

Blackfen School for Girls



Health & Safety Policy

Head Teacher: Mr M Brown
Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
Policy Date	February 2020		
Review Date	February 2021		
Review Period	Annually		
Lead Person	Business Manager	Gary Morgan	
Prepared by	Business Manager	Gary Morgan	
Verified by	Head Teacher	Matthew Brown	
Approved by	Chair of Governors	Stuart Fitz-Gerald	

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Statement of Intent

The Governors of Blackfen School for Girls are committed to do all that it reasonably can to provide a secure, healthy and safe working and learning environment for all users of the site.

The School is committed to working within the framework provided by Bexley LA and will comply with the provisions of the Health and Safety at Work etc. (1974) Act and the Regulations that apply to the School's activities.

To achieve this, the School will, so far as is reasonably practicable, provide and maintain:

- Plant and systems of work that are safe and without risks to health;
- Arrangements for the safe use, handling, storage and transport of articles and substances;
- A workplace that is safe and poses no threat to health;
- Any information, instruction and supervision that is necessary;
- A working environment that provides adequate facilities for the employees' welfare while at work;
- Adequate and appropriate health and safety training as the need arises, reviewed regularly.

The School also recognises its duty of care towards those who are not employees but who may be affected by its activities (students, parents, visitors, and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.

The School accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be guaranteed the appropriate time off to carry out their duties.

To assist the Governors', implement this policy a senior member of staff will be appointed as the School's Health and Safety Officer and a School Health and Safety Committee will meet once a term to discuss issues to be resolved.

Employees have a prime duty of care of their own health and safety and that of other persons who may be affected by their acts or omissions at work, and to cooperate with the Governors to enable them to meet their legal responsibilities.

Health and safety will be an agenda item on all department meetings as well as the termly staff meetings.

The School will review this policy annually and make whatever changes are required to keep it up to date with current School and legislative requirements.

The policy is given to all staff on appointment and attention is drawn to all updates, which are available on line and on the Health and Safety notice board.

Signed

Date

(Chair of Governor)

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Health & Safety Policy

Name: **Position:**

I hereby declare that I have received a copy of the School's Health and Safety Policy and agree to abide by it.

Signed:

Date:

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Organisation for Implementing the Policy

Bexley LA has overall responsibility for health & safety, but at school level, the Governors have overall responsibility to ensure the premises are safe. Determining the policy and its implementation. (In doing so, they will delegate day to day management of this policy to the Head Teacher. They will delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the LA either because the LA is responsible under the Local Management Scheme or because specialist advice is needed).

The Head Teacher is also responsible as a senior line manager for ensuring that staff, students and other visitors (including contractors) adopt safe working practises and generally conduct themselves in such a way that they will not injure themselves or others.

The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting health and safety within the school. This includes under Section 4 of the Health and Safety At Work etc Act 1974 to take measures, which are within their power to make sure that premises are safe and without risk to health. Health and Safety will be a standard item on the Premises Committee with the Chair of Governors undertaking periodic site risk assessment and review of the accident/incident log.

Those responsible for implementing the policy are all persons involved in running of the School and or employed by the School.

Governors' Committee dealing with Health and Safety:	Premises Committee
Director with responsibility for H&S:	The Head Teacher
Health and Safety Officer:	Senior member of staff/Business Manager
School health & safety committee:	Health & Safety Officer/Business Manager, staffs' union representative, HOD science, senior lab tech, technology teacher, site manager and any other staff member who may be co-opted on to the committee.
Specialised responsibilities: Advice:	London Borough of Bexley
Training:	London Borough of Bexley, Health & Safety Officer/Business Manager
Monitoring:	Health & Safety Officer/Business Manager, Site Manager
Audit:	London Borough of Bexley, Business Manager, Chair of Governors

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The Head Teacher is responsible for:

- seeing that the school has a Health & Safety Policy Statement;
- reviewing it at least once a year;
- including issues in the School Improvement Plan, if necessary;
- checking that the Health & Safety requirements are actually implemented, e.g. risk assessments, keeping records of the periodic monitoring which is undertaken and ensuring that this is reported through Governors Committee and at department meetings as appropriate;
- seeing that all staff, students and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Statement etc., can be seen;
- seeing that each employee's responsibility regarding health and safety is included in their job description;
- undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety At Work Regulations 1999 and should be reviewed annually);
- carrying out regular health and safety inspections each term and reducing the risks to health and safety as appropriate.
- receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
- seeing that emergency evacuation procedures are in place;
- seeing that the requirements of the Fire Prevention Officer and Environmental Health Officer are properly addressed, and
- seeing that adequate first aid provision is made.

ORGANISATION – RESPONSIBILITIES

Governors' Committee Premises	Overall Responsibility for H&S Policy making and Planning Reviewing Policy Auditing
School H&S Committee	Implementing policy – identifying priorities and setting objectives Monitoring effectiveness of policy Reviewing policy and systems Organising safety management systems Controlling safety management
Heads of Department Site Manager, Catering Contractor, Cleaning Contractor	Implementing policy in their department Monitoring compliance with and effectiveness of policy Monitoring systems of work Feeding back comments for review
All staff	Putting the policy into practice Reporting any shortcomings in the policy Reporting any serious hazards Feeding back comments and suggestions on the policy and its effectiveness

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Current Post Holders – See Appendix A

Holders of current First Aid Certificates – See Appendix B

Health and Safety Responsibilities

Classroom Activities	All FL of Department Including risk assessment
Conditions of premises and site including risk assessment	Business Manager/Site Manager
School visits including risk assessment	Trip organiser/Education Visits Coordinator EVC
Maintenance/Building work by school staff done on site, including risk by contractor assessment	Site Manager Site Manager/Business Manager
Catering Activities including risk assessment	Executive Chef/Catering Manager
Use of hazardous substances Including risk assessments	FL for curriculum activities Site Manager for site maintenance Cleaning Supervisor for cleaning company Catering Manager for catering company Business Manager/Site Manager for contractors
Emergency Evacuation Procedures	Health & Safety Officer (Business Manager)
Controlling Health & Safety	The Health and Safety Committee ensures that all those who have health & safety responsibilities clearly understand what they have to do to discharge those responsibilities, and have time and resources to do so.

Monitoring Health & Safety

The nominated persons carry out safety inspections regularly in their area of responsibility to ensure that all health & safety measures are in place and are effective.

The results of the inspections are to be sent to the Health & Safety Officer/Business Manager who analyses the information to identify trends and problem areas. The findings will be used when reviewing this policy and measures in place.

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Review Process

The Health & Safety Committee who will ensure that action is taken in good time prioritises any remedial actions that the monitoring process shows are needed.

Employees are consulted, through their elected representatives, and staff meetings, on how well the health & safety management system is working and what improvements need to be made.

The results of the monitoring will be taken in to account when reaching a decision on the allocation of resources.

Arrangements

It is important that the day-by-day activities of all staff, students and visitors are conducted in a way, which is inherently as safe as possible.

All staff in addition to any responsibilities, which may be delegated to them, must:

- make themselves familiar with and conform to this policy, including any instruction and requirements for safe methods of work.
- make sure that they are aware of any hazards associated with their work and familiarise themselves with emergency procedure, first aid provision and accident reporting.
- always wear safety equipment and clothing when undertaking those jobs for which it is required and use all safety devices provided. They should take reasonable care of all safety equipment and report any defects.
- report all accidents, hazards and defects to the line manager and safety officer.
- conduct their activities so that they provide no risk to the health and safety of those persons under their control.

General Practices Applying to All Staff, and for Students or Visitors in their care.

1.1 Supervision of Students

The school supervision policy (or will ensure that guidance issued by the LA/DfE) must be followed in order to ensure the safety of students. In addition, arrangements for students working away from the school will be within the recommendations of Bexley LA 'Health and Safety of Off-Site Work, guidance on the levels of supervision or the DfES' Health & Safety of Students on Educational Visits – A good practice guide' (1998).

Staff Duty Rota – staff are expected to supervise students 10 minutes before and after the school day.

Staff will supervise students at the entrances to the school prior to the start of the school day and at the end when leaving to ensure safe entry and egress.

Visitors

All visitors should be directed by sign and must report to the school reception, this includes parents who enter the site to bring or collect students from school. All visitors (including supply and PGCE students) must sign in and out, noting down any vehicle number if they are allowed in the school car park area; and for visitors to wear an identifying badge. This is important for reasons of security and fire safety.

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1.2 Fire Safety

Refer to the Fire Safety Log Book held in the Business Manager's Office and Bexley LA Fire Precautions in Educational Establishments.

(a) Fire Instructions

1. These are placed in each classroom, staff room, office and on the H&S Notice Board.
2. Emergency Exits, Assembly Point and Fire Evacuation Point Instructions shall be clearly identified.
3. Fire Wardens are the Business Manager and caretaking staff and can be contacted via reception/phone extension list. All other staff need to act as wardens due to the nature of a school and that staff do not occupy a room all day.

(b) Fire Alarms

1. The school has an automatic system incorporated in the telephone line that alerts a central station once a fire is detected either via smoke detectors or via the fire call point being activated. The Business Manager or assistant will confirm or not if this is a real emergency or a false alarm when Central Station contact the school (within the first two minutes). If Central Station is unable to contact the school, they will reroute the Fire Alarm to the Fire Brigade so as not to delay any action needed.
2. An external contractor tests the fire points around the school on a rotation system every six months and reports any defects. The site manager undertakes weekly random call point tests and logs these. Any defects that become apparent are rectified as soon as possible.
3. The Fire Log Book is completed whenever a contractor undertakes work on the system, when a fire evacuation test is done and when a fire evacuation is implemented.
4. If staffs, see a fire in an area of the school that is not covered by the automatic system they are to sound the nearest call point.

(c) Fire Drills

1. Fire drills are undertaken once a term. In September the start of the new academic year a fire evacuation drill is undertaken when all students are in so as to enable new students to know where to assemble and the routes out of the school buildings.
2. Not all fire drills will be notified in advance. There will be an exit route blocked off at one fire drill per year.
3. The Health and Safety Officer records any comments from staff on how the drill was conducted and undue delays in evacuation are also recorded.
4. Drills must be conducted in silence so that persons are able to hear clearly any instructions given.
5. Senior staff are designated certain duties during a fire evacuation.

