



CHISLEHURST SCHOOL FOR GIRLS

Policy Document

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SLT Responsible: MFR

Other Staff Contribution: GR/ NHa

PART 1. STATEMENT OF INTENT

At Chislehurst School for Girls we strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy is kept in the Staff Room and School Office.

This document must be read in conjunction with any documents and policies mentioned herein. Copies of these documents and policies will be kept on the shared IT server and/or in relevant departments.

This policy statement and arrangements will be reviewed on an annual basis.

PART 2. ORGANISATION & RESPONSIBILITIES

Board of Trustees

The Board of Trustees have a responsibility in ensuring that the school has a suitable health and safety policy in place and that it is acted upon. The Trustees must ensure that the senior management operates safe school premises with safe equipment, materials and substances, in accordance with the aims and objectives outlined in this policy.

The Board of Trustees also ensure that the policies and standards laid down by the Health and Safety at Work Act 1974 and associated regulations are adhered to. To ensure that the above are in place it will be necessary for the Board of Trustees to periodically inspect the school and ask specific questions of senior management to ensure compliance.

Headteacher

The Headteacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. Many operational duties may be delegated to suitable staff (see below.)

The Headteacher has a duty of ensuring that all members of staff read this health and safety policy.

Health and Safety Officer

The H&S officer is responsible for co-ordinating drills with the Premises Manager, acting as a point of contact for concerns raised, investigating and reporting incidents and accidents to the Headteacher and following up on any control measures required.

Heads of Faculties/Departments

Heads of Faculties/Departments are responsible for seeing that all staff are trained in the safe use of new equipment and kept up to date with specific safety information.

Heads of faculties are responsible for undertaking risk assessments annually with all their staff and instigating control measures if required.

Employees

All employees have general health and safety responsibilities and are to take reasonable care for the health and safety of themselves and others in undertaking their work and to comply with the school's health and safety policy and procedures at all times.

They are to report all accidents and incidents in line with the reporting procedure and co-operate with school management on all matters relating to health and safety.

Employees are not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare and to report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager , the Premises Manager or the Health and Safety Officer.

Ensure that they only use equipment or machinery that they are competent / have been trained to use and to make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

The following areas are the responsibility of the named persons:-

Classrooms, faculty staff rooms and faculty store rooms.	Faculty-based staff & the Heads of Faculty
Laboratories	Mrs N Searle
Science store & prep. rooms	Mrs N Searle
Computer suites	Mr.C. Viljoen and Ms Robinson
IT Technicians Room & Comms. Room	Mr. M Robinson
Technology rooms & prep. rooms.	Faculty-based specialists
Gym, sports hall, conditioning gym and changing rooms.	Miss Sophia Harper
Art / photography room / dark room	Ms. Lauren Garland
Post-16 common room & study rooms.	Ms. Helen Robinson
SEND	Ms. Gale & Ms Artry
School Office	Mrs Lang
Medical Room.	Mrs Axford
Support Staff offices	Support Staff occupants.
LRC	Miss F Sturge
Staff Room	Mr. N. Harms
Hall, Conference Suite, boiler rooms, stairs, foyers, corridors, toilets,	Mr. N. Harms - together Mrs.L. Gulczynski
Hardcourt areas, gardens and sports field	Mr. T. Bush

PART 3. ARRANGEMENTS

1. Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. Faculty and Department risk assessments are undertaken annually to assess the likelihood and severity of any risk with the activities of that faculty or group.

Items of high risk are subject to control measures to minimise the risk.

Individual risk assessments, specific assessments or PEEPs relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the health and Safety Officer. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Risk assessments can be found in;

RM Staff → H&S → Risk Assessments → Faculty Risk Assessments

2. Asbestos Management.

The asbestos on site is managed in accordance with The Control of Asbestos Regulations 2012.

Refer to the Asbestos Management Plan in;

RM Staff → H&S

Drilling into or removal/alteration of the building fabric items including fixtures and fittings is not permitted without the approval of the Premises Manager.

3. Electrical Inspection & PAT Testing.

The school undertakes NICEIC periodic 5 yearly inspections for the fixed wiring and carries out periodic inspections of the portable electrical appliances.

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

Report any concerns to the Premises Manager.

4. Fire evacuation & other emergency arrangements.

Refer to the Fire Emergency Plan. All staff must be familiar with evacuation procedures.

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

The school undertakes regular inspection and testing of the emergency lighting.

5. Fire Prevention.

Periodic whole school fire risk assessments are undertaken in accordance with The Regulatory Reform Fire Safety Order 2005.

