Health & Safety Policy

Policy Owner: Governing Board
Federation Lead: Executive Headteacher
Policy Adopted: Autumn 2023
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Review Frequency: Every 3 years

Signed _____

Ms A. Parker, Executive Headteacher

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Mr N. Hiley, Chair of Finance, Resources and Personnel Committee

1. Overall Statement of Policy

1.1 It is the policy of BJS Federation of Schools to maintain high health and safety standards to protect pupils, members of staff, visitors or others who may be affected by school activities. The Federation operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools

2. ORGANISATION

2.1 Responsibilities of the Governors

The Federation Governors have responsibility for keeping under review standards of health and safety within the Federation. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

2.2 Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Education Directorate

2.3 Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Education Directorate Health and Safety Policy and any legal requirements relating to health and safety

2.4 Ensuring that health and safety standards in the Federation are monitored and reviewing the standards achieved by considering reports from the Executive Headteacher at least every term

2.5 Ensuring that Federations premises, buildings, and equipment for which they are responsible, are adequately maintained and inspected to ensure the health and safety of staff, pupils, visitors, and contractors who may visit, use, or work on the premises

2.6 Ensuring that where contractors are engaged to undertake work on the individual schools premises or buildings, an adequate assessment of the prospective contractors involved is undertaken to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk

2.7 Ensuring that where volunteers are used to give assistance to the individual school's activities, or undertake work in the individual schools premises, such work is adequately planned, organised, and supervised. Also ensuring the volunteers used have sufficient competence to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

3. Executive Headteacher

3.1 The Executive Headteacher has overall responsibility for the day-to-day management of health and safety in the Federation. In particular, the Executive

Headteacher has the following responsibilities:

3.2 To ensure that the health and safety standards detailed in Lambeth Health and Safety Management Manual are implemented and maintained at the Federation.

3.3 To ensure that staff receives adequate health and safety training appropriate for their responsibilities

3.4 To ensure that staff are adequately consulted on health and safety matters either through the Federation safety committee, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated

3.5 To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Lambeth Health and Safety Management Manual (Section I 0) is presented to the Governors at least every term

3.6 To ensure that health and safety issues are discussed at the Premises and Health and Safety Committee, at least once a term

3.7 To ensure that the Executive Headteacher or a delegated member of staff attend any required health and safety training provided by the Federation or the Council

3.8 Ensuring that statutory inspections of the individual schools plant, equipment and systems are undertaken in accordance with Directorate policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept and lodged in the central safety file

3.9 Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept and lodged in the central safety file

3.10 Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken, recorded, and lodged in the central safety file.

3.11 Arranging any necessary corrective action identified by health and safety inspections detailed above. To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Lambeth Education Directorate Health and Safety Manual (Page 17), are implemented
To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive

3.12 To ensure that, for any off-site event or trip, organised by or on behalf of the Federation, adequate arrangements are made for the supervision of the pupils

involved, and for the safety of the staff and pupils.

3.13 These arrangements must at least meet any minimum standards specified by the Education Directorate

3.14 To ensure that, where required, individual school specific risk assessments are undertaken, recorded, and lodged in the central safety file

3.15 To ensure that the health and safety requirements identified, either in the individual school specific risk assessments or in relevant Education Directorate risk assessments, are implemented

3.6 To ensure there are adequate arrangements for first aid, both on individual school premises and on school outings, or activities, in accordance with the Education Directorate guidelines.

3.7 To ensure that there are adequate arrangements for dealing with emergencies, including for the evacuation of the premises. These arrangements are described in the Critical Incidents Management Plan which is incorporated into this Health and Safety Policy.

4. Fire Safety Manager (Executive Headteacher)

4.1 The Executive Headteacher, will have responsibility for overall planning and organisation of fire safety matters within the Federation. In particular they will:

4.2 Ensure that fire precautions in the individual school premises are maintained in accordance with the standards detailed in the Lambeth Health and Safety Management Manual (Section 4) and that practice fire evacuation drills are undertaken at least every term, and a record lodged in the central safety file

4.3 Ensure that all staff are aware of their particular responsibilities in the event of fire:

4.4 Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival

4.5 Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;

4.6 Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, and fire extinguishers are being undertaken correctly and that a record is lodged in the central safety file.

5. Teaching Staff

5.1 Teachers within the Federation have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

5.2 Undertaking lessons and school activities in accordance with any national and Council guidelines relevant to the health and safety of the staff and pupils, and with the procedures and guidance.

5.3 Ensuring that they are familiar with the school fire procedure and their role in it

Maintaining good standards of housekeeping and cleanliness in the activities under their control.

5.4 Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced.

5.5 Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used

5.6 Curriculum post holders should ensure that clear guidelines for health and safety considerations in relation to particular lessons or activities are available to staff, and individual teachers should ensure that the lesson plan addresses these issues and is adhered to

5.7 Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Executive Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk

5.8 Attending any required health and safety training provided by the Federation or the Council

5.9 Undertaking, as required by the Executive Headteacher, any formal health and safety monitoring or inspections, in order to assist the schools, maintain adequate health and safety standards

5.10 Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Executive Headteacher, or the Site Manager as appropriate.

6 Site Manager

6.1 The Site Manager, is responsible to the Executive Headteacher for:

6.2 Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are lodged in the central safety file

6.3 Acting as the Federation representative in any dealings with contractors who are to work at the schools.

6.4 Assisting the school safety committee to assess the quality of work carried out by any contractors who are used to undertake work at the individual schools, and monitoring the standards of health and safety whilst the work is undertaken

6.5 Ensuring that the day-to-day maintenance of the individual school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Executive Headteacher

6.6 Ensuring that statutory inspections of individual school plant, equipment and systems are undertaken in accordance with Directorate policies and procedures

and that any corrective action identified as necessary is promptly implemented and the required records are kept.

6.7 Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept

6.8 Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken, and records kept
Arranging any necessary corrective action identified by health and safety inspections detailed above

6.9 Maintaining a register of dangerous and hazardous substances used or stored by the Cleaning Supervisor at the individual school and ensuring that this register contains copies of up-to-date material safety data sheets

6.10 Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments

6.11 Ensuring that weekly walk-through inspections of the standards of housekeeping of the individual school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Executive Headteacher

6.12 Ensuring that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.

7. School Administration Officers
7.1 The school administration officers are responsible for; Ensuring that a list of first aiders is maintained, together with the dates for refresher training

7.2 Arranging necessary refresher training for first aiders.

7.3 Maintaining records of health and safety training undertaken for staff.
Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments.

7.4 Reporting to the Executive Headteacher the need to train further first-aiders in order to meet the minimum required for the individual schools.

7.5 Ensuring that notices displaying the name and location of first- aiders are kept up to date.

7.6 Maintaining the individual schools accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance.

7.7 Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises
7.8 Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed.

7.9 Ensuring that risk assessments are undertaken of display screen equipment workstations used in the schools by employed staff and that records of the assessments are lodged in the central safety file.

7.10 Ensuring that eye and eyesight tests are offered to staff who are regular users of display screen equipment, in accordance with the Council's Policy.

7.11 Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils.

7.12 Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

8. Other Federation Staff
8.1 All Federation staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the Federation or the Council and for drawing to the Federation's attention any equipment or situation which could create a danger to themselves or others. All staff are required to ensure their work is carried out in a way which avoids risks to themselves or others.

9. School Pupils
9.1 All pupils at the Federation are required to act in accordance with any Federation health and safety rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

10. Arrangements
10.1 Standards and Guidance
Mandatory common standards and guidance are contained in the Health and Safety Management Manual, which gives information on a number of health and safety issues of relevance to the Federation. Where internal guidance does not cover a specific issue, the Federation will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards.

11. Competent Professional Health and Safety Support and Assistance
11.1 Competent advice on health and safety issues is available to the Federation through the Health and Safety Lead Officer at the Lambeth Education Directorate.

12. Fire Safety and Fire Procedure
12.1 The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their

responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

12.2 Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance e, which is organised by the Site Manager.

12.3 Self-closing fire doors are provided in the schools to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". All staff have a responsibility to ensure that these doors are kept closed. The Fire Safety Manager holds a copy of the fire safety risk assessment for the schools. Included with the fire safety risk assessment is the overall fire safety plan for the schools, which designates responsibilities to individual members of staff.

13. Procedures for Managing Critical Incidents

13.1 The management of emergencies will be organised by the Critical Incident Management Team, working in conjunction with Lambeth Emergency Support Team. The arrangements for this are outlined in the critical Incident Management Plan incorporated into the Health and Safety Policy (See Appendix).

14. Accidents and First Aid

14.1 The names of the school's first aiders must be displayed on the standard first aid signs. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. In the event of injury to the head of a pupil, or other injuries of a serious nature, the class teacher and the parent of the child should be informed. The Teaching Assistant Manager, Heather Smith, will maintain the contents of first aid boxes and ensure that appropriate records are kept. The schools administration officers will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures. The Federation has a policy for the administration of medicine.

15. Contractors

15.1 Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The Federation also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Site Manager, or another member of staff, who has been allocated to deputies for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Site Manager.

16. Health and Safety Training

16.1 Staff will be provided with adequate training Health and Safety training appropriate for their responsibilities.

17. School Trips ad Visits
17.1 Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Executive Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current license under the Adventure Activities Licensing Regulations.

18. School and Pupil Security
18.1 A risk assessment has been undertaken for the individual schools to establish the necessary security measures required for pupil safety. The Education Directorate implements these measures on a programmed basis. External doors to the building will be secured to prevent unauthorised access to the building during the school day.

18.2 Contractors' vehicles will not be allowed on the site unless authorised. Movement of vehicles will be supervised by the Site Manager or another member of staff. Vehicles may not be moved at playtimes and at the beginning and end of the school day. All visitors must report to the office to sign the visitors book and be issued with a tag to identify them as an authorised visitor to staff. All staff and pupils are required to assist in maintaining good standards of security on the schools premises.

19. SMOKING OR VAPING
19.1 No smoking or vaping is allowed on the schools premises.

20. Medical Suitability for Work and Medical Arrangements
20.1 Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser.

20.2 Confidential medical details are held in the strictest confidence and will only be disclosed to the individual schools with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the individual schools to avoid putting the employee or others at risk.

20.3 Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the individual school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

21. Evening Events and Use of School Premises by External Bodies
21.1 Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Executive Headteacher and a health and safety plan for the event will be drawn up by the Health and Safety Officer, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity.

21.2 The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any

arrangements for serving food. Where several events of the same type are held, one plan covering all the events may be used.

21.3 Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

22. Electrical Safety

22.1 The safety and maintenance of the Federations electrical installation is of great importance to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by a NICEIC contractor at least every five years and this will be organised by the Health and Safety Officer who will add records of the inspection to the central safety file. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

22.2 All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due. The Health and Safety Officer will be responsible for ensuring that these tests are carried out by a competent person. Mains powered electrical equipment belonging to staff or pupils must not be used on Federation premises unless it has been electrically inspected and tested.

22.3 Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

22.4 Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are a NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

22.5 Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos, or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.

22.6 Pupils may not change bulbs in such equipment, and all arrangements for such equipment should be undertaken by a teacher responsible for the activity, and then only when the equipment has been electrically isolated.
Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Site Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.

22.7 Work on the individual school electrical installation by contractors will be undertaken in accordance with the schools' standard rules for contractors.

23. Work at Heights

23.1 Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager. Pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken, and guard-rails and toe boards are provided to physically prevent a fall.

24. Work on Maintenance or Improvement of School Premises of Facilities by Volunteers

24.1 The Federation relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Site Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

25. Emergency Planning

25.1 The Federation has an emergency plan for dealing with critical incidents. This outlines the roles and responsibilities of school staff and the local authority, and the arrangements for evacuation of the individual schools.

26.Health and Safety Inspection, Monitoring and Auditing

26.1 In order to ensure that health and safety standards are maintained, and deficiencies are identified, a system of regular monitoring and inspection operates at the individual schools and is co-ordinated by the Health and Safety Officer.

26.2 Inspections will be undertaken on a termly basis and will cover each area of the schools. The Executive Headteacher and the Site Manager will undertake the inspections. The Premise and Health and Safety Committee will review the inspection reports and necessary actions followed up. The governors will also review summaries of the results of inspection reports. Where problems identified by inspections cannot be satisfactorily resolved at school level the Executive Headteacher would raise the matter with the Education Directorate.

26.3 The governors meeting will also receive from the Executive Headteacher a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.

26.4 The Education Directorate will undertake periodic health and safety inspections and where necessary audits at least every three years and will receive a health and safety report from the Executive Headteacher at least every term. Reports on Education Directorate Health and Safety Inspections/ Audits will be provided to the governors for consideration and action.