(d) Fire Fighting

Untrained staff are not expected to 'have a go', but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

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(e) Fire Evacuation Procedures

1. Each FL of Department assesses the risk of fire in their area as part of the normal risk assessment process. The results are passed to the Health & Safety Officer who makes an overall assessment of the risk throughout the school.
2. Using the results of the assessments the Health and Safety Committee issues a fire emergency plan that includes the system for calling the fire brigade, designates those responsible for liaising with the fire service personnel on their arrival, a clear evacuation plan, a plan for putting the school back in operation following an emergency and a process for reviewing the plan after an emergency or fire drill. A copy of the plan is available from the Health and Safety Officer and is posted on the school's intranet.
3. Staffs check the room they are in and glance in rooms on the way out. The first member of staff through an emergency door that has a fire plan will tick off the classrooms evacuated and follow the procedure as set out. In the event of a genuine emergency the Site Manager/Caretaker will check everywhere that is safe to do so if it is deemed that an area has not been cleared. Staff in separate blocks should check as far as it is safe to do so in those rooms.
4. The fire evacuation procedures and fire evacuation routes are displayed in every classroom and where appropriate in corridors and other common areas. Staffs are to make themselves familiar with the evacuation routes around the school. These procedures are to be pointed out to visitors, contractors and new staff as soon as they come on to school premises.
5. In order to include everyone in the roll call in the event of a fire, students are recorded in class registers and all contractors/visitors to the school must sign in at reception on arrival.

(f) Fire Hazards and Fire Risk Assessment

1. Storage of flammables and chemicals. Refer to the Control of Substances Hazardous to Health Regulations (1999 (COSHH Regulations). Which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled. Departments that hold these substances need to undertake a risk assessment in line with the COSHH regulations, informing the Health and Safety Officer of any controls that need to be put in place that are not currently being done.
2. Material Safety Data Sheets (Hazard Sheets) for chemicals and flammable substances are kept by the relevant department who use the item i.e. Science, Design Technology and Site Management.
3. Fire Prevention Officer is contactable at Bexley LEA.
4. The school will use a designated contractor to undertake the Risk Assessment due to legislation changes.
5. The staffs in the room check fire extinguishers and fire blankets daily. Other areas are checked by the Site Staff on a weekly rota.

(g) Maintenance.

- a. Emergency lighting, emergency equipment including fire call points and smoke detectors are checked every three months by an external contractor. If staff report a fault this is assessed for priority and repair is undertaken as soon as possible.
- b. Fire extinguishers are serviced annually or recharged if necessary as soon as possible. The Site staffs for emergency replacement keeps a reserve of extinguishers.
- c. Fire doors and door closers are checked every term and repairs undertaken as soon as possible.
- d. The external contractor checks boiler house fuel shut-off mechanisms and the identification of escape routes at the same time as the fire call points are checked.

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- e. The external contractor checks fire safety signs are in place when they undertake the check on the fire extinguishers.
- f. Fire exits and fire evacuation routes are checked weekly by Site Staff to ensure they are not blocked and are useable.

1.3 Bomb Alerts

1. The Head teacher will make the decision to evacuate following the guidelines given by the LA and notify the LA and police accordingly.
2. The designated person will sound the fire alarm and the school will follow the procedures as for a fire evacuation.

1.4 Other Emergency Procedure

Critical Incidents such as those that are outside the normal range of experience, and which are extremely distressing to those concerned; such as the death of a student or teacher, serious violence or assault, hostage taking, road, sea or air accident involving students/staff in death or serious injury.

Principles

- remain calm and in control
- notify the LA emergency officer as soon as possible
- put safety of students first while acting to preserve also the safety of staff and others
- manage people and resources to achieve the aims of this policy
- manage the collection and dissemination of factual information
- work as a team using LA support where possible

Flood or severe weather

1. Parents will be advised by access the schools Web Site during the winter term in cases of closure of the school due to severe weather.
2. The LA will notify the school and the radio station of the code word (so as not to be hoaxed) for school closure. The school will set up a procedure to enable staff to be contacted.
3. Parents will have advised the school if they wish to be contacted when sending students home earlier than designated time at the time of joining the school. Those who wish to be contacted will have their children kept in school until they can be collected. This procedure will be used if the school has to close for any reason during the day.

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1.5 Accidents and Incidents

1. All accidents/incidents and medical emergencies are recorded by the school and then added to Bexley's accident/incident system.
2. First aid boxes are kept in each classroom that undertakes practical lessons such as science, D&T, textile, art and food technology classrooms. First aid equipment is kept in the main office and medical room. The Catering and Cleaning Company will hold their own first aid equipment. A list of equipment that is to be kept in the first aid box is kept within the box and checked by the designated person within the department. If staffs become aware that there is a shortage in the equipment they are to report this to the designated person in the department.
3. First aid bags are carried on all school visits. Additional equipment may be advisable when undertaking some journeys. It is the responsibility of the trip organiser and Health & Safety Officer to ensure that adequate equipment is taken.
4. Treatment given will be recorded in the accident/incident book and in the students contact book so that parents are aware of any minor injury the child may have received.
5. A list of all persons seen by the responsible first aider (located in the office) is kept which includes time seen and left, either back to lesson/work or home.
6. A list of designated first aiders and other first aiders who have acquired the 'Emergency Act Work First Aid' certificate are located at exit doors around the school giving location and telephone contact point.
7. First aid staffs meet once a term to discuss any recurring accidents/incidents, to review procedures and refresh first aid techniques.
8. The numbered accident/incident sheets will be completed by the designated person in the office and passed for investigation and review to the Business Manager who will establish the underlying cause of the accident and ensure action is taken to prevent a recurrence. The form will be copied and the copy kept in the Business Managers office under lock, with the original being recorded on Bexley's system by the Health & Safety team.
9. Serious accidents/incidents are reported immediately to the Business Manager.
10. All accidents/incidents and cases of ill health that are reportable under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are reported by the Business Manager to Bexley and the Health and Safety Executive as soon as possible by telephone and are followed by a report on form F2508 or F2506A within 10 days.
11. Any incidents where no one was injured but it is clear that serious injury could have occurred are also investigated.
12. Any injuries to a child's head are to be reported by telephone to the parent.
13. Parents are to be informed of any medical attention that their child may have received either through their contact book or by telephone if the condition in the view of the designated first aider would necessitate further medical checks being sort.
14. If the designated first aider decides that the person needs to be removed for hospital treatment the parent is to be informed and the person if a child will be accompanied to hospital by a responsible adult (if the parents is not available).