The Premises Manager is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system, and records kept.

The fire alarm system is to be serviced and inspected by a competent contractor every 6 months.

IT, Science and Technology Technicians and Premises staff are familiar with types of extinguisher and on what types of fire they may be used.

6. - First Aid and Medication.

All employees should be aware of the First Aid policy and Supporting Students with Medical Needs policy.

The list of first aiders is located in the School Office, Staffroom, Individual Offices and Faculty Areas.

7. Accident Reporting Procedures

Copies of accident forms can be obtained from the staff room or the staff shared drive in the Health & Safety folder. Completed accident forms should be passed to the Health and Safety Officer before they are submitted to the Headteacher for investigation and signature.

The Health and Safety Officer will check to see if it constitutes a report under RIDDOR.

All incidents of violence or abuse to staff, whether physical or non-physical are to be reported.

8. Water Hygiene & Legionella.

A periodic risk assessment is undertaken and control measures introduced including the sampling and testing of water outlets in accordance with L8 Code of Practice Legionnaires' disease.

9. Higher Risk Lessons / Activities.

Science, PE, Technology and Art/Photography faculties pose an inherent greater risk. These additional risks are highlighted in the faculty risk assessments and schemes of work.

In particular;

Science Faculty are to include COSHH assessments, CLEAPSS hazards, fume cupboard testing, radioactive sources, animals & plants, gas and electricity usage, waste disposal etc.

PE Department are to include equipment testing, manual handling, jewellery, medical conditions etc.

Technology Faculty are to include food hygiene, testing of workshop equipment, use of hand tools etc.

Art/Photography Department are to include COSHH assessments, ventilation, use of hand tools etc.

10. Offsite visits

Refer to the Visits & Journeys policy document.

A risk assessment form must be completed for each visit/journey and submitted with the visit proposal form.

The school minibuses are to be inspected by the driver prior to use and any concerns to be raised with the Premises Manager.

The minibus is checked and serviced on an annual basis by a Dept. for Transport approved garage.

11. Personal safety / Lone working.

If staff are working alone, late in the School day, they should ensure that they have immediate access to a telephone and have informed someone else/the Premises Team of their location as appropriate.

Consideration should be given to not meeting known aggressive parents/members of the public alone.

Undertaking hazardous activities whilst working alone should be avoided if possible.

12. Work at Height

Risks associated with working at height are included within the faculty risk assessments.

HSE guidance is provided to aid compliance with the Work at Height Regulations 2005, but do as much work as possible from the ground; ensure equipment is suitable, stable and strong enough for the job and make sure you don't overload or overreach when working at height. Use appropriate access equipment - step ladders, kick stools etc., wear flat shoes and do not climb on the furniture.

The Premises Team will provide assistance if required.

13. Display Screen Equipment

As and when a review is needed to meet the needs of an individual, a meeting will be held to go through a display screen assessment workstation checklist and adjustments will be discussed as appropriate. This will follow medical advice only.

HSE guidance is provided to aid compliance with The Health and Safety (Display Screen Equipment) Regulations 1992

14. Moving and Handling

Manual handling operations are included in all faculty risk assessments.

HSE guidance is provided to aid compliance with The Manual Handling Operations Regulations 1992, as amended in 2002, but consideration should be given to minimising twisting, stooping or reaching upwards, holding loads away from the body, making items easier to grasp, pushing rather than pulling, or using a lifting aids.

The Premises Team will provide assistance if required.

15. Security.

All employees must play a part in ensuring the Security of Premises policy and Lockdown policy is adhered to including challenging any person not wearing a visitor's pass and ensuring that all visitors during term time report to reception on arrival.

Employees are responsible for closing their classroom/office windows at the end of the day.

16. Supervision of Pupils

Sensible, safe behaviour will be promoted to pupils by all members of staff.

Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.

Pupils will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

17. Training

Health and Safety Training Needs are assessed as part of individual's annual review.

Training needs may also be identified as part of a risk assessment process.

18. Use of site outside 'normal' term time hours.

Staff working after 4.30pm during term time and during holiday periods should note that the school office is closed.

Employees are responsible for signing in and out during holiday periods.

Teaching Staff need to be able to account for all the students during holiday revision sessions etc. in case of an emergency. They should note the first aid provision arrangements for school holiday periods.

Refer to the Lettings Policy and Terms & Conditions for arrangements made by external groups.

This policy should be read in conjunction with the Safeguarding policy and child protection policy.