestos, and the condition of asbestos is checked regularly and records kept
- Facilities staff are trained to be aware and know what actions to take on discovery or damage to any material containing asbestos
- appointed contractors have management systems for effective control of health and safety and monitor operatives while working on site
- hazard information has been exchanged with appointed contractors and suitable risk control measures implemented
- Permits to Work are issued to appointed contractors as appropriate
- a Type 3 asbestos survey is carried out prior to any intrusive works to check there is no risk of damage or disturbance to asbestos
- Facilities staff are trained in the inspection and operation of the boilers and all other plant and are familiar with any action needed to be taken in an emergency
- COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made and information is made available to relevant staff and contractors

- all contracted 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 on site is managed safely
- defects to the premises are dealt with promptly and effectively and interim measures are taken to make an area safe where the defect cannot be dealt with immediately and the Headteacher notified of such
- 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 with records kept
- a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations is maintained and made available to contractors upon requests

3.5 Mid-day Supervisors

Mid-day supervisors are responsible for ensuring that:

- students are safe and without risks to health during the mid-day period on the School site both inside and outside the school building by effective supervision
- spillages are cleaned up immediately
- arrangements for fire and first aid are followed

3.6 Heads of Departments (Includes all Line Managers - Teaching and Support Staff)

With their special knowledge of the area of work for which they are responsible, heads of departments have a key role to play in the running of those activities safely. Heads of departments are responsible, so far as is reasonably practicable, for implementing the safety policy within their department. In particular heads of department will be responsible for ensuring that:

- he/she is familiar with and complies with the health and safety policy, relevant risk assessments and codes of practice
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken
- manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level
- exposure to hazardous substances is controlled to prevent ill health (COSHH)
- personal protective equipment is provided free of charge where identified in the risk assessment process
- training needs are identified and met, and employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work
- new employees receive appropriate health and safety training, including Departmental Safety Procedures
- codes of practice appropriate to the Department are brought to the attention of all staff in the department
- codes of practice are complied with and appropriate safety signs and notices are displayed
- 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
- 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
- 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 responsible are resolved

- effective supervision of students takes place, and students are made aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas

3.7 In addition, the Head of Science will be responsible for ensuring that:

- All equipment is checked before use and tested by a competent person at required intervals (testing arranged by Operations Manager)
- offers of chemicals are not accepted to ensure that stocks are not increased unduly and that no unwanted chemicals are included
- equipment selected for purchase is safe and suitable for the intended purpose, and that any gifts are treated with caution and carefully assessed, and records of any assessment kept
- chemicals are stored safely, including highly flammable liquids and labels are readable and that a spill kit is to hand and properly replenished
- hazardous activities involving chemicals are restricted to those who have received or are receiving proper training
- access to laboratories, preparation rooms and store rooms containing hazards are kept locked at all times except when in use, and all services (including gas and electricity) is are shut off
- no class is allowed to work in a laboratory without adequate supervision
- all science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed
- any field trips etc. are carefully planned and organised, with relevant guidance and information referred to
- spills are dealt with safely and that all relevant staff are trained
- normal procedures are followed for fire, and that science staff are trained to deal with minor bench fires, clothing fires and hair fires, with regular drills arranged
- staff are able to carry out immediate remedial measures after accidents that occur in science whilst waiting for first aiders
- safety information, including codes of practice and CLEAPSS handbook *documentation* is communicated effectively to all staff in the Science Department and that staff are kept up to date with any changes or new advice
- adequate monitoring of health and safety is carried out in the Science Department
- health surveillance is carried out where identified through COSHH

3.8 In addition, the Head of Design and Technology will be responsible for ensuring that:

- emergency stop buttons, shut down facilities, control of electrical supplies, guarding of machinery, dust extraction, storage of highly flammables etc. are all kept constantly under review
- all equipment and machinery is checked prior to use and adequate monitoring is carried out in accordance with the appropriate codes of practice
- all equipment and machinery is safe to use, and care is taken in accepting gifts or purchasing new or second-hand equipment to ensure safety
- equipment is not modified unless the modification is only minor and will not affect the integral safety of the machine
- modifications are only carried out by a competent person
- hazards are identified e.g. defects to machinery, equipment and personal protective equipment (PPE), and appropriate action taken
- any dangerous machinery or equipment due to a defect that could be a significant risk to health and safety is immediately taken out of use and appropriate measures taken to ensure it cannot be operated, and appropriate signage used
- appropriate emergency stop controls are in place and these are tested half termly and records kept of the tests
- only competent trained staff are permitted to use or supervise use of equipment as appropriate
- records are kept of any training and training needs are identified and met, including refresher training or reported to the Headteacher

- practical classes are adequately and closely supervised
- all equipment and machinery is examined and tested by a competent person (testing arranged by Operations Manager)
- safe working procedures are developed for all equipment/machinery and that these are effectively communicated; equipment not to be used by students is clearly identified
- lighting is adequate in all work areas
- all teachers are trained in action to be taken in the event of electric shock
- written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or students are prepared, including the need to activate electrical and gas shut off devices and evacuation procedures
- any gas cylinders are safe to use and stored properly with appropriate warning signs to the store, and that emergency procedures are developed
- the power supply and gas supply to any workshops is isolated and access prevented by locking doors when the room is not in use
- up to date safety information is communicated effectively to all staff in the Design and Technology department
- health surveillance is carried out where identified through COSHH

3.9 Radiation Protection Supervisor (Schools) must ensure that:

- they understand the basic principles of radiological protection and the relevant requirements of the Ionizing Radiation Regulation 1999
- they are fully aware of the hazards, risks and control measures of sources in his/her care
- that an approval letter has been obtained from the DfE to allow the School to purchase and use approved radioactive sources, and that a copy of this letter has been sent to the appointed Radiation Protection Advisor of CLEAPSS
- they prepare written risk assessments as necessary to ensure the safety of other employees and students in their care
- they attend a Radiation Protection Supervisor course specifically designed for school-level work
- they are involved in any work using ionising radiation
- all work is carried out in accordance with CLEAPSS L93: Managing Ionising Radiation and radioactive Substances and Bexley Council's Radioactivity File 2010 covering handling, use, storage and disposal, records and use log completed
- advice is always sought from CLEAPSS via the Radiation Protection Officer regarding safe disposal
- the disposal of any source is to an authorised disposal route as detailed in L93 and that suitable records are kept
- sources are only purchased from recognised educational suppliers for UK schools and records of all paperwork relating to the purchase and approval are kept
- adequate supervision is provided
- radioactive sources are checked for damage after use, especially if this involved use by a sixth form group
- regular monitoring is carried out of all radioactive sources and their containers
- leak tests are carried out annually in accordance with L93 and by a competent person
- a correctly working GM counter is available
- radioactive sources are returned to the store, and secured, at the end of the working session, and the use log has been filled in
- for security, the location of sources is regularly checked e.g.: monthly/2 monthly
- any potential loss is reported **immediately** to the RPO/RPA/CLEAPSS who will advise on searching for the source and contacting the authorities (the Environment Agency and the Health and Safety Executive). If it is suspected that it has been removed unlawfully the police will also need to be informed
- all records required in L93 are accurate and up to date
- any necessary monitoring of the work area has been completed after sources are used, and any contaminated sources or surfaces are cleaned, following appropriate procedures outlined in L93
- they are aware of what to do in an emergency

- they are satisfied that all persons involved are informed and trained to a level to carry out procedures safely, particularly if they are temporary or non-science specialists
- staff are familiar with the procedures to deal with spills and contamination, and that they are able to act quickly, as detailed in L93
- all staff handling/working with ionising radiation are familiar with, and have easy access to the Standard Operating Procedures
- students aged 16 years and above, who are allowed to carry out supervised investigations with sealed sources are given access to the appropriate section of the Standard Operating Procedures
- all users of radioactive sources fully implement the Standard Operating Procedures
- they maintain adequate materials required to deal with spillages/contamination as outlined in L93
- the Radiation Protection Officer of Bexley Council is supplied with a list of current sources and inform the RPO of any changes
- they use the Checklist for the Management of Radioactive Sources in the CLEAPPS guidance to ensure that appropriate procedures are in place before and during any work with radioactive sources
- radioactive sources are appropriately stored in line with L93

The RPS (Schools) should normally contact the RPO with any queries and the RPO should act as a link between the RPA and the school.

See Appendix 1 for details of the Appointed Radiation Protection Supervisor (Schools) and the Radiation Protection Officer (RPO) for Bexley Council

3.10 Teachers (including supply teachers, cover supervisors and student teachers on training placements)

Teachers and cover supervisors are responsible for the health and safety of 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 students 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 School 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 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 instruction and warnings as often as necessary (notices, posters, hand outs are not enough);
- ensure students' 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 head of subject or team leader
- report any hazards seen on site

4. New and expectant mothers

New and expectant mothers must inform the Headteacher 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.

5. 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 Governing Body 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, codes of practice 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 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 not 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 and recorded correctly before attempting them
- to report all accidents, incidents, damage, hazard 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 the employer and other employees in promoting improved safety measures in the school
- to co-operate with the Union appointed Safety Representatives, enforcement officers, and any advisers approved by the Governors

6. Students

Students are expected to:

- report to a member of staff 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 with particular regard to protective clothing
- 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

7. Safety Representative

The appointed safety representatives are listed on appendix 1

- They 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 Headteacher and the Governing Body

Approved June 2017

Appendix 1

List of Relevant Personnel

Acting Headteacher	Mr R Blyghton
Deputy Headteacher Curriculum	Mr R Blyghton
Deputy Headteacher 6th Form & Staff	Mr M Neylan
Deputy Head 11-16	Mr D O'Regan
Business Manager	Mrs L Gibson
Health & Safety Co-ordinator	Mrs K Walker
Operations Manager	Mrs K Walker
Radiation Protection Supervisor (Schools)	Mr N Avery
Head of Science	Mr G Ramessar
Head of Design & Technology	Mr T Crutchley
Network Manager	Mr R George

Safety Representatives:

Mrs D Keeley

Mr D French

Mr S Ward

Radiation Protection Officer (RPO) for Bexley Council Chris Stringer 020 3045 5642.