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1.6 Administration of Medicines/Medical Treatment

1. Students who need a medical care plan will see Bexley's designated school nurse who will write the plan (using Bexley's' procedures) in conjunction with the parents to gain co-operation.
2. Staff will be trained to administer Epi-Pen medication and a trained staff member must accompany pupil who has been diagnosed with the condition needing an Epi-Pen administered on any school visit.
3. Students who need Epi-Pen administered must keep one on them at all times and a spare in the school office. These will be returned every term to the parents for checking they are in date and returned to the school. It is the parents' responsibility to ensure the pen is in date and in school.
4. The school will not administer any medication to a pupil, but will keep medication in school if sent in by the parent for the pupil to take that day. This applies to asthma inhalers, which will be kept in an unlocked area during the school day.

1.7 Blood or Other Spillages

Universal Health Precautions should be followed to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases. Site staff must use protective gloves and dispose of contaminated cloths/wipes in a sealed bag.

1.8 Electrical Safety

1. All staffs are required to report to the Business Manager/Site Manager any damaged electrical equipment or wiring – including portable equipment and permanent wiring. They must not attempt any repairs unless the Business Manager is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.
2. A competent person as set out in the guidance available will test portable electrical equipment annually. Failed items will be repaired if possible or disposed of safely if not economical to do so. Staffs are prohibited from bringing electrical equipment in to the School to use unless it has a current test certificate.
3. Every five years the mains electrical system will be checked under the guidance of the Bexley LA.

1.9 Premises

1. The Business Manager/Health & Safety Officer will undertake a termly site inspection and once a year is accompanied by the Chair of Governors or designated governor.
2. If the Professional Associations have appointed Health & Safety Representatives, they may be involved in inspections, investigations etc.
3. The Business Manager and Site Manager/Senior Caretaker will survey the site regularly looking at structural, health and safety and environmental issues taking in to account reports received from designated contractors. Work will be prioritised giving priority to matters that could seriously affect health and safety of staff, students, contactors or visitors.
4. All staff are encouraged to report problems to the site staff via the digital Caretakers log as soon as possible. Works will be prioritised.
5. The school's heating system is designed to maintain reasonable temperature throughout the school. Competent companies with boilers/pumps and pressure units annually or more often as specified for the particular equipment maintain the system.

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6. If any part of the system becomes defective or inefficient this is reported to the Site Manager who ensures that the problems are solved as soon as is reasonably practicable.
7. Ventilation systems are included in regular site maintenance and are checked that all are operational and clean. FL of Department check that staffs are using ventilation properly to ensure a sufficient supply of fresh air in their work area.
8. Windows that are lower than 800mm or door glass up to 1500mm have been covered with safety film if not already fitted with safety glass as per recommendations.
9. A competent contractor cleans the windows twice a year.
10. Windows are checked for safety when undertaking the regular checks. If found to be in need of attention a 'health & safety 'notice is attached and the window made safe in the short term.
11. A competent contractor as specified in the appropriate contract cleans the school buildings. The Business Manager and Site Manager monitor this contract.
12. The toilets provided for staff, students and visitors are kept clean and tidy by the cleaning contractor, with the Site Manager ensuring that there is always adequate soap and toilet paper and that the hand dryers are working reasonably.
13. The surrounds to the buildings will be kept clean by the caretaking staff.
14. A competent contractor as specified in the appropriate contract will undertake the grounds maintenance of the site ensuring a safe and tidy environment, which allows the curriculum to be taught as required. the Business Manager, Site Manager and Head Teacher monitors this contract.
15. All contractors working on the fabric of the building are made aware of the Asbestos Register that is available for consultation.
16. All contractors are required to sign in at reception and will be collected by a site team member who will ensure they are aware of our Health & Safety Policy and adhere to the policy recommendation

1.10 Waste Disposal

1. Normal small amounts of waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
2. A specialist contractor who will require the school to sign a 'Duty of Care' consignment note to state that the waste will be disposed of in a properly managed way will remove large amounts of Hazardous Waste such as sanitary towels. This is undertaken on a monthly basis.
3. Chemicals used in laboratory experiments will be disposed of using guidance under COSHH Regulations.
4. Standard waste materials are cleared from the site twice weekly during the year.
5. The school uses Bexley's contracted company to recycle waste papers products.

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Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height, which does not constitute a hazard and is such a way that they do not impede the movement of staff, students or visitors.

Stairs, corridors, cloakrooms and exits etc will be kept clear of obstructions (including electric cables).

1.11 Classrooms

FL of Department with their specialist knowledge of the area of work for which they are responsible, undertake a key role in running the activities safely. They are expected to ensure that all employees under their supervision know the relevant safe working practices and arrangements for working are safe. They should familiarise new staff with the safety aspects of their work and should make sure accidents are reported immediately, and preserve the health and safety of others.

Teachers will be alert on a daily basis to the following and will report any hazards to the designated person. A more thorough check will be made each half-term:

1. Electrical equipment should not have signs of obvious damage, strained flexes, dangerous use of extension cables or over-loading of power sockets.
2. The layout of furniture and equipment- secured if necessary (e.g. all shelving/cupboards secured to the walls if necessary).
3. Whether materials and equipment stored properly.
4. Safe methods of dealing with harmful materials.
5. Any obvious malfunction in heating or lighting

1.12 Manual Handling

Manual Handling is defined as the lifting, supporting, pushing or pulling of a load by manual force and is governed by the Manual Handling Operations regulations 1992. Activities that come under this heading include lifting and carrying persons, lifting and carrying boxes and books, and moving furniture and equipment.

1. In order to comply with the manual Handling Operations Regulations any manual handling that could cause a risk to health or safety is avoided wherever this is reasonably practicable.
2. Equipment such as trolleys, carts etc are supplied to enable safe movement of items. Items that need to go to the first floor or upstairs/steps will either be transported using the stair trolley or the lift where installed.
3. Caretaking staff will be sent on a manual Handling training course as soon as practical with training in use of equipment that is needed.
4. Large or heavy items will if practical be reduced by breaking down the delivery (i.e. books) or working in pairs to lift or move items safely. Risk Assessments will be undertaken for Manual Handling tasks.
5. Laptop Loan Scheme procedures and risk assessments have to be read, signed and completed by all staff who have been offered a Laptop/PDA.

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1.13 Traffic Management on Site

Vehicle and pedestrian traffic routes are kept separate wherever it is reasonably practical. Pedestrian routes are clearly marked and markings for car park bays and hatched areas are renewed as required.

Entry to the site via the main driveway is via car park barrier, which is only access via control cards or reception. Visitors/parents etc are unable to be accommodated on the school site due to restricted parking and movement of students around the school environment. See *Traffic Management Policy & Procedures*.

Delivery vehicles are encouraged to park outside the school and deliver goods via the main pedestrian gates. If assistance with any deliveries are required, then the caretaker may be able to assist when contacted. See *Traffic Management of Site Vehicle*.

1.14 Contractors

Only authorised contractors are allowed to undertake building, maintenance or other works. These may be from Bexley's' preferred contractors list or contractors that meet Construction Industry registration and hold insurance of sufficient value for the works to be undertaken.

The Business Manager/Site Manager ensures that all contractors provide an assessment of the risks of their work and a method statement, detailing how the work will be done, by whom and what equipment will be used, before works start. Staffs of the School are given information on how such work may affect their Department to ensure that any extra risks the work may pose are properly controlled.

The Business Manager/Site Manager ensure that all contractors are provided with information on any risks to their employees' health and safety that they may encounter in the course of their work in the School and the control measures in place e.g. ensuring that all maintenance contractors know the exact location of any asbestos in the School buildings, in line with current legislation. The Control of Asbestos Works Pre Start Declaration form is signed by the contractor before works start.

The Site Manager and or Business Manager monitor contractors to ensure that they are working to the agreed procedures and are not using unsafe practices.

Whenever work by contractors could affect staff or students in any way, the Site Manager/Business Manager will ensure that notification is included in the appropriate daily/weekly bulletin.

1.15 Control of Dust and Fumes

All practical equipment will be installed and used as recommended and will be serviced and maintained by a competent company who will supply written test results and recommendations.

The school employs a competent person who undertakes a risk analysis annually and reports any findings to the Business manager and Head Teacher.

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1.16 Mini Buses

The school lease a Mini Bus Lite, staff that drive the mini bus must comply with Mini Bus Lite regulations that are checked and kept on record by the Finance assistance bringing any disqualification or points on the respective person's license to the Business Managers' attention. The school has a Mini Bus Policy that outlines the regulation and restrictions on driving the schools Mini Bus., The person must have a current and clean driving licence, be over the age of twenty-one and have held their full license for two years or more to allow them to drive the school Mini Bus Lite. Zurich covers insurance.

1.17 Banking of monies

Large amounts of cash will be sent via a Security company to the bank. Any monies that need to be taken or collected from the bank will be done on an irregular basis. The member of staff will report to the Business Manager on the return from the bank.

When counting monies this will be done in a secure environment and all monies will be kept in the safe overnight.

1.18 Science

Procedures recommended on the 'CLEAPPS' website will be followed.

Radiation safety will be governed by the CLEAPSS guidance L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges (October 2018).

THE APPOINTED RADIATION PROTECTION SUPERVISOR IS: See Appendix C

1.19 Technology

All equipment is maintained on an annual basis through a competent contractor.

1.20 Activities Outside the School Site

Off- site activities must be notified to the Educational Visits Co-ordinator who will organise approval and support the group leaders on the health and Safety aspect of the visit.

Persons organising off-site activities must follow Bexley guidelines.

The arrangements for day trips to include a check on the first aid and emergency arrangements at the place to be visited, the names and status of staff who will instruct and ensure there are sufficient staff for the trip, taking in to account the number involved.

If a pupil is going on a trip who may require an Epi-Pen to be administered a qualified person must accompany the visit.

1.21 Slips, Trips and Falls

Surfaces are appropriate for the area of work, be it non-slip for toilet, art, food and science rooms as an example. Damage to these surfaces needs to be reported immediately when noticed by any person.

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Even on non-slip flooring wet can cause slipping and should be minimised and cleared up immediately. Matting to collect wet in entrances is supplied, but reasonable care needs to be taken in these areas when wet.

Snow and icy conditions will be dealt with by the caretaking staff who will clear a pathway allowing access to all areas of the school that is practical and will salt these areas with the appropriate compound. They will review the areas cleared periodically during the day especially prior to break and lunchtime.

Slopes and steps will have handrails and step edges will be painted to denote a change in levels.

Litter and rubbish should be discouraged through litterbins being provided and by litter clearance during the day by the site staff. Food and rubbish can cause slipping, trips and falls and any rubbish is cleared as quickly as possible. Students will on occasions if the litter is bad be asked to undertake a litter collection using appropriate safety methods.

