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## **APPENDIX 1 – EMERGENCY LOCATIONS AND COMPETENT PERSONS**

## FOREWORD

At Fortismere we aim to be a good employer in all matters relating to the health and safety of its employees, students and visitors. We recognise and accept our statutory obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation. We will take steps, so far as is reasonably practicable, to provide:

- Safe equipment and systems of work
- Arrangements for the safe use, handling, storage and movement of articles and substances
- The necessary information, instruction, training and supervision to ensure the health and safety of our employees and students
- Safe access to and exit from the workplace
- A safe and healthy working and learning environment

The nature of education means that for much of the time the majority of people on the premises are not employees, mainly students but also parents, contractors and other visitors. We also accept our responsibility, so far as is reasonably practicable, for the health and safety of these people and for anybody else who may be affected by what we do or do not do.

We acknowledge the important part our own staff have to play in ensuring a healthy and safe environment and we will consult them not only when we are taking specific measures which will affect their health and safety but also on a routine basis. This policy has been presented to all staff; going through several consultations to ensure it is fully representative of the whole community needs.

This policy will be kept up to date and will be reviewed at least annually. However, if circumstances change that make it no longer valid it will be reviewed more frequently.

**Reviewed: February 2016**

**By: Governors Physical Resources Committee**

**Next review due: February 2017**

## **PART 1 Statement of Policy**

### **1.1 Scope**

This policy is specific to Fortismere School and its off-site educational visits. It is supported by policies of other relevant organisations such as the Local Authority, Direct Service Organisations and Contractors working on site.

The Health and Safety system will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:-

- i. The Statement of Policy
- ii. Organisation
- iii. Arrangements for Implementation
- iv. Working Policy Documents
- v. Subject specific Guidance periodically issued by the DfE, LA and HSE.

This policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

### **1.2 Aim**

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

### **1.3 Objectives**

- i. It is the responsibility of the Governing Body via the Headteacher and Senior Leadership Team to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-
- ii. To establish and maintain a safe and healthy environment throughout the school.
- iii. To establish and maintain safe working procedures among staff and pupils.
- iv. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.

- v. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- vi. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- vii. To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible
- viii. To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- ix. To lay down procedures to be followed in case of accident;
- x. To provide and maintain suitable and sufficient welfare facilities.
- xi. To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.
- xii. To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- xiii. To ensure that staffs are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Procedures in the event of non compliance with the requirements of this Policy.

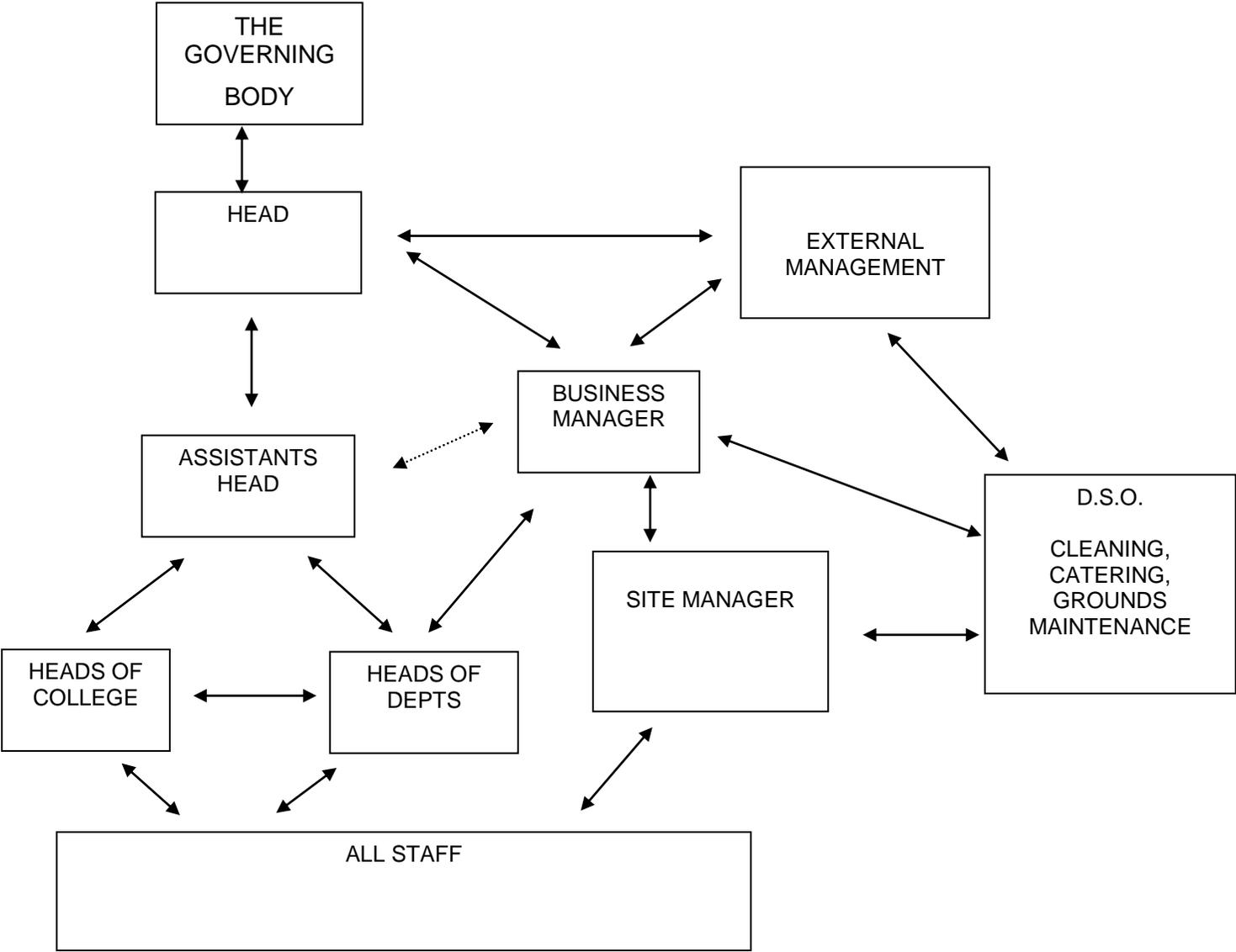
# **HEALTH AND SAFETY POLICY**

## **PART 2**

### **ORGANISATION, ROLES AND RESPONSIBILITIES**



2.1 ORGANISATIONAL CHART FOR HEALTH AND SAFETY



## 2.2 Governing Body Responsibilities

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

### 2.2.1 The Governing Body

Is responsible for:

- Ensuring the Health and Safety Policy is implemented and monitored within the school
- Supporting at all times the objectives of the School's Health and Safety Policies
- Demonstrating commitment by taking a proactive approach in Health and Safety matters
- Ensuring that all managers and other employees in the School are aware of and undertake their duties and responsibilities with regard to Health and Safety
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the Head and that any necessary alterations to working practices and procedures decided upon are implemented
- Ensuring health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through
- Awareness of statutory Health and Safety requirements sufficient to discharge these duties
- Supporting at all times the intent of this Policy to secure the Health and Safety of employees and others
- Ensuring that school journeys are arranged and properly supervised in accordance with LA and DFE Guidance;

### 2.2.2 Planning and setting standards

These include:

- i) Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives
- ii) Ensuring clear plans for coping with sudden emergencies are developed and maintained
- iii) Developing a positive health and safety culture
- iii) Ensuring that a training plan is developed which:-
  - a) Enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.

- b) Provides induction training for new employees including temporary, part time and supply staff.

### **2.3 Responsibility of the Head Teacher**

The overall responsibility for all school health, safety, welfare and activity rests with the Head, who will:

- i) Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- ii) Co-ordinate the implementation of the LA and governors' health and safety and welfare procedures in the school
- iii) Make clear any duties in respect of health and safety which are delegated to members of staff.
- iv) Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he is kept informed of accidents and hazardous situations.
- v) Arrange annual review of the working documents and systems which support the policy, such as:-
  - a) Emergency procedures
  - b) Provision of first-aid in the school
  - c) Risk assessments
  - d) Off-site visits and make appropriate recommendations to the Governing Body.
- vi) Put in place procedures to monitor the health and safety performance of the school.
- vii) Ensure that all known hazards are reported immediately to the Governing Body and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- viii) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- ix) Develop a health and safety training plan for all employees
- x) Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- xi) Report to the Governing Body annually on the Health and Safety performance of the school and on any Health & safety issues of concern

### **2.4 Responsibility of the Assistant Heads**

To deputise for the Head Teacher in all areas of Health and Safety.

### **2.5 Responsibility of the Business Manager**

The day to day responsibility for all school health, safety and welfare rests with the Fortismere Health & Safety Policy

Business Manager, who will:

- i) Be the focal point for reference on health, safety and welfare matters and to give advice or indicate source of advice.
- ii) Liaise with and report directly to the Head on all matters of Health and Safety
- iii) Ensure the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Head teacher for meeting the financial implications of identified control measures.
- iv) Ensure that all certification and statutory inspections are kept up to date.
- v) Investigate accidents, dangerous occurrences and near misses,
- vi) Issue updates as required to all holders of health and safety policy documents.
- vii) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements.
- viii) Carry out risk and other assessments
- iv) Ensure that sufficient equipment is made available to provide safe working practices and that such equipment is effectively maintained to a safe standard.
- v) Ensure that all hazardous substances such as highly flammable liquids, petroleum gases, petroleum spirits and chemicals are stored and used correctly, and properly sign posted.

## **2.6 Heads of Departments**

- i) Responsible for ensuring the day to day operational requirements of the health and safety policy are implemented
- ii) Maintain an up to date copy of the health and safety policy together with all associated documentation relevant to their Department
- iii) Notify the Business Manager of any health and safety concerns and any financial implications identified by the Risk Assessment process

## **2.7 Specific Risk Areas.**

### **2.7.1 Catering Operations**

- i) The Catering Company is responsible for ensuring that the health and safety requirements are implemented on a daily basis and will ensure that the relevant parts of the school policy, especially those relating to emergency procedures, are followed by all catering staff.

- ii) The Head Cook will advise the Business Manager of any health and safety concerns.

### 2.7.2 Sports Hall

- i) The Head of PE is responsible for ensuring that health and safety requirements are implemented on a daily basis and will advise the Business Manager of any health and safety concerns.
- ii) The Head of PE will maintain an up to date copy of the health and safety policy and documents specific to the operation of the Sport Hall.

### 2.7.3 Grounds Maintenance

- i) The Grounds Maintenance Company (ASM) has its own health and safety policy relating to their activities which must be followed on site and in addition ASM employees will familiarise themselves with the relevant policies of the school.

## 2.8 **Responsibility of the Teaching Staff**

Teachers are responsible for ensuring that the school's health and safety policy is followed within the areas under their control i.e. (classroom). They will:

- Ensure that their classroom is kept in a condition that does not put the students, themselves or anyone else at risk, i.e. free from hazards, such as trailing leads.
- Ensure fire escape doors and alarms are kept clear of obstruction.
- Ensure that students are either competent to use any equipment they might be using or supervise them in such a way that the risks to their health and safety are minimised.
- Ensure the safety of their students in the event of an emergency, such as a fire or an accident.
- Carry out risk assessments prior to school trips
- Report defects to the Site Manager
- Ensure equipment are checked and locked away.
- Report all concern to Head of Dept and complete the Health and safety book in the office.

## 2.9 **Obligations of all Employees under the Health and Safety at Work Act 1974.**

All employees are expected:

- i) To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied
- ii) To observe standards of dress consistent and appropriate with safety and/or hygiene
- iii) To exercise good standards of housekeeping and cleanliness
- iv) To know and to apply procedures in respect of fire, first aid and other emergencies

- v) To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others
- vi) To co-operate with other employees in promoting improved health and safety arrangements in the school
- vii) To report all accidents, defects, dangerous occurrences and near misses

### **2.10 Responsibility of the Facilities Manager**

- i) To have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Business Manager
- ii) To establish and maintain safe working procedures (by referring to relevant documents) including arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- iii) To carry out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager any defects which need attention.
- iv) To ensure, where appropriate, relevant advice and guidance on health and safety matters is sought.
- v) To advise the Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

### **2.11 School Health and Safety Representatives**

The Governing Body and the Head recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Where there is no union appointed safety representatives the Head will appoint Representatives of Employee Safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed:

- i) To investigate accidents and potential hazards.
- ii) To investigate complaints by staff and pupils about matters relating to health, safety and welfare.
- iii) To make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- iv) To carry out school inspection within directed time, but wherever practicable outside teaching time.

