

# Bullers Wood School

## Health and Safety Policy



*Quod Potes Tenta*  
Strive to your Utmost

<b>Policy created by:</b> Headteacher	<b>Date of Adoption:</b> December 2020	<b>Date to be Reviewed:</b> September 2023	<b>To be reviewed by</b> Local Governing Board
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# Health and Safety Policy

## Related Policies and Documents

- Department specific procedures
- Managing Medicines and Accidents Policy
- Security Policy

## Introduction

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy.

The Governing Body accepts its responsibilities in this regard and is committed to the health, safety and welfare of students and staff, and to the health and safety of visitor and contractors.

Employees also have legal responsibilities to take care of their own health and safety at work as well as the health and safety of others, to co-operate with their employer and not to misuse or interfere with anything provided for health and safety purposes.

## Section A. General Statement of Safety Policy

The school's health and safety policy will ensure as far as reasonably practicable that:

- the premises are maintained in a safe condition without risk to health.
- exits and entrances are kept clear for use.
- work areas are maintained in a safe state, without risk to health and with adequate facilities.
- employees and students receive information, training where appropriate and supervision to ensure their health and safety and to promote awareness of known hazards.
- safe storage, handling arrangements and protective equipment are made available.
- employees and students are expected to make the correct use of such equipment or storage.
- all plant, equipment and work systems are provided and maintained in a safe condition without risk to health.
- a supportive environment is maintained within which stress and health issues can be proactively addressed.

This policy will form part of the induction training given to staff. The school will comply with all aspects of the Disability Equality Duty as detailed in the school's Equality Policy and Accessibility Plan.

## **Section B. Responsibilities**

### **1. The Governing Body**

The Governing body is responsible as the employer for:

- Recognising and accepting its responsibilities for the health and safety and welfare of its staff and students, and visitors to its premises.
- Establishing a suitable organisational structure for managing health and safety
- Establishing effective arrangements for satisfying this policy
- Ensuring that effective monitoring of the health and safety policy is carried out and updated or amended accordingly.

### **2. Headteacher/Deputy Headteacher/Health & Safety Officer**

The Headteacher, Deputy Headteacher and Site Manager are responsible to the Governing Body for the planning and implementation of the Health and Safety Policy within the school, and in particular shall ensure that:

- an effective health and safety policy is produced, implemented and reviewed.
- staff are familiar with the policy and satisfy their delegated responsibilities and duties.
- safe, secure and healthy working conditions and systems of work are established and maintained.
- suitable and sufficient assessments of the risks to the health and safety of all staff, volunteers, students and others who may be affected are carried out and appropriate preventive and protective measures implemented.
- suitable and sufficient training programmes are introduced and maintained for all staff.
- staff incorporate (wherever appropriate) relevant health and safety standards in the design, installation and operation of new systems, buildings, plant and equipment.
- contracts take full account of issues affecting the health, safety and welfare of staff, students, users of the school and the contractor's personnel.
- regular safety inspections are carried out and the procedures for reporting followed.
- accident and incident investigation and reporting procedures are produced and implemented.
- the Governing Body is provided with regular health and safety reports by way of minutes of committee meetings and other reports as appropriate.

- appropriate procedures are initiated where there has been a breach in health and safety procedures

#### **4. All Staff Responsibilities**

All staff are required to ensure they

- carry out their duties in accordance with the Health & Safety policy and any other related policies and procedures.
- take reasonable care of themselves whilst at work.
- follow the information, instruction and training provided.
- co-operate with the school's management on matters of a health and safety nature.
- do not misuse anything provided for safety.
- use plant, equipment and substances correctly and use the appropriate safety equipment.
- inform their line manager of any defective equipment, safety hazard or damage in their area.
- report all accidents, whether serious or not, to their line manager and to the principal first aider.
- take reasonable precautions to ensure the safety of all persons within their charge.

### **Section C. Arrangements and Specific Responsibilities**

#### **Induction**

New members of staff will be given a copy of this policy by the Human Resources Department as part of their induction into the school. As soon as possible after joining they will be advised of any other general emergency procedures by the Human Resources Department. This policy, together with other relevant health & safety related policies are also readily accessible on the VLE.

Procedures and safety aspects relevant to their area of work will be advised to the new staff member by their relevant Head of Department/Line Manager. This will typically, but not exclusively, be included in the Department's Handbook and/or schemes of work. If appropriate, relevant training courses should be arranged at the earliest practicable opportunity.

