

St Olave's Grammar School



HEALTH AND SAFETY POLICY

The Governors of St. Olave's and St. Saviour's Grammar School recognise and accept their responsibility as employers for providing a safe and healthy work place and working environment for all their employees and pupils at the School. In particular:

- to prevent accidents and cases of work-related cases of ill-health and to provide adequate control of health and safety risks arising from work activities;
- to provide adequate training to ensure employees are competent to do their work;
- to engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health;
- to implement emergency procedures – evacuation in case of fire and other significant incident.

The Governors will take all reasonable steps within their power to meet this responsibility, paying particular attention to the provision and maintenance of:

- plant, equipment and systems of work that are safe;
- safe arrangements for the use, handling, storage and transport of articles and substances;
- sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe place of work and safe access to it;
- a healthy working environment.

All staff will be provided with access to a copy of the policy when they join the School and should review the latest version which is available (along with all other School Policies) on the shared drive of the School's IT system.

Organisation for carrying out the Policy

The Headmaster is responsible for the production, revision (annually) and dissemination of the Policy to employees. Much of the day-to-day responsibility is delegated to the Health and Safety Officer (the School Business Manager), members of the Senior Leadership Team and to the Premises Manager.

Health and Safety Officer

The Health and Safety Officer is [Mr Steve Rogers] (in lieu of School Business Manager), whose responsibilities include:

- to convene the Senior Leadership Team for consultation if necessary;
- to receive representations concerning safety and to take any action which is judged necessary;
- to liaise with members of recognised safety institutions as appropriate;
- to identify training needs in collaboration with Heads of Department;
- to communicate to colleagues information about Health and Safety matters;
- to maintain a register of accidents or near misses, to investigate the causes and take action, if appropriate, to prevent repetition;
- to inform the Headmaster of Health and Safety related matters as appropriate;

- to report to Governors as a standing item on all committee agendas.

Inspections

Once a term a formal tour of the building will be carried out by the Headmaster and/or the School Business Manager in conjunction with the Premises Manager.

Accidents

It is the policy of the School authorities to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury.

All accidents must be reported and the member of staff present or Head of Department must complete and sign an Accident Report Form in the book kept by the School Administration Manager (Mrs Kay Brooker). Major injuries must also be reported to the Headmaster immediately and to The Health and Safety Executive (HSE) <http://www.hse.gov.uk/riddor/report.htm>

In the event of an accident, injury or illness of a pupil, the pupil should be taken if necessary to the School Reception where the situation will be assessed.

If an accident or injury is sustained during games or an after-school activity, the staff member in charge will ensure that all reasonable steps are taken to provide immediate treatment as necessary and that the accident is reported and an Accident Form completed as soon as possible the following working day.

Staff should ensure that they familiar with the requirements of the Accident Report Form so that necessary details are noted at the time the accident occurs.

It should be normal policy to investigate all accidents, including those not involving injury.

Fire Precautions

The Health and Safety Officer is responsible for fire precautions. The School's emergency procedures are set out in a separate Evacuation Policy document.

Fire notices are posted in every classroom, laboratory, the Halls, practice rooms etc listing what to do in the event of a fire and the route to be used in evacuating the building.

Evacuation routes are checked and, if appropriate, revised during any periods of maintenance or construction works on the School site, involving, for example, the erection of fences or barriers or changes to access of the movement of staff and pupils around the site.

Fire Drills (evacuations) are held at least once per term. After the first drill in a year each one is unannounced.

The fire extinguishers are checked annually by a qualified external contractor and a report received. In addition, the extinguishers are monitored continually for tampering or damage by the Premises Team during their activities around the School buildings. The Fire Brigade checks the building periodically.

The evacuation procedure is also used for 'bomb scares' or any other emergency which requires that the building be emptied and the roll checked.

Radiation

The School Radiation Protection Supervisor is Dr Neil Stewart.

There are currently no radioactive source materials on the site.

First Aid

Location of First Aid boxes:

- Reception - Mrs Veronica Andrews
- Medical Room - Mrs Veronica Andrews
- PE Dept Office - Mr Andy Kenward / Mr Paul Holland
- Sports Pavilion - Mr Andy Kenward / Mr Paul Holland
- Science (Prep Rooms) - Mrs Sara Oliver
- Technology - Ms Rosie Hawley
- Minibuses - Mr Steve Rogers

Staff in each area are responsible for ordering their own additional supplies when required (as they have a clear indication of when these are needed in their department).