### **2.12 Visitors and Other Users of the School**

Visitors and other users of the premises will be required to observe to health, safety

and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

### **2.13 Students' Responsibilities**

Every student has a responsibility to:

- Report any hazard or malfunction to their teacher.
- Abide by the school's health and safety policy

# **HEALTH AND SAFETY POLICY**

## **PART 3**

### **ARRANGEMENTS FOR IMPLEMENTATION**

### **3.1 Distribution of Health and Safety Information**

- i) The master copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Head Teacher's office and one other complete copy will be kept by the Business Manager. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) Copies of the Safety Policy together with relevant documents concerning specific areas will be kept by Heads of Departments, Senior Leadership Team and the Site Manager
- iii) A copy of the Health and Safety Policy will be placed in staff shared area on the network. Staff will be expected to familiarise themselves with the contents.
- iv) The Business Manager will issue updates, new guidance and approved revisions as soon as they become available
- v) All new staff will receive induction training which will include relevant health and safety issues.
- vi) The Health & Safety Law poster is displayed in the South Wing reception

### **3.2 Risk Assessment**

Fortismere follows the approach to risk assessment advocated by the Health and Safety Executive in their publication 'Five steps to risk assessment'. The school carries out risk assessment of the premises, the activities that take place and school trips. These are recorded and reviewed annually unless circumstances dictate that this should happen more frequently.

### **3.3 Accidents, Dangerous Occurrences and Near Misses**

#### **3.3.1 Immediate first aid**

The first aid needs of the school have been assessed and there are a number of trained first aiders throughout the School. The assessment includes consideration of the different areas in the School and the varying needs at different times of the year and there is appropriate allocation during holiday time when students are not in attendance. There are procedures for administering medicines to those students whose condition means that medication has to be taken during the school day.

Accidents involving injury or ill health effects will be notified immediately to the nearest school Welfare Officer (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment the Welfare Officer will telephone 999 for an ambulance to transport the patient to hospital. The Medical Officer will also inform the next of kin and the Head.

#### **3.3.2 Completion of Accident Book**

Staff should ensure that all accidents involving injury or ill health effects are notified to the school medical officer with enough information to allow them to complete the Accident Book.

### 3.3.3 Internal Reporting and Investigation

A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the school Medical Officer. The Business Manager will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

The following steps are taken to judge the effectiveness of the systems to manage health and safety and to distinguish what improvements need to be made.

- Recording and investigating accidents.
- Regular health and safety inspections by the Business Manager
- Health and safety on the agenda of staff meetings.
- Annual review of the health and safety policy and procedures.
- Annual report to Governors.

### 3.3.4 Compliance with RIDDOR regulations

The Business Manager will determine via the Head Teacher which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Guidance is given in L73 issued by HSE. The necessary report form (F2508) will be completed and, following consultation with the Head, it will be sent to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

## 3.4 **Asbestos**

- i) It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff or contractors employed at the school on any material which either contains or may contain asbestos.
- ii) The Control of Asbestos at Work Regulations 2002 (ACOP & Guidance L127) require that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, will be carried out by the local authority building services department. A copy of the results of that survey will be kept by the responsible person i.e. The Site Manager. All contractors must check available information in the Asbestos Log before commencing work on site.

## 3.5 **School Visits**

- i) The school will ensure that it meets or exceeds the minimum requirements specified by the DfE with regard to school trips in their publication 'Health and safety of students on educational visits', such as staff/student ratios, seat belts etc.
- i) All visits to sites which involve overnight stays must be assessed and approved by the LA.
- iii) Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Deputy Head at least 10 weeks before the visit is due to take place.

### **3.6 Display Screen Equipment (DSE)**

- i) All DSE workstations used by staff will be assessed to ensure that they meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- ii) Workstation risk assessments are carried out by competent persons on all stations in accordance with the Guidance on Regulations No L26 issued by the HSE.
- iii) Eye tests are facilitated for those staff falling within the regulations in accordance with the above guidance (No L26).  
Where natural breaks do not occur with sufficient regularity we have established work routines to prevent the onset of fatigue.
- iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet "Working with VDU's".
- v) The students' computers are used by many people and the workstations are set up to be sufficiently flexible to accommodate the vast majority of people. Students will be trained in the safe use of computers and posters reinforcing this training are displayed in computer rooms.

### **3.7 Manual Handling**

- i) The nature of school work means that there is a significant amount of manual handling undertaken but the school strives to reduce the harmful effects of this, by the use of trolleys and other handling equipment and training in good manual handling techniques
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.
- iv) Potentially harmful manual handling activities are considered as part of the risk assessment process with appropriate control measures introduced.