#### **Visits & Trips**

The health & safety aspects of school visits and trips is delegated to a named member of staff.

### **Work Experience/Work Related Learning Activities**

The health & safety aspects of these areas is the responsibility of the Head of Careers, Work Experience & Work Related Learning. Specific procedures are in place and regularly reviewed.

### **Curriculum Safety**

Heads of subject departments are responsible for ensuring the appropriate arrangements are in place in respect of the delivery of their subject to students, and that this is communicated to relevant teaching and support staff.

### **Risk Assessments**

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, students or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

Heads of Department/Line Managers are responsible for drawing up and regularly reviewing risk assessments relevant to their own areas, for communicating them and making them readily accessible to departmental staff.

The Deputy Headteacher and Site Manager are responsible for drawing up, communicating and regularly reviewing generic risk assessments.

Completed assessments must be readily accessible to staff, typically via the VLE or by specific departmental arrangements.

### **Portable Electrical Items Testing**

PAT testing on portable electrical equipment is arranged annually (and otherwise as required) by the Site Manager, who keep the appropriate records.

Testing will be carried out by a “competent” person. All appliances tested will be marked with a sticker showing the date of the test and the date the item is next due to be tested. All items that fail the test will have the plugs cut off to prevent their further use. A request must be made to the Headteacher for the item to be disposed of and to be removed (where appropriate) from the Asset Register.

All electrical items brought into school must be reported to the Site Manager to organise for a test to be carried out by a “competent” person before their use.

All staff should report any problems with electrical equipment immediately, refrain from using it and prevent others from using it, until it has been declared safe or the problem remedied. Such problems might include damaged sockets, plugs or cables, overheating or electrical shocks.

Any student, staff member or visitor suffering an electrical shock should report to the Medical Room for assessment immediately. The principal first aider will complete an Accident Report Form and the Site Manager will arrange for an electrician to carry out an investigation into the cause of the electric shock.

### **Chemical Safety**

Chemical and other substances hazardous to health should not be used unless a COSHH assessment is held for it and the appropriate arrangements for its use, including protective equipment as appropriate, are in place. Regular COSHH training is organised for staff where appropriate.

### **Equipment use and maintenance**

Equipment that could prevent a potential hazard if not used or cleaned correctly, should only be used by persons trained in its use and maintenance.

Equipment that may present a hazard to others if used inappropriately should never be left unattended.

Heads of Department/Line Managers are responsible for ensuring that staff in their department are trained in the use of department specific equipment, and for its maintenance.

The Site Manager is responsible for ensuring the regular maintenance and safety checks are made on:

- local exhaust ventilation
- pressure systems
- gas appliances (in conjunction with the Director of Science and the Heads of Home Economics and the Canteen where appropriate)
- lifting equipment
- glazing safety

### **Display screen equipment – see separate policy**

Members of staff are encouraged to adjust furniture and equipment to meet their needs and not to adjust their posture to the workstation. To avoid eye strain and computer related conditions such as RSI, staff and students using computers for any period of time should take occasional short breaks. Any problems with furniture, equipment, eyesight or aches and pains associated with prolonged and repetitive use of computer equipment should be reported as soon as it arises. Staff who use computers regularly as part of their work are entitled to claim the cost of an annual eye test.

### **Reporting dangers/potential dangers**

Where it is safe and practicable to do so staff must make reasonable attempts to eliminate a danger and to safeguard the affected area until the danger has passed.

Staff should report any concerns to the Site Manager/Deputy Headteacher immediately. The Site Team will attend to these concerns in accordance with the danger presented. Urgent matters will be referred immediately to the Site Team for attention. If the matter is not addressed it should be reported to the Deputy Headteacher.

### **Fire Safety**

Bullers Wood School is committed to protecting staff, students, visitors and others from the risk of fire.

The Deputy Headteacher is responsible for

- co-ordinating the fire evacuation procedures, including the arrangements for termly fire drills
- providing staff training

The Site Manager is responsible for

- carrying out fire alarm call point tests on a rotation basis
- arranging for annual servicing of emergency lighting and fire extinguishers

- arranging for the fire fighting equipment to be checked annually
- ensuring the procedures are in place for fire risk assessment
- keeping appropriate records on the above, including evacuations and drills

The buildings must be evacuated as quickly as possible in accordance with the notices displayed and the procedure at Appendix A.