In addition, the external Catering contractors have First Aid boxes in both the main School Kitchen and the Pavilion.

Staff should note:

- no proprietary antiseptics may be applied;
- wounds should be cleaned with warm clean water before dressing;
- disposable gloves are provided in each First Aid box;
- an emergency telephone is always available via the Site Manager's Office;

The following staff have attended formal First Aid courses and hold a current certificate:

	<u>Extension</u>	<u>Expires</u>	
Mrs Veronica Andrews	100	Oct	2018
Mrs Angela Berry	100	Dec	2020
Mrs Stephanie Perkins	100	Jan	2018
Mrs Laura Davies	100	Oct	2018
Mr Andy Kenward	128	June	2018
Mr Paul Holland	128 / 132	June	2018
Mrs Sarah Beston	122	June	2019
Mr James Davis	117 / 151		
Ms Stephanie Difford	133	June	2018
Ms Rosie Hawley	124	Apr	2019
Ms Siobhan Heraghty	124	May	2019
Mrs Beverley Reidy	100	May	2019
Mr Steven Rogers	111	Aug	2020
Mr Paul Young	111	Aug	2020

The following staff have previously obtained similar qualifications (which have expired and are no longer current) or attended First Aid courses and provide alternative options for additional support in an emergency if none of the above can be contacted:

	<u>Extension</u>
Mrs Karen Barnard	159
Dr Jane Bradley	135
Mrs Chris Dines	143
Ms Gill Gardiner	144
Mrs Caroline Marwood	133
Mrs Jo Rogers	164

Defibrillators

The School has two defibrillators; these are located outside the Medical Room and just inside the entrance to the PE Block.

Maintenance and Inspection of Machinery

It is the policy of the School to ensure that all equipment and machinery used by the School is maintained in accordance with the instructions issued by the manufacturer. A copy of the instructions is exhibited close to the equipment or machinery to which it relates.

Where manufacturer's instructions are not available, the Head of Department or Premises Manager, as appropriate, will prepare instructions for maintaining the equipment or machinery and will liaise with the School Safety Committee to obtain such advice as may be needed for preparing those instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

No maintenance will be carried out on any equipment or machinery while it is in use and it will be the responsibility of the Head of Department or Premises Manager, as appropriate, to ensure that all power operated equipment is isolated from the source of power before maintenance work begins and that power is not restored until after the person who carries out the maintenance gives formal notification that the maintenance work has been completed.

Personal Equipment

All School machinery and equipment is subject to regular recorded safety checks. Staff should be aware the School's insurance liability cover does not apply to the personal property of staff in respect of health and safety. Staff should not use their own equipment in School.

Hazards and Control of Substances Hazardous to Health ("COSHH")

Any suspected hazard will be reported to the Head of Department or Premises Manager who, after investigation, will bring the matter to the notice of the Headmaster and the School Business Manager without delay.

Any employee whose work involves a hazard is authorised to cease the activity concerned with that hazard until the hazard has been reported and the Headmaster confirms or rejects the action taken.

All staff and departments whose work needs to be considered in the light of the COSHH regulations should have:

- made themselves familiar with these regulations;

- identified any substances which may be hazardous through the skin, nose, eyes or mouth, and ensured that the dangers and precautions are made known to all staff who may use them and listed them in the register of hazardous substances;
- identified emergency procedures;
- storage areas locked – the amount stored and place of storage should be written down and accessible to the emergency services and enforcement agencies;
- taken steps to ensure that pupils do not have unrestricted access to solvents.

Fume cupboards are inspected annually by the Senior Laboratory Technician and up-to-date documentation is maintained. Pressure vessels are inspected using the same procedure.

Electrical Safety

All items in use should be checked on installation and thereafter at regular intervals when they will be inspected annually as part of the Portable Appliance Testing (“PAT”) and any additional programmes organised by the Senior Science Laboratory Technician and the Technology Resources Technician.

The condition of electrical leads, plugs and sockets must always be checked visually before use. When wear or damage is noticed, the item should be taken out of use and the fault reported and corrected before re-use.

