

**The Chafford School**  
**A Specialist Business and Enterprise College**



**Health & Safety Policy**



**Business &  
Enterprise**

**November 2008**

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## Part 1

### STATEMENT OF INTENT

The Governing Body recognises and accepts the responsibilities placed on it as an 'employer', by the Health and Safety at Work Act 1974.

Elected Members and the Management Team consider their employees to be their most valuable resource. Therefore their health, safety and welfare is of paramount importance and key to delivering quality services to pupils, staff and visitors.

We are committed to developing a culture at all levels in the organisation that is supportive of health and safety.

We consider health and safety to be an integral part of effective management and crucial to planning and delivering services in a best value framework. Health and Safety considerations will be incorporated into all operational plans.

We will ensure that adequate arrangements are put into place to secure compliance with relevant legislation. Risks to the health and safety of our employees and other persons who may be affected by the work activities will be identified and effectively controlled. These arrangements will be constantly monitored and reviewed to ensure that they operate effectively. Performance standards will be established to enable us to measure the effectiveness of risk controls.

We will seek to continuously improve health and safety performances.

We are committed to ensuring that employees at all levels, receive appropriate instruction, supervision, information and training and that they are competent to carry out their duties and responsibilities.

The Governing Body will discharge its responsibilities for health and safety through implementation of the arrangements, detailed in part 3 of this Health & Safety Policy, in which it will work in conjunction with the Strategic Management Team, (SMT), which comprises:-

Executive Director Education and Corporate Business Management  
Executive Director Community Services  
Executive Director Enterprise & Environment  
Executive Director Corporate and Housing  
Executive Director Customer, Cultural and E-Government Services

The Head Teacher and Governing Body retain full legal responsibility for Health and Safety. The Strategic Management Team will provide the regulatory framework and advice to support the Governing Body in ensuring the school operates its Health and Safety policies within current guidelines.

The above arrangements can only be effectively implemented with the co-operation of the work force.

We aim to create a climate where **everyone** working for the School is committed to improving our Health and Safety performance and that Health and Safety is seen as being 'everybody's business'.

We recognise the valuable contribution that Trade Union and Employee Safety Representatives can make in monitoring standards and will support them in their role.

We will ensure that employees are consulted through Trade Union and Employee Safety Representatives actively participating in Health and Safety performance groups, the Joint Havering Forum and other relevant committees and forums.

A copy of this statement will be issued to all employees.

It will be reviewed annually, added to or modified as appropriate, and will be supplemented by further statements, policies or procedures relating to particular departments or groups of workers.

In line with the Corporate and Education Policy it is the aim of this school:

- to provide and maintain a healthy and safe working environment for all employees, pupils and visitors to the premises over which we have control;
- to act upon instructions and guidance provided to us by the LEA, Health & Safety Executive, Department for Education & Skills etc and ensure that they are implemented through local policies, procedures and attendance at training.
- to promote health and safety by practice, habits and attitudes that will lead to care and thought being taken towards the health and safety of all individuals.
- to take all reasonable practicable steps to meet these responsibilities.

## Part 2

### **ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY**

This section describes how The Chafford School will organise and allocate responsibilities for Health and Safety. *See Organisational Chart Appendix 1.*

This section should be read in conjunction with the Education Policy 2003 and the London Borough of Havering (LBH) Health and Safety Policy 2002. *Referred to as the Corporate Policy in the rest of the document.*

#### **RESPONSIBILITIES**

A summary of the individual responsibilities, functions and reporting arrangements and hence the organisation and accountability are detailed as follows:

##### **1. HEAD TEACHER**

The Head Teacher is responsible and accountable to the Governing Body and Parents for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment. The Head Teacher is responsible for ensuring that arrangements are in place for the following:

- i. the Governing Body requires the Head Teacher to ensure that the safety policy is effectively implemented and understood at all levels, which will require the Policy to be communicated, monitored and controlled, and revised as necessary;
- ii. that the policy identifies responsibilities and duties of individuals and all employees for health and safety, including arrangements for implementing both Council and School policies and procedures agreed by the Governing Body;
- iii. ensuring that individuals at all levels within the school are held accountable for their health and safety performance;
- iv. the day-to-day management and co-ordination of all health and safety matters (the Governing Bodies for voluntary aided and foundation schools are responsible for health and safety within the school);
- v. to ensure that risk assessments are undertaken in the school, and that the process is monitored to ensure that it is operating effectively;
- vi. to report to the Governing Body those instances where the Head Teacher's authority or responsibility does not enable a safety risk to be eliminated or reduced to a satisfactory level of hazard, but to take all necessary short term measures to avoid danger pending rectification;
- vii. to note all health and safety instructions and advice issued by the LEA and to ensure that they are brought to the attention of all relevant staff;
- viii. to ensure that all areas of the school premises are inspected at least annually and reported upon to the Governing Body;

- ix. to ensure that a system, using the Council's Corporate procedures, is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences;
- x. to ensure that health and safety issues are adequately addressed in specifications prepared or contracts let by the school. To ensure that where projects fall within the scope of the Construction, Design and Management Regulations that the school adheres to those requirements placed upon them. To liaise with the Planning Supervisor appointed for the project, to ensure that any matter appertaining to health and safety arrangements for the project are included in the health and safety plan;
- xi. to ensure that all visitors, including contractors, are informed of any hazards on the site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance and other work affecting the safety of pupils and staff;
- xii. to ensure that all equipment in the school is suitably maintained, tested and serviced in accordance with guidance and manufacturers recommendations;
- xiii. to ensure there is an effective system within the school for communicating health and safety information to all appropriate staff;
- xiv. to ensure that new employees are briefed about safety arrangements; in particular to ensure they are given a copy of the school's Safety Policy Statