



This is the Health and Safety policy statement of:

# Bramley School & Nursery

Chequers Lane, Walton-on-the-Hill, Tadworth, Surrey KT20 7ST

## General Statement

The Board of Governors of Bramley School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974, other statutory and Common Law duties and with regard to DCSF Guidance.

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for members of staff, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all pupils, contractors, visitors and members of the public who may visit the premises and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all relevant meetings and workers will be consulted on a regular basis in order to seek their views on health and safety matters.

*[Insert signature]*

*[Insert signature]*

**Anne Morrell , Chair of Governors**

**Paula Burgess, Headteacher**

*[Insert date]*

September 2009



## Organisation and Responsibilities

The responsibility for health and safety rests with everyone, from the most senior person through to each member of staff. This section sets out the responsibilities under this policy.

### Responsibilities of the Board of Governors

- The Governing Body/management committee is responsible for health and safety matters and are responsible for:
- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher/Manager\* or other nominated member of staff reports on health and safety matters and reporting to other body as necessary, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

### Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.



The Headteacher has responsibility for :

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Overall responsibility for health and safety within the school is that of:

**Paula Burgess, Headteacher**

To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the organisation's Health and Safety policy, standards and safe working procedures; and in compliance with statutory provisions:

<u>Name</u>	<u>Area of responsibility</u>
<b>Janet Hamilton</b> .....	<b>Science and Pastoral Care</b> .....
<b>Anne-Marie Dearlove</b> .....	<b>Pre-Prep</b> .....
<b>Lousie Baxter</b> .....	<b>Physical Education</b> .....
<b>Robert Armstrong</b> .....	<b>Maintenance and Buildings</b> .....
.....	.....



### **Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility**

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to relevant published health and safety guidance from sources and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of ALL employees**

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.



- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## Arrangements

### 1. Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, the organisation has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the school's policy to ensure that no-one is put at risk from any activities under its control.

Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk are:

- |                           |                                      |  |
|---------------------------|--------------------------------------|--|
| • Swimming Pools          | • First Aid                          | • General Classrooms                     |
| • Sports Halls            | • Playgrounds                        | • Kitchen / Food Preparation             |
| • Fire                    | • Premises                           | • Dining Areas                           |
| • Security                | • Transportation of Pupils           | • Caretaking and Cleaning                |
| • Electricity             | • COSHH                              | • Disposal of Waste                      |
| • All Sports and PE       | • Practical classrooms and workshops | • Chemical experiments in science        |
| • Ponds                   | • Contractors on Premises            | • Office Safety Display Screen Equipment |
| • Manual Handling         | • Hand tools                         | • Off-site Activities and Visits         |
| • Outdoor Climbing Frames | • Knives and Scissors                |  |



The risk assessment process will be coordinated by:

**Paula Burgess - Headteacher** .....

Action required to remove / control risks will be approved by:

**Paula Burgess - Headteacher** .....

Person(s) responsible for ensuring the action required is implemented and that implemented actions have removed the hazards or reduced the risks to an acceptable level:

**Paula Burgess - Headteacher** .....

- The findings of the risk assessments will be reported to all relevant members of staff.
- Assessments will be reviewed annually or when work activity changes, whichever is soonest.

To help reduce the risk of injury or exposure, the organisation will develop safe systems of work for a variety of the hazardous tasks that are undertaken. All members of staff should read and follow the guidance detailed in these documents, when appropriate.

## 2. Hazardous Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the school has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, pesticides, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

Within curriculum areas (in particular Science, DT and Art), heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

**Janet Hamilton (for Science Dept) / Paula Burgess (for all others)** .....  
will be responsible for identifying all substances that need a COSHH assessment.

**Janet Hamilton (for Science Dept) / Paula Burgess (for all others)** .....  
will be responsible for undertaking COSHH assessments.

**Janet Hamilton (for Science Dept) / Paula Burgess (for all others)** .....  
is responsible for ensuring that all actions identified in the assessments are implemented.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.



### 3. First Aid

The school will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to:

**Paula Burgess and/or Janet Hamilton and/or Anne-Marie Dearlove**

Details of the incident will be recorded in the accident book which is located:

**Early years Department & Main School Office** .....

**Paula Burgess**.....

is responsible for periodically analysing the accident book for signs of trends.

**Paula Burgess**.....

is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.

**Paula Burgess**.....

is responsible for acting on investigation findings to prevent a recurrence.

**Paula Burgess**.....

is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

**Transport to hospital:** If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.



First aid kits are located in:

Location (s): **Main School Office, Early Years Department** .....  
**& Science Department prep room** .....

The appointed first aid persons are:

<u>Name</u>	<u>Location</u>
<b>Anne Marie Dearlove</b> .....	<b>Pre-prep</b> .....
<b>Janet Hamilton</b> .....	<b>Science</b> .....
.....	.....

**All staff who have responsibility for playground duty and staff who are in charge of school visits are to ensure that the first aid kit is fully stocked with approved First Aid materials prior to use. All staff must ensure that they write in the first aid ordering book when materials are low.**

**Headteacher's PA Sue Palmer-Simmons is responsible for ordering First Aid materials (as recorded in the first aid ordering book) and is the Appointed Person for the school.....**

#### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfES document "**Managing Medicines in Schools and Early Years Settings**"

#### **4. Emergency Action**

**Paula Burgess**, the Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in ***the fire folder/log book (School Main Office)*** and reviewed on an annual basis.

#### **Fire Instructions**

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.



## EMERGENCY PROCEDURES

### Fire and Evacuation

*Fire and emergency evacuation procedures are detailed in [the staff handbook etc] and a summary posted in each classroom.*

- These procedures will be reviewed at least annually.
- Emergency contact and key holder details are maintained by Bob Armstrong and Paula Burgess

### Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire log book;

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

### Details of service isolation points (i.e. gas, water, electricity)

Gas & Electricity .....	Under old stairs cupboard opposite ground floor cloakroom .....
Water.....	5 Stopcocks – Girls downstairs cloakroom; WC by old front .....
	Door and Cleaners Cupboard, Disabled WC & under sink in Science room.....

### Material Safety Data Sheets for Chemicals and flammable substances.

- These will be kept by Head of Science, as appropriate, for consultation.

## INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

### Testing Of The Fire Alarm System

Fire alarm call points will be tested weekly in rotation by *Bob Armstrong* and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on Saturday mornings

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer *AES tel. 02087701244*

A fire alarm maintenance contract is in place with *AES tel. 02087701244* and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by *AES tel. 0208 770 1244*.



### **Inspection Of Fire Fighting Equipment**

*Tyco tel. 0800 585800* undertakes an annual maintenance service of all fire fighting equipment.

**Robert Armstrong**, on a weekly basis, checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to *Tyco tel. 0800 585800*

### **Emergency Lighting Systems**

These systems will be checked monthly by Bob Armstrong and annually by Bob Armstrong (qualified electrician).

Test records are located in the site's fire log book.

### **Means Of Escape**

**Robert Armstrong** carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

## **5. Work Equipment**

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organisation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by NA Electrical (07932 757445).

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **External Play Equipment**

The external play equipment will only be used when supervised. Such equipment should be checked daily by **Robert Armstrong** for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.



## Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

*Nick Willet/ Paula Burgess* will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and will require detailed attention with regards to inspection, use and repair (this list is not exhaustive).

- Access equipment e.g. ladders, tower scaffold
- Caretaking/cleaning equipment including hand tools
- Grounds maintenance equipment
- Gas appliances (includes school catering equipment, boilers, food tech etc.)
- PE and play equipment
- LEV, dust extraction /fume cupboards
- Technology Equipment
- Art/Design Equipment
- Portable electrical equipment
- Lifts/lifting equipment

## 6. Consultation With Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the school has a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

The Health and Safety sub committee meets twice a year to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. Minutes of the meetings are discussed at full Governors' meetings.



Worker representative(s) are:

<u>Name</u>	<u>Location</u>
<b>Janet Hamilton</b> .....	<b>Science and Pastoral Care</b> .....
<b>Anne-Marie Dearlove</b> .....	<b>Pre-Prep</b> .....
<b>Lousie Baxter</b> .....	<b>Physical Education</b> .....
<b>Robert Armstrong</b> .....	<b>Maintenance and Buildings</b> .....

## 7. Information, Instruction and Training

The Health and Safety (Information for Employees) Regulations 1989 require the school to display a poster telling workers what they need to know about health and safety.

A copy of the HSE's Health and Safety Law poster is displayed in the:

**School Main Corridor & Kitchen** .....

Health and safety advice is available from:

**Ecclesiastical Risk Services Ltd 0845 602 4065**.....

Supervision of trainees will be arranged / undertaken / monitored by:

**Paula Burgess** .....

Details of specific health & safety related policies and procedures can be found at: on the schools intranet under School Policies and Handbook.

## 8. Training and Development

The law requires the school to provide appropriate information, instruction and training regarding health and safety at work. This is to enable staff to work safely for the benefit of themselves and others.

Health and safety induction training will be provided and documented for all new employees by **Paula Burgess**.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.



Employees will be provided with :

- § induction training in the requirements of this policy
- § update training in response to any significant change
- § training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- § refresher training where required

Training records are held by [insert name] who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

No member of staff should carry out a task that they are not competent to do, unless supervised by a suitably qualified person.

Staff operating a vehicle must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.

Training will be identified, arranged and monitored by

Name

If a member of staff does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to management.

## 9. Other Significant Health & Safety Related Issues

### **Asbestos**

The asbestos register is held in the Health & Safety Maintenance folder and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are *Mrs P Burgess, Mrs V Howard and Mr A Lambert.*



The authorising officers shall ensure:

- § The asbestos log is maintained and that any changes are recorded.
- § **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- § An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer**

### **Working at Height**

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated person(s) responsible for work at height is (are) *[insert name]*

The nominated person(s) shall ensure:

- § all work at height is properly planned and organised;
- § the use of access equipment is restricted to authorised users;
- § all those involved in work at height are trained and competent to do so;
- § the risks from working at height are assessed and appropriate equipment selected and that all access equipment is inspected and maintained;
- § a register of access equipment is maintained and that ladders are checked



### **Display Screen Equipment**

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

### **Contractors and Visitors**

All contractors must report to [school office / reception] where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

*Andrew Lambert / Paula Burgess* is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **Legionella**

The school complies with advice on the potential risks from legionella as identified in HSE guidance.

**Paula Burgess** will be responsible for organising a suitable risk assessment to be carried out, a management plan put in place and the necessary tests and checks are undertaken and recorded.

### **Manual Handling**

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. Some specific manual handling assessments may also be required.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by **Heads of Department** who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.



## **Stress**

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and school management standards.

*Detail system(s) are in place within the school for responding to individual concerns e.g. Staff Appraisal system, mentoring, staff are able to speak to headteacher / senior management..*

## **10. Monitoring and Reviews**

A general workplace inspection and risk assessment of the site will be conducted each term, being undertaken and coordinated by **Heads of Department**.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher.

Responsibility for following up items detailed in the safety inspection report will rest with **Paula Burgess**.

A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

**If you are unsure about any issues raised in this policy, please inform management immediately.**

**Do not take chances. If in doubt, ask.**