1.22 Stress

Occupational stress is a workplace hazard and can lead to ill health. The school will ensure that steps are taken to discover the cause of stress and monitor whether the control measures that have been put in place are effective.

Counselling arrangements can be made firstly by the individual, via the National Employee Assistance Programme. Employees may discuss issues of stress through the Return to Work procedure, when a decision can be made as whether to refer the person to Occupational Health Services.

1.23 Alcohol and Drugs

The abuse of alcohol or drugs is a hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Head Teacher.

1.24 Violence at work

The school and Bexley have a policy of Zero Tolerance to abuse and violence at work. The school Lockdown Policy will be invoked if the threat or intruder is inside the school grounds/buildings.

The school has been working to minimise the risk of intruders and violence at work by procedures to deal with abuse and have set up control measures which include restricted access to the site by heightened perimeter fencing at its boundaries; through the introduction of access controls on main exterior doors, CCTV in strategic areas of the school and the availability of telephone contact in most classroom areas.

In the case of an emergency staff have use of a telephone in most rooms as well as midday supervisors have been issued with walkie-talkies as have senior staff.

Visitors to the school are accompanied to their destination and staff are requested to challenge any 'stranger' on site who is not clearly wearing a 'visitor's badge' but in a way not to cause themselves to be vulnerable. The school has a process implemented by reception staff where a person visiting is checked on the DBS register, if they are on the register they receive a green lanyard or if not on the register they receive a red lanyard and must be accompanied at all times.

Blackfen School for Girls

In the event of an intrusion staff should keep students in the classroom and await instructions, which could be through the telephone intercom system.

The school has a policy on Bullying in school, which deals with actions to be taken in the case of violence and abuse.

1.25 Display Screen Equipment

Persons who use the display screen for a majority of their job will be assessed using Bexley's Assessment form and guidance.

Adequate lighting, workspace and suitable seating arrangements are considered when undertaking the review.

1.26 Hazardous Substances

The School complies with the Control of Substances Hazardous to Health Regulations 2002.

Any activities that involve using hazardous substances are assessed to estimate the level of risk involved. If any significant risk is identified consideration is given to either eliminating the use of the substance or substituting a less hazardous substance. If neither of these courses of action is possible, all precautions are taken to ensure that the risk is properly controlled, in accordance with the recommendations in the Approved Code of Practice attached to the Regulations

Where information about a substance is not given on the label, or the substance is supplied in large quantities, a safety data sheet is requested from the supplier (all suppliers are legally obliged to supply this) and the following information is kept with the substance:

- Chemical composition of the substance
- Any ill-health effects, such as irritation of the eyes etc
- Any protective clothing or equipment needed for handling
- How to deal with spillages
- First aid or emergency treatment

All members of staff who regularly handle hazardous substances are trained in their use and in the requirements of the COSHH Regulations.

1.27 Asbestos at Work

Bexley LA has instigated a Risk Investigation and Analysis in 2000 and this has been reviewed again in July 2004. The school has an annual inspection by a competent asbestos company reviewing the areas that have been identified as having asbestos. The school is systematically removing the asbestos in the school. The information is on a digital system 4Thought.

A plan denoting areas in the School where asbestos is to be found is made available to all staff including casual and contractors who work on the school site.

Asbestos is safe so long as it is not damaged and it is sealed. Areas that are contaminated are closed off until works have been completed to make the area safe and air tests have been conducted. Staff at all times would be informed of any incidents or tests that were being undertaken.

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Contractors are required to sign a declaration to say that they have seen our Asbestos Register and have supplied the school with their 'method statement and risk assessment' for the works they will be undertaking. If at any time they feel that an area may have asbestos, they are to stop work and inform the Business Manager immediately who will employ competent contractors to undertake a risk assessment (usually immediately or within the day).

1.28 Working Alone

Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no-one at high risk of injury must work alone in school. No machinery must be used unless appropriately trained or a refresher course has been satisfactorily completed.

Caretaking staff who work alone or attend site out of hours are to follow the written procedures.

1.29 Risk Assessments

Risk assessment procedures should be undertaken for all tasks with a possibility of significant risk.

The results of the risk assessments must be brought to the attention of those employees to whom it relates.

If further guidance is required, then contact may be made with the Health & Safety Manager at London Borough of Bexley, Civic Centre on 0208 303 7777.

1.30 Training

Every member of staff is given induction training, which includes health and safety matters, such as fire and emergency procedures, the results of risk assessments in their area of work and the control measures that are in place. This training is given in the first week of employment.

All new members of staff have appropriate basic health and safety training within the first year of appointment. This is repeated as often as necessary to ensure that they are aware of new health and safety legislation and codes of practice.

All members of staff who need additional training in order to work safely, such as manual handling training, working at height or using equipment, are given the appropriate training as soon as is reasonably practical.

Agency staff who provide staff for the School are informed about the required training and qualification their staff will need to do the work safely before they begin working at the School.

The responsibility for safety training and/or refresher training rests with the employer. Periodic examination of training records of all staff and if training needs are identified, then appropriate training should be provided. This may be particularly so for those who need to work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes.

1.31 Physical Education and Games

These will be conducted within the recommendations of BAALPE 'Safe practice in Physical Education' revised 1999.