### **3.8 Training and Communication**

- i) All staff are trained appropriately for the possible hazards which may occur at their place of work and shall receive such information, instruction and training deemed necessary to enable them to work in a safe and efficient manner.
- ii) Responsibilities for health and safety are included in all job descriptions and further obligations and guidance are contained in the health and safety section of the staff handbook and the school's procedures.
- iii) The school Training Plan will cover:-

#### **3.8.1 Induction Training**

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts 1-3 of this policy will be issued.

#### **3.8.2 Management Training**

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

#### **3.8.3 Specialist Training**

The Head teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

#### **3.8.4 Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

### **3.9 Personal Protective Equipment (PPE)**

Appropriate personal protective equipment is provided which has been identified in the risk, COSHH and other relevant assessments.

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.
- ii) The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### **3.10 Contractors**

Steps are taken to ensure that contractors carry out their work in such a way that they do not put themselves, students, staff or anybody else at risk. Contractors are selected from an approved list.

All Contractors will:-

- i) Observe their own health and safety policies and procedures
- ii) Report to the Site Manager and sign in at Reception on arrival
- iii) Comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures
- iv) Examine the Asbestos Log prior to commencing any work on site
- v) Comply with the requirements of the Construction (Design & Management) Regulations 1994
- vi) Report to the Site Manager and sign out at reception when leaving

### **3.11 Violent Incidents**

Staff or students should not be subjected to physical or verbal abuse as part of their job or commuting to or from school and there are systems in place to manage such incidents.

### **3.12 Emergency Procedures**

#### **3.12.1 Evacuation**

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Appendix 1.
- iv) The Head Teacher/Assistant Heads and/or Business Manager will determine when it is safe to re-occupy the buildings.

#### **3.12.2 Fire**

The school is inspected periodically by a Fire Prevention Officer to ensure compliance with relevant fire legislation including the Fire Precautions (Workplace) Regulations 1997. Fire risk assessments are carried out using a competent person from the LEA or Fire Authority

The following fire safety procedures are in place:

- i) All fire appliances are checked twice a year by specialist maintenance personnel.

- ii) All fire stop doors are free swinging at all times so they are normally closed. Fire exit doors are unlocked and easily accessible and openable from within the building.
- iii) The fire alarms are tested on a weekly basis by the Site Manager and records are kept for audit purposes.
- iv) Fire Drills are held once per term and the Business Manager records the evacuation time and the general performance of the drill.
- v) Appropriate members of staff are trained on how to use relevant fire appliances. Heads of Departments and the Business Manager will identify fire training needs and will incorporate that information into the Health & Safety Training Plan.
- vi) Clear instructions are issued to staff regarding the nearest fire alarm, fire extinguisher, and the means of escape and assembly points during fire drills. These instructions are issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 1.

### 3.12.3 Bomb Threat

- i) In the event of a warning the Head Teacher/Assistant Heads and/or the Business Manager will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- ii) Any suspicious objects should be reported to line managers or directly to the Business Manager or Head Teacher. Under **no** circumstances should the object be touched or moved.

### 3.12.4 Chemical or Biological Incident

- i) Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Business Manager in consultation with the Head teacher.

## **3.13 COSHH – Control of Substances Hazardous to Health Regulations 1994-2002**

The type of work within a School means that the use of hazardous substances is limited. However, we are aware of our responsibilities under the Control of Substances Hazardous and the following procedures are adopted:

- i) Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP L5).

- ii) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994-2000 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- iii) COSHH also applies to biological agents connected to the workplace e.g. Legionellae, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- iv) Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- v) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

### **3.14 Health and Safety Advice**

Fortismere have an agreement with the LEA, to provide the role of competent persons under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to assist the school in meeting the health and safety responsibilities. They will:

- Monitor developments in health and safety law and advising the school as appropriate to help them meet their legal obligations.
- Provide both template and specific documentation.
- Provide a health and safety advisory service.
- Carry out an annual audit of the systems to manage health and safety.