All electrical equipment should be marked as belonging to the School. All staff should be aware that they should only use electrical equipment that belongs to the School. Personal or home-made equipment must not be used in School.

The “Lighting Box” in the Great Hall is kept locked and should not be used before discussing requirements with Nick Burman or one of the staff from the School’s supporting contractors (such as CLASS Technology or Wildfire Lighting). The “Lighting Tower” which is used to change bulbs should not be used before discussions with the Premises Manager. Students are not allowed to use the “Lighting Tower” under any circumstances.

In addition to the specific points listed above, it is important that all members of staff refrain from adding their own multiple plug sockets and extension leads to individual fixed electrical sockets in order to minimise the risk of overloading circuits. It is particularly important that high amperage appliances such as heaters and kettles are not introduced or installed in this way.

Smoking

Smoking is not permitted inside any of the buildings or within any part of the School site at any time.

Other Safety Rules

Certain departments/areas of the School have additional guidance on safe working procedures in order to minimise risk. The following more detailed sections are appended:

- Science Department
- Technology Department
- Physical Education
- Minibus
- Visitors to the School
- Contractors on site

Review Procedure

This Health & Safety document will be reviewed and updated annually.

SCIENCE DEPARTMENT

All members of the Science Department accept a commitment to promoting safe working conditions and procedures. It is the duty of members of the Science staff to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions during work.

In particular, it is the duty of the Science staff to:

- be familiar with the safety policy and its appendices;
- check their understanding of it by periodic reference to it, looking out for any revisions;
- co-operate with other members of staff in promoting health and safety.

Any shortcomings in health and safety conditions should be brought to the attention of the Head of Science. If the matter cannot be resolved by the Head of Science, it should be referred to the School Health and Safety Officer.

A copy of the Science Department Safety Policy and all associated documents are kept in the Senior Technician's Office.

Science – Information for Other Staff

The attention of teachers is drawn to the additional hazards that exist in the Laboratories (compared with classrooms) when asked to cover for the absence of colleagues.

These hazards include the presence of:

- Mains 240 volt electrical sockets;
- Gas taps;
- Apparatus / equipment stored on shelves;
- Apparatus / equipment stored in cupboards;
- Apparatus for post / future experiments on side benches.

Teachers should be familiar with the laboratory rules (as attached) but it is stressed that non-specialist staff would not be expected to cover practical classes.

Laboratory Rules

- Place all your belongings under the bench, out of the way.
- Do not touch any equipment or materials unless told to by a teacher. This includes gas taps, electrical sockets and water taps.
- Read and listen to instructions. Ask your teacher if you are unsure about what you have to do.
- Always wear safety goggles when instructed.
- Stand up during practical work, unless told otherwise.
- Never point apparatus of any kind at anyone, including yourself.
- Never put anything into your mouth. This includes food, drink, fingers and pencils.
- Tell your teacher if:
 - you hurt yourself in any way;
 - a liquid is spilt;
 - you break a piece of apparatus – do not pick up broken glass.
- At the end of lesson, clear away practical and leave your work space clean and tidy.

ART, TECHNOLOGY & COMPUTING DEPARTMENTS

Under the terms of the Health and Safety Policy of the School's Governing Body, these departments will pay particular attention to:

- safe systems at work;
- safe plant and equipment;
- a safe place of work and safe access to and egress from that place;
- a healthy working environment;
- close co-operation with the School Health and Safety Officer to review and update the safety policy as necessary.

The responsibility for safety is delegated to the Head of Department. For general guidance, reference should be made to the document 'COSHH Guidance for Schools', and the Governors' Health and Safety Policy.

Particular advice for the departments are as follows:

- Pupils should be educated to develop a sense of responsibility for themselves and others through practical activities within the increasing complexity of equipment and growing range of materials.
- Technology areas should as far as possible only be used for appropriate activities.
- Teachers should act as if they were prudent parents of the children in their care.
- Suitable protective clothing, glasses and appropriate personal dress are essential at all times for staff and pupils.
- Regular checks as to the safety of equipment, flexes, materials storage and services must be made.
- Pupils must be supervised when using electrical or mechanical equipment.
- If an accident occurs, prompt first aid action must be taken. If necessary proper medical attention must be sought. The appropriate Accident Report Form must be completed as soon as possible. These are kept in the main School Office.
- Pupils must be made aware of the restrictions as to the use of certain items of equipment which are potentially dangerous.
- All safety cut-outs, stop switches, and on-off controls must be regularly checked. Emergency exits, fire extinguishers, fire emergency procedure notices will also be checked.
- Adequate extraction equipment must be provided in the appropriate areas, for fumes and dust.
- There is a regular check by delegated members of the departments. There is also be a regular safety audit by an outside qualified engineer who will report any defects and make necessary recommendations.
- Only staff who have the appropriate training and possess certification should use machinery such as the circular saw, bandsaw, milling machine, lathes, grinding stones, casting and heat treatment areas.
- A First Aid box is kept in the Design & Technology Department office.
- The storage and use of all chemicals, adhesives, and cements, must follow the manufacturer's recommendations.

PHYSICAL EDUCATION

Equipment

It is noted that:

- all gymnasium equipment is checked annually by external inspectors;
- all equipment is checked for safety when used by PE staff;
- dangerous items such as shot and javelin are kept in a locked storeroom and entry is allowed only under staff supervision;
- all equipment is to be carried correctly with safety in mind both for the user and others in the vicinity;
- equipment is used following guidelines issued by National Bodies.

Discipline

It is noted that:

- discipline is geared to promoting a safe learning environment at all times;
- movement to and from the activity should be safe, especially when equipment is used;
- behaviour during the lesson should be such that the activity can be taught in an enjoyable yet safe learning situation.

Clothing

Clothing appropriate to the lesson should always be worn. (Details are in the school prospectus.) Warm clothing to supplement normal clothes may be worn if the weather is cold. No jewellery of any kind is to be worn.

Accidents

The accident procedure detailed in the School Health & Safety Policy should be followed. The nearest telephone to the gymnasium and playing fields is in the PE Department office.

First Aid boxes are located in both the PE Department office and the Sports Pavilion.

Further Points

It is noted that:

- in all lessons a warm up procedure should be used which is appropriate to the activity being taught;
- in all lessons the safety of the pupil is of primary importance and the lesson should be structured to ensure safe practice;
- in contact sports, care is to be taken to introduce contact in a safe manner at a time appropriate to the ability of the group;
- students are strongly advised to wear gum shields during all contact sports.

SCHOOL MINIBUSES

The School retains two minibuses on contract lease; both vehicles are serviced regularly by the leasing company and inspected regularly by the Premises Team. Members of staff may not drive a minibus until they have seen the School Business Manager (Mr Alan Wooley), undertaken and passed the appropriate test under the auspices of the Local Authority and been placed on the list of insured drivers.

Normally it will be necessary for drivers to be over 25 years of age and have a clean driving licence.

Before driving the vehicle, staff should:

- collect the keys from the School Reception;
- collect the mileage form from the School Reception;
- carry out a brief visual check of the vehicle (tyres, mirrors, lights).

When using a minibus staff should ensure that pupils are seated at all times and should be wearing seat belts.

In the event of a problem, the vehicles are covered for breakdown, details of which are enclosed in the wallet on the key ring.

When making long journeys, especially at the end of the School day, staff are asked to consider whether a second driver is necessary and to make the necessary arrangements if appropriate.

SCHOOL TRIPS

There is a detailed School Policy covering all aspects of School Visits and Journeys which staff should review in detail before planning any trip. This note covers aspects of that Policy which relate to Health and Safety.

Staff who are involved in organising or supervising School trips should bear the following in mind.

School Rules

In drawing up the rules for a trip, Staff should refer to the School Rules policies. It is vital that the rules which Staff apply on a trip are:

- consistent with the School Rules;
- consistent with practice, i.e. if there is a rule which says 'no drinking' Staff should insist that the rule is kept;
- where there is a variation agreed with the Headmaster, this is clear and stated to parents and to pupils going on the trip. Please note that the School Rule concerning alcohol is phrased to allow some flexibility on senior tours and on trips to Europe where, under carefully supervised conditions, the consumption of alcohol may be permitted. Parental agreement must be secured before the trip.

It is vital that parents and pupils are told that the School Rule concerning drugs applies to all School trips and to all activities which take place under the aegis of the School and that there must be no misunderstanding at any time about this rule.

The ultimate responsibility for the Health & Safety of pupils and staff rests with the Governing Body. Consequently, before approval of any trip or visit, they will need to be satisfied that a risk assessment has been carried out, appropriate safety measures are in place and any training needs have been addressed by the trip organiser. The responsibility for this is delegated to the Deputy Headmaster who will inform the Governing Body of any approved trips. A summary, mainly from a DfE guide, follows.

Trip organiser's responsibilities

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been approved by the Headmaster. The group leader should:

- obtain the Headmaster's prior agreement before any off-site visit takes place;
- follow LEA and/or Governing Body regulations, guidelines and policies;
- appoint a deputy;
- clearly define each group supervisor's role and ensure all tasks have been assigned;
- be able to control and lead pupils of the relevant age range;
- be suitably competent to instruct pupils in an activity and be familiar with the location where the activity will take place;
- be aware of child protection issues;
- ensure that adequate first-aid provision will be available;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment;
- review regularly undertaken visits and advise the Headmaster where adjustments may be necessary;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;

- ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the school contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- observe the guidance set out for teachers and other adults below.

Risk Assessment

This is a *legal requirement* and must be carried out before a trip is approved. The risk assessor must be judged competent to do so by the Headmaster. The Risk Assessment, when completed, should be recorded and copies given to all teachers/supervisors on the trip, with details of any measures they should take to reduce risks. Copies should also be provided to the Headmaster and made available to the Governing Body on request.

Frequent visits to local venues may not need a separate assessment each time but should nevertheless be carefully monitored. Consider:

- what are the hazards;
- who might be affected by them;
- what safety measures should be in place to reduce risks to an acceptable level;
- can you, as leader, put these measures in place;
- what steps will be taken in an emergency?

Every proposal should also consider, for example:

- the nature of the visit/activity;
- location, routes and transport;
- competence and experience of staff;
- pupil / staff ratio;
- special educational or medical needs;
- suitability of equipment;
- inclement weather;
- emergency procedures and First Aid provision;
- illness of pupils during the visit.

Completing a Risk Assessment for a location to which you have never been before is extremely difficult, so an exploratory preliminary visit is often essential. If this is not possible information from other schools which have used it, tourist boards, literature from the venue, etc may be required.

Staff / Pupil Ratio

Generally a minimum of two staff for any visit and not less than 1:20. The Risk Assessment should suggest the correct level of supervision, as it will vary according to the type of activity proposed.

Parental Consent

Parental consent is always needed for any school visit, and specific consent for any trip out of normal school hours or abroad or involving hazardous activities is necessary. This should include any up to date medical information about the pupil at the time of the trip. A briefing meeting for parents is usually appropriate.

These issues are generally already considered by staff, but it is now a requirement to have this information formally recorded. This should protect any member of staff from unfounded claims of negligence in planning should an unfortunate incident occur.

More detailed guidance should be obtained from the DfE “Good Practice Guide” referred to earlier. This is available in the Staff Common Room.

VISITORS TO THE SCHOOL

There is a separate detailed School Policy document for Visitors which covers all aspects of the management of visitors on the School site.

CONTRACTORS ON SITE

In the event that a contractor is appointed to carry out work on the School site, the following procedure will be followed. The School Business Manager, or if specifically delegated by him, the Premises Manager will be responsible for ensuring that the following principles and procedures are followed:

Work will be scheduled for periods out of normal school hours whenever possible.

Where work is carried out during school hours, a site meeting will be held between the School Business Manager and the contractor prior to the commencement of works to agree the procedures and points detailed below:

- the name and contact telephone number of the supervising architect;
- the name and contact telephone number of the contract supervisor responsible for all aspects of the work;
- whether it is appropriate for the contractors to sign in and wear a visitors' badge;
- the nature of materials being used and how they will be secured;
- the isolation of work areas and provision of security fencing (if appropriate);
- the need for supervision of pupils during break times and before and after school when fenced areas cannot be provided;
- the effect of noise, dust or fumes on the school, especially during examination times;
- the movement or erection of large or dangerous materials during periods when pupils are moving in the area;
- the effect on privacy in changing rooms, showers or toilets;
- the access requirements of contractors' vehicles;
- the need to maintain access for emergency vehicles and keep fire escape routes clear;
- the procedures to be followed by contractors in the event of an emergency evacuation.