Blackfen School for Girls

MODEL “ORGANISATION” SECTION OF HEALTH AND SAFETY POLICY FOR SECONDARY SCHOOLS WITHIN LONDON BOROUGH OF BEXLEY

BLACKFEN SCHOOL FOR GIRLS

RESPONSIBILITIES

Governing bodies

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, the Authority’s Health and Safety Policy and associated codes of practice, and that these are taken into account in determining the allocation of resources
- all annual monitoring is carried out in accordance with the Children and Young People’s Directorate procedures and that the results are reported to them.

The Head Teacher

N.B. The responsibilities can be delegated but it must be clear within the policy who these have been delegated to by giving the individual’s name.

At operational level the Head Teacher, or in their absence their nominated deputy, is responsible and accountable to the governors, so far as is reasonably practicable, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school. In particular, this will include ensuring that:

- Organisation - there is an appropriate organisation with the establishment for implementing this policy;
- Health and Safety Policy - the health and safety policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staff room;
- 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;
- Annex E Poster - copies of the establishment’s local organisation and arrangements-notice board information are completed, posted on notice boards in a prominent position and updated as appropriate (Annex E);
- 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;

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- Risk assessment - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- Visitors - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- New or pregnant mothers - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- Security - that security of premises and students are protected;
- Planning - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- Manual Handling - manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;
- Display Screen Equipment - that VDU workstations for “users” are assessed and the risks reduced to the lowest reasonably practicable level;
- COSHH - exposure to hazardous substances is controlled to prevent ill health;
- PPE - personal protective equipment is provided free of charge where identified in the risk assessment process;
- Maintenance - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;
- Educational visits - that educational visits are adequately planned, organised and the risks assessed in accordance with Council policy, and that performance monitoring of educational visits is carried out;
- Incident reporting - incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
- Hazard removal - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
- Training, instruction & supervision - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
- Induction - new employees 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;
- Volunteers - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- Fire precautions - fire precautions procedures are implemented (including fire drills);
- Emergency procedures - emergency procedures are developed and implemented;
- First aid & 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 Council guidelines, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
- Asbestos - asbestos on site is properly managed, the location of the asbestos register is displayed in the general office and the staff room;

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- Record keeping - all statutory registers and records are kept;
- Lettings - appropriate arrangements are made with regard to lettings;
- Performance monitoring - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents 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 - the policy, 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.
- Compliance - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices.

For schools with radiation sources

- that a Radiation Protection Supervisor is appointed.
- that an approval letter has been obtained from the DfES to allow it 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.

Establishment Health and safety Co-ordinator

To ensure effective implementation of this policy has been delegated specific responsibilities by the Head Teacher to:

- 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;
- develop emergency evacuation procedures and arrange drills as appropriate;
- ensure health and safety matters raised by staff are dealt with;
- maintain a central file of relevant codes of practice and other health and safety information; N.B. A list of key documents that the school should have available is on the website www.bexley.gov.uk/saferschools
- co-ordinate the implementation of safety procedures;
- ensure that regular monitoring of health and safety is undertaken and that working practices are checked;
- appraise the Head Teacher of compliance with procedures and systems of work on a regular basis.

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Premises Manager

The premises manager will have particular responsibility to ensure that:

- they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- access equipment should be inspected at least every 6 months and a record kept, in addition they should be checked prior to use to ensure safety;
- access equipment must be used in accordance with HSE and Council guidelines;
- any monitoring required to control legionnaires disease is carried out and appropriate records kept;
- asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor pre-Start Declaration" form;
- a Type 3 asbestos survey is carried out prior to any works to check no risk of damage or disturbance to asbestos?
- he receives a copy of the health and safety policy of the contractor;
- regular inspections of the boiler(s) by a competent person (e.g. Gas Aware/CORGI registered) takes place;
- they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively;
- COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers and own staff);
- all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g.: storage arrangements for materials, equipment, substances etc;
- traffic is managed safely;
- hazards notified to them are passed onto the Head Teacher and/or Administration Officer;
- defects to the premises are dealt with in consultation with the Head teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- any items received from suppliers e.g.: machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
- testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (4 times per year by service contract) with records kept;
- all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date etc.
- all door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

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Mid-day Supervisors

Mid-day supervisors are responsible for ensuring that:

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

Heads of Departments

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:

- 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;
- new employees receive appropriate health and safety training, including Departmental Safety Procedures;
- 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;
- 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 that students are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

In particular Heads of Science will be responsible for ensuring that:

- equipment is checked before use and tested as required:
- fume cupboards - every 14 months under the Control of Substances Hazardous to Health Regulations 1994)
- autoclaves, pressure cookers, model steam trains etc - periodic inspection required under the Pressure System and Transportable Gas Containers Regulations 1989
- offers of chemicals are not accepted, or viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included;

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- 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 that 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 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 is communicated well 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;

N.B. The CLEAPSS Model Science Health and Safety Policy L223 may be used to expand this section and detail more specifically the responsibilities tailored to the school.

In particular Heads 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 that 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 that these are tested regularly and records kept of the tests;
- only competent trained staff are permitted to use equipment;
- records are kept of any training and that training needs are identified and met, including refresher training or reported to the Head Teacher;
- equipment not to be used by certain students is clearly identified and understood;

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- practical classes are adequately and closely supervised;
- any equipment or machinery is examined and tested by a competent person, and that records are kept, including Local Exhaust Ventilation (every 14 months), Lifting equipment, pressure vessels, power presses, and portable electrical equipment, gas cookers (annually by a competent person who is Gas Safe registered);
- safe working procedures are developed for all equipment/machinery and that these are well communicated;
- that 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;
- that the power supply and gas supply to any workshops is isolated and access prevented by locking doors when the room is not in use;
- that up to date safety information is communicated well to all staff in the design and technology department;
- that health surveillance is carried out where identified through COSHH;
- facilities for design and technology are only used for educational purposes, not for other activities such as repairs or maintenance;
- one socket is provided for the use by cleaners that is live when the main workshop power is isolated so that cleaners can work safely;

More detailed responsibilities can be developed by the school for Design and Technology using the appropriate codes of practice and other relevant health and safety information to tailor the policy to the school.