### **3.15 Consultation and Co-operation**

Fortismere recognise the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace. We have a formal health and safety committee which aims to meet three times a year. It is attended by the safety representatives from the main areas of the school and unions and is chaired by the Business Manager

The Health and Safety Committee will:

- i) Ensure that the effects of work on the health and safety of disabled staff and on expectant and new mothers are assessed.
- ii) Provide Senior Curriculum Managers, Learning Managers and Heads of Department with support so that they may implement safe practices and procedures within their areas of responsibility:
- iii) Liaise with the Business Manager and Site Managers to ensure the provision and maintenance of emergency management procedures including first aid and fire precautions.
- iv) Support managers to investigate accidents.
- v) Ensure that details of any injury, disease or dangerous occurrence reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the appropriate authority via the Deputy

Head.

- vi) Liaise with Business Manager and site manager to ensure that contractors undertaking work on site have effective systems to operate in a safe manner and for monitoring their compliance with these systems
- vii) Consult with staff to ensure progressive and positive methods are adopted.
- viii) Regularly report to the Head teacher on the measures to manage health and safety.
- ix) Ensure that effective monitoring of health and safety is carried out.

### **3.16 Electricity at Work**

The Electricity at Work Regulations 1989 require that electrical installations be maintained to prevent danger.

- i) Fixed installations will be inspected and tested by the Council's Building Services Department at 5 yearly intervals and in the event of a fault developing.
- ii) Portable equipment are checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments"
- iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Site Manager.

### **3.17 Glass and Glazing**

- i) Doors which can be pushed open from either side have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.

### **3.18 Lifting Operations and Lifting Equipment**

- i) Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice L113 issued by the HSE, which will be complied with.
- ii) The Site Manager will ensure that the statutory inspections take place when due.
- iii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

### **3.19 Management of Health and Safety**

- i) The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice and Guidance L21 will form the basis of the School health and safety system. In addition the principles contained in HSG65 Successful Health and Safety Management will be given high priority and implemented wherever practical.

- ii) Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Business Manager. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.
- iii) The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions.

### **3.20 Noise at Work**

- i) The Noise at Work Regulations 1989 require employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice (L108) on the implementation of these regulations issued by the HSE.
- ii) In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.
- iii) As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

### **3.21 Occupational Health**

#### **3.21.1 Access to Occupational Health services**

- i) The LEA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
- ii) Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the Deputy Head who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the Head.

#### **3.21.2 Bullying**

- i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue.

#### **3.21.3 Drugs Policy**

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others the matter will be dealt with in accordance with the approved Drugs Policy
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

#### 3.21.4 Health Surveillance

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

#### 3.21.5 Health Promotion

- i) The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- ii) Assistance will be given wherever practical in relation to;\_
  - a) smoking cessation courses
  - b) encouraging healthy diet (healthy options available in school dining facilities)
  - c) encourage staff to use the sporting and exercise facilities on site

#### 3.21.6 Legionnaires Disease

- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease.
- ii) The water system is checked monthly by the Site Manager, who is a competent person and records kept. Once a quarter it is checked by an external contractor and certified.

#### 3.21.7 Smoking Policy

- i) The School Smoking Policy will be followed which means specifically that smoking is not permitted anywhere on the school site.

#### 3.21.8 Stress at Work

- i) The HSE has issued guidance in HSG218 Tackling work-related stress: A manager's guide to improving and maintaining employee health and well-being. It has also issued in conjunction with the Education Service Advisory Committee a guidance document entitled "Managing work-related stress: A guide for managers and teachers in schools". It is the policy of the Governing Body that this guidance be followed.
- ii) Other useful publications from HSE that employees can refer to are "Work Related Stress – A short guide" and "Tackling work-related stress – A guide for employees".

### 3.21.9 Violence at Work

- i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

### 3.22 **Safety Representatives/Safety Committee/Consultation**

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non union employees.
- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989
- iv) The Governing Body will fulfil these obligations through the Head teacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

### 3.23 **Site, Building and Staff Security and Safety**

#### 3.23.1 Site

The site is securely fenced and strategically placed CCTV cameras provide a deterrent to unauthorised access.

#### 3.23.2 Separation of Vehicular and Pedestrian movement

- a) The Site Manager will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians
- b) The Site Manager will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- c) The Site Manager will ensure that deliveries are not made during break or lunch times or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.

#### 3.23.3 Staff

- a) All staff will wear personal badge identification which includes a photograph.
- b) Staff working either in isolated parts of the building and/or out of normal hours should follow the HSE advice on "Lone Working" where applicable.

- c) Cleaning staff sign in with the caretaker on commencement of work and sign out at the end of their shift

#### 3.23.4 Visitors

- a) Visitors must sign in at reception and will be issued with a visitor's badge which must be returned on leaving the site.