#### All staff

- are to ensure the areas in which they are located are evacuated
- must keep fire exits clear
- must be familiar with emergency drills, escape routes, assembly points and bomb evacuation procedures.

Fire notices are displayed in all areas in all buildings on site detailing instructions to all persons on site in the event of an evacuation. In addition, persons with a disability or a medical impediment, are advised of their separate assembly point. There are four assembly points: at the Tennis Courts (during school day hours), at Bullers Wood car park (out of hours or if the Tennis Courts are inaccessible) and at the Food Cube (disabled/medical assembly point). Where the entire site needs to be evacuated, staff and students will be directed en route to the on-site Assembly Point(s) and will assemble in the middle of St Hugh's Playing Fields. Rarely, it may only be necessary to evacuate a specific building/area. In this instance, the teacher should escort the students to the assembly point and students should be checked via the class register.

#### **First Aid**

A member of the Administration team is designated the principal first aider. She is also responsible for the

- arrangements for addressing the medical needs of students in school
- reviewing the managing medicines policy periodically
- keeping records of accidents and undertaking the necessary reporting procedures, including to RIDDOR as appropriate
- ensuring that the training of first aiders is kept up to date and communicated in school.

Some injuries of a minor nature can be treated, at the discretion of the member of staff, in the department where they occurred (e.g. for a very mild burn, hold the affected area under cold running water). If in doubt, or for a less minor injury, students, staff and visitors should be referred to the medical room for attention. The contact books of all students who require first aid in the medical room should be stamped to inform parents/carers that their daughter/son has received treatment in the medical room.

Where the injury is of a more serious nature, or where the person should not be moved, the principal first aider or another qualified first aider must be called to the injured person immediately. Advice on sending a student, staff member or visitor to hospital is usually given by the qualified first aider called to attend or, in the case of PE injuries, by the PE staff.

In an acute emergency an ambulance may be called by any member of staff who must notify the principal first aider at the earliest opportunity. The parent or carer, in the case of a student, must be contacted as soon as possible. A member of staff will accompany an injured student to hospital and remain with him/her until the parent or their representative arrives. The Headteacher, or in his absence, the Deputy Headteachers must be informed as soon as possible of accidents or illnesses requiring

hospital treatment. A member of staff should never take a student to hospital in their own car.

All accidents or injuries must be recorded in the Accident Report Book held by the Principal First Aider. In addition an Injury/Violence Report Form must be completed. This must be submitted to the Office Manager for investigation and to ascertain whether the accident constitutes a report under RIDDOR.

### **Medical Needs and Medicines – see separate policy**

Parents and carers are requested to provide information about the medical condition of their child on the emergency form they are given each year. Medical needs that develop in the course of an academic year should be notified by the form tutor to the Head of Year who should inform the principal first aider. Details of students' medical conditions are kept in class lists to ensure all staff are aware of the medical needs of students in their lessons.

A record of the students' medical conditions and needs should be kept by the Head of Year and the principal first aider. In some circumstances a Health Care Plan will be drawn up. Where applicable this will be on display in the staff room. Copies will be kept by the Head of Year, Head of PE and the principal first aider.

There is no legal or contractual duty on school staff to administer medicine or supervise a student taking it. However, there is a common law duty to act as any reasonably prudent parent would to make sure that the students are healthy and safe on school premises. This might, in exceptional circumstances, extend to administering medicine. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings and field trips. Prescribed medicines required for emergencies should be given to the principal first aider for safe keeping together with clear written instructions from the parent/carer as to their use.

### **Blood and Body Fluid Spillages**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with properly. Disposable gloves must be worn by staff dealing with blood and body fluid spillages or staff administering first aid to students involving blood and body fluid spillages. Cuts and grazes must be covered. Spillages should be wiped up with disposable paper towels which should be disposed of as clinical waste in the medical room, as should the disposable gloves. Any needles or discarded syringes must also be disposed of as clinical waste. If any needles or syringes are found in the school or its grounds, staff must not pick them up manually, but should telephone the local council to arrange removal.