Radiation Protection Supervisor (applies to secondary schools with radiation sources) must ensure that:

- they understand the basic principles of radiological protection and the relevant requirements of the Ionising Radiations Regulation 2017 of the hazards, risks and control measures of sources in his/her care;
- they carry out 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 2018 and other relevant information, codes of practice and local school rules 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 approved by the DfES, and that records of all paperwork relating to the purchase and approval is kept;
- adequate supervision is provided;

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- 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 or day, and that 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 that 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 local rules;
- 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 local rules;
- all users of radioactive sources fully implement the local rules;
- they maintain adequate materials required to deal with spillages/contamination as outlined in L93;
- the Radiation Protection Officer of London Borough of Bexley 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 CLEAPSS 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.

***N.B. The Radiation Protection Advisor (RPA) for Bexley is Deborah Stickland
Tel: 020 3045 5414.***

The Radiation Protection Officer (RPO) of London Borough of Bexley is Deborah Stickland Tel: 020 3045 5414. Contact with the RPO should normally be made with any queries to act as a link between the RPA and the school.

THE APPOINTED RADIATION PROTECTION SUPERVISOR IS: See Appendix C

Teachers (including supply teachers and students on training placements)

Teachers are responsible for the health and safety of students and students while in their care, as are student's 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;

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- follow school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with Council Policy, and that performance monitoring is carried out;
- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- exercise effective supervision of students and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instruction and warnings as often as necessary (notices, posters, hand outs are not enough);
- 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.

New and expectant mothers

New and expectant mothers must inform the Head Teacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. A maternity risk assessment is carried out by the school with the respective person.

All employees

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the Council, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, this policy, 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;

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- to ensure that occasional one off manual handling operations are assessed 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 advisers on behalf of the LA.

Students

Students are expected to:

- Report to the Administration Manager/Deputy Head/Head teacher matters which may require their attention in accordance with agreed procedures;
- Wear personal protective equipment provided;
- Follow safe working practices and instructions;
- Observe the uniform policy;
- Familiarise themselves with emergency procedures;
- Take care to protect the health and safety of themselves and others affected by their acts or omissions;
- Not to misuse or interfere with things provided for their own safety and the safety of others;

Safety Representative

The appointed safety representative is:

- He/she will function in accordance with the Health and Safety Commission's Code of Practice for Safety Representatives'.
- The Safety Representatives Regulations allow representatives to formally inspect every 3 months (or more frequently if agreed) and to inspect after any notifiable accident, dangerous occurrence or notifiable disease, where there is a substantial change in working conditions or if new information becomes available.
- The frequency of safety inspections will be agreed by consultation with the Head Teacher and the governing body.
- External Appointed Safety Representatives may wish to visit the school and are not therefore a member of the school staff. Assistance should be offered where possible to allow them to fulfil their duties.

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Health and Safety Advisors

The London Borough of Bexley Health and safety advisor will provide information and health and safety advice:

Jill Moore (H & S Team Manager) - direct dial - 0203 045 4151

In her absence the following may be contacted:

Deborah Stickland 020 3045 5414

Alan Buck 020 3045 4015

The web site <http://www.bexley.gov.uk/saferschools> has been set up to help manage health and safety within Bexley schools.

Occupational Health Service

Occupational Health advice is available from

Adelinah Ausekre

020 3045 3685

adelinah.ausekre@bexley.gov.uk

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Appendix A

Current Post holders

Head Teacher:	Mr M Brown
Health & Safety Officer:	Mr G Morgan
Business Manager:	Mrs G Morgan
Educational Visits Coordinator:	Mr S Neil
Site Manager/Senior Caretaker:	Mr V. Murphy/Mr K Wood
Catering Contractor:	Pabulum
Cleaning Contractor:	Lewis & Graves Services
FL of Science:	Mrs V Hale
FL of Technology:	Ms L Blatch
FL of PE:	Mrs N Langham

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Appendix B

Holders of current First Aid Certificates

Three Day trained

Mrs A Stannett	Student Welfare Assistant
Mrs Jo Scott	Cover Supervisor
Mrs L Dimond-Banks	Student Support Officer
Mrs A Osborne	Student Support Officer
Ms A-M Shaw	Teaching Assistant (SEN)
Mrs S Collier	Cover Supervisor

One Day Trained

Mr S Lorkin	Assistant Caretaker
Mrs Kellie Russell	Art Technician
Mrs J Corbett	Teaching Assistant
Miss K Morris	H&SC
Mr S Williams	PE Department
Mr David Braund	Caretaker
Mrs Roberta Keenan	Cover Supervisor
Nadine Doyle	Humanities
Marilyn Ernest	Science Technician
Debra Goddard	Teaching Assistant
Julia Hardwick	Science
Tamsyn Kingsbury-Barker	Librarian
Jorden McMahon	Math Teacher
Mrs N Langham	PE

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One Day Trained Cont

Julia O'Connor	Exams officer
Suzanne Piercy	Student Welfare Assistant
Marion Taylor	Cover Supervisor
Anna Thomas	Librarian
Linda Valler	Teaching Assistant
Karen Langridge	SEN

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Appendix C

Appointed Radiation Protection Supervisor

Mark Ellis Science Teacher