### 3.24 **Statutory Inspections and Examinations**

- i) Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment is carried out at statutory intervals by competent persons. The register of these is held by the Site Manager who will confirm that arrangements for inspection and examination are made by the due dates.

### 3.25 **Supervision of Pupils**

- i) The Head teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- ii) The Head teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
- iii) All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- iv) Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc will be responsible for ensuring that pupils behaviour is safe and in accordance with the school code of conduct

### 3.26 **Visitors**

- i) Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
- ii) In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

### 3.27 **Work Experience/Placements**

- i) The Head teacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm. Employees will be covered by this policy.
- ii) All places of employment utilized for placements or experience will be assessed and approved by the School through the Work Experience Co-ordinator. Parents should be provided with relevant information including Health and Safety prior to the person commencing work.
- iii) Where Parents or Pupils arrange their own work experience the Employer should be reminded of his/her responsibilities under the Management of

Health and Safety at Work Regulations 1999 and should take into account the following matters:-

- a. The inexperience, lack of awareness of risks and immaturity of young persons.
- b. The fitting and layout of the workplace or workstation.
- c. The nature, degree and duration of exposure to physical, biological and chemical agents.
- d. The form, range and use of work equipment and the way it is handled.
- e. The extent of the health and safety training provided to young persons.
- f. The risks from agents or other processes carried out at the workplace.
- g. The risk to the young person's health and safety must be assessed.
- h. The protection measures to be taken.
- i. Any risk notified to him/her by any other employer sharing the same workplace.
- j. Any work beyond the young person's physical or psychological capacity.
- k. Any work involving harmful exposure to agents, which are toxic, or have chronic effects.
- l. Involving harmful exposure to radiation
- m. Extreme heat or cold
- n. Noise or vibration

The above are just some of the matters the School considers before allowing young persons to undertake work experience/placement.

**APPENDIX 1  
COMPETENT PERSONS AND RELEVANT LOCATIONS**

<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>	<b>LOCATION</b>
First Aid Appointed Person	Suzanna Dalby Anne Greenwood	North Wing South Wing
First Aid Box Locations	Anne Greenwood Suzanna Dalby Ansley Webster  Peter Compton	South Wing Medical Room North Wing Medical Room Food Technology Room  DT rooms Science Labs
First Aiders	Melanie Powell	
	Guy Holden	
	Mark Renner	
	Kirsty Holder	
	Melissa Vangucci	
	Anne Khadjah	
	Sid Alam	
	Ute Merkel-Jordan	
	Emily Brooks	
	Cathy Hare	
	Irene Cuenca	
	Simon Manhare	
	Katryn Williams	
	Niall Lavelle	
	James Carter	
	Simon Peterson	
	Grace Xiao	
	Golzar Alavi	
	Mark Strathdene	
Accidents Notified to	Anne Greenwood Suzanna Dalby	
Accident Book Kept by	Reception North wing Reception South Wing	
RIDDOR Notifications by		
Fire Marshals	SLT, Head of Dept, Business Manager	
Assembly Points	Helen Anthony Karen Allaway Simon Cox	South Wing North Wing Sport Hall
Emergency Procedures	Michael Egunjobi	South Wing
Asbestos Survey	Haringey Property & Contract	LEA
Asbestos Log Kept by	Site Manager	Site Office South Wing
<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>	<b>LOCATION</b>
Statutory Inspections i) Boilers ii) Hoists & Lifts iii) Fire Safety	Root Maintenance Apollo Lift FSS Fire Safety	
Out of School Visits	Jo Davey	
Risk Assessments	Michael Egunjobi	South Wing
COSHH Assessments	Michael Egunjobi	South Wing
Noise Assessments	Michael Egunjobi	South Wing
Manual Handling	Michael Egunjobi	South Wing

Assessments		
Work Station & DSE Assessments	Michael Egunjobi	South Wing
Electrical Safety	Root Maintenance	
Caretaking & Cleaning	Steve Lloyds Cleaning Services	
Grounds Maintenance (grass cutting, litter picking and gardening equipment)	ASM Ground Maintenance	
Catering	Harrison Catering	
Site Manager	Site Manager	South Wing
Occupational Health	Zoe Judge	North Wing
Safety Representatives	Michael Egunjobi	South Wing