### **Physical Violence/Verbal Abuse/Minor Incidents**

Physical violence and verbal abuse will not be tolerated at Bullers Wood and all incidents should be reported so that the appropriate action can be taken:-

- All incidents of physical violence should be reported on the School's Accident/Incident Report Form
- Verbal abuse and other incidents by or involving students should be reported on the School's Blue Incident Slip
- Verbal abuse and other incidents by or involving staff or visitors should be reported to the Headteacher, the Deputy Headteacher or the Head of Department where appropriate

## **Stress**

In some situations the job content, working environment or the personal disposition of an employee can lead to the kind of psychological difficulties which are commonly referred to as stress and which may have physical as well as psychological symptoms.

Any staff member who feels under stress should discuss the situation with his/her line manager at the earliest possible opportunity to identify possible practical solutions to overcome the level of stress. In some instances it may be appropriate for the member of staff to seek medical advice.

Line Managers should be aware of the common symptoms which may indicate that their colleagues are under stress and make themselves accessible to discuss problems and anxieties.

## **No Smoking**

Smoking is prohibited throughout the school site, in the school's vehicles and at St Hugh's Playing Fields and the Pavilion. This policy applies to all employees, students, Governors, contractors and visitors.

Appropriate No Smoking signs are clearly displayed at all entrances to the site and playing fields and also at all entrances to each building and in the school's vehicles. Disciplinary procedures will be instigated if a member of staff or student does not comply with this policy.

From 1 July 2007, it has been against the law to smoke in enclosed premises and those who do not comply with this law may also be liable to a fixed penalty fine and possible criminal conviction.

## **Manual Handling**

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. All staff are encouraged to undertake safe lifting techniques. Training is provided where appropriate. Students may be required, under supervision and with appropriate training, to assist in getting out equipment in departments

Staff and students are discouraged from storing or retrieving items at height and must not climb ladders or stand on items of furniture. The Site Team are trained in the use of ladders and must be called.

## **Building & Maintenance**

The Site Manager is responsible for ensuring the appropriate health & safety arrangements are in place for on-site building and maintenance.

## **Contractors**

The Site Manager is responsible for ensuring the appropriate health & safety arrangements are in place for contractors and for keeping appropriate records. All contractors must report to the Site Manager to sign in before work commences. Monitoring of contractors will be carried out by the Site Team and segregation of the work area must be maintained.

## **Protective Clothing/Equipment**

Staff are responsible for wearing and/or using protective clothing or equipment appropriate to the task they are undertaking.

### **Asbestos Management**

The Site Manager is responsible for

- liaising with the Local Authority regarding annual asbestos checks
- ensuring the appropriate arrangements are in place for the safe removal of asbestos found in the school.

### **On site vehicle movements**

The speed limit on the school site is 5mph. Staff should avoid exiting the site for 10 minutes after the end of the school site to allow students to disperse, and exercise extreme caution when driving on site. Deliveries are restricted during break times.

### **Lettings of Premises**

To ensure lessees are fully aware of their responsibilities during the period of the letting, a Conditions of Booking form should accompany every acknowledgement of a booking. Where the caretaker opens the school for the letting, s/he must show the person(s) responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers and fire exits.

### **Security – please also see the separate policy on this**

All Bullers Wood employees have an Enhanced DBS check (which should be clear) plus 2 references. Catering and cleaning staff must have clear Enhanced DBS checks from the Catering/Cleaning company.

All staff and sixth form students are required to visibly wear an identity badge at all times whilst on site. This badge must be relinquished at the end of employment or studies whichever is applicable.

The Site Team are responsible for clearing the school and setting the alarms. The last person to leave the premises must ensure that all gates, doors and windows are closed and, where appropriate, locked.

### **Visitors/Intruders**

All visitors must report to Reception as soon as they enter the premises and sign the visitors' book. They should wear a clearly visible visitors' badge for the duration of their stay, relinquishing it on their departure. All regular visitors (weekly) may be unaccompanied if they have a clear LBB Enhanced DBS or a BWS Enhanced DBS check. All other occasional visitors, e.g. Reprographics Engineers, need to be accompanied.

All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report them to Reception, who will report to the Headteacher, or Deputy Headteachers/Site Team, to instigate appropriate action.

## **Section D. Communication of Health & Safety issues**

A copy of this policy will be given to every new member of staff with their offer of employment or as part of their induction. In addition a copy will be displayed in the staff room and put on the VLE. Any amendments to this policy will be discussed at the health & safety committee, with a copy to the union representative(s) before being passed to Governors for consideration and adoption.

## **Appendix A**

### **Fire/Bomb Drill**

All staff, students and visitors are responsible for ensuring that they are familiar with the Fire Notices displayed in all areas of the school buildings. Form Tutors should ensure that students know the procedures for evacuation both in lesson and non-lesson times.

**Discovery of fire:** If you discover a fire operate the nearest fire alarm and call 999. If safe to do so also ring the office (0), who will contact the Site Team.

**Alarm:** This is either a siren or the class change bell rung for a longer period than normal, depending upon which area of the school you are in. In addition, when a call point has been activated a high pitched alarm will sound at reception and the fire alarm panel situated in reception will flash indicating which area the suspected fire is located in.

**Notices:** Fire notices in each room give details of the Assembly Point. Staff should read the notices in the rooms they use and check the positions of exits and assembly points.

**Fire Drill:** Site Team staff should:

- go to the location of the alarm to investigate and establish cause of alarm;
- search all rooms, if safe to do so, to make sure areas are clear if evacuation is necessary;
- inform Reception if false alarm;
- liaise with alarm company who will automatically contact the School to find out if false or real alarm;
- remain at the appropriate school entrance to guide the Fire Brigade to the site of the fire;
- liaise with the Fire Brigade and Senior Leadership Team to ascertain if/when it is safe to return to the premises;
- re-set the Fire Panel in Reception when appropriate;
- replace “break glass” if broken

Reception staff should, on hearing the alarm:

- notify Site Team of the location of the alarm;
- notify the Headteacher / Deputy Headteacher / Site Manager. In the event of a false alarm, no further action is necessary;
- phone 999 in the event of an emergency, and give instructions as to which gate to enter the school site by;
- contact staff member on walkabout duty to make their way to the Fire Assembly Point so there is radio contact there;
- remain at Reception if safe to do so. This will provide a contact for the Site Team;
- if unsafe to remain, reception staff/Site Team must evacuate and contact the Fire Brigade by mobile/another phone on site.

Office staff should, on hearing the alarm:

- get ready to evacuate as instructed by the Headteacher/Site Team/Office Supervisor/Receptionist;
- take the Visitor's Book, Form Groups Book and the Signing in/out Books to the Assembly Point;
- lock the school office;
- (Medical staff should) ensure students are evacuated from the Medical Room to the Disabled Persons Assembly Point.

All other staff and students should, on hearing the alarm:

- Get ready to evacuate as instructed by the Site Team;
- (Form Tutors should) ensure that students know the procedures for evacuation.
- ensure there is total silence at all stages of the drill
- leave the room once every student is lined up ready to leave;
- (Teachers should) take their register with them and close the door behind them;
- (All staff should) check the immediate area is empty where it is safe to do so.
- (All staff should) check their areas and ensure equipment is turned off
- (All staff should) ensure the students leave the building and do not re-enter.
- exit the building immediately by the nearest exit and be ready to seek another exit if the first is blocked.
- take the safest route to the Assembly Point.

#### **At the Assembly Point:**

- Students should line up in their assigned area in alphabetical order in their form groups and maintain total silence.
- Form Tutors should check the form register lists (provided by support staff) at the Assembly Point and report any absences to their Head of Year/Senior Staff
- Support staff and visitors should report to the Office Supervisor to ascertain if anyone is missing
- Everyone should remain at the assembly point until given permission by Senior Staff/the Fire Brigade to return to the building(s)
- If return to the building is impossible, students should be organised by staff into form and year groups.

#### **Receipt of bomb call:**

The person receiving the call should:

- Take down the following details:
  - Where the bomb is placed
  - When it is timed to go off
  - Information about the caller such as male/female, approximate age, accent if any etc.
- Contact the Headteacher or other member of the Senior Leadership Team immediately

The Headteacher or other member of the Senior Leadership Team will:

- decide on full, partial, off-site or no evacuation.

The evacuation procedure as outlined above should then be followed.

Staff with Walkie Talkies in Inglewood and Sports Hall will be advised to evacuate off-site, and will display notices for students to exit the site via the nearest appropriate exit (usually Chislehurst Road).

Senior Leadership Team/Site Team will re-route staff and students heading towards the onsite Assembly Points to evacuate off-site via the appropriate exit

The Reception Staff will:

- Activate the alarms and call the emergency services

**Intruder alert:**

- Staff should report an intruder to Reception/Site Team/Senior Staff immediately

**Reception will inform Headteacher to decide appropriate action. If necessary nominated staff in all buildings will be contacted via Walkie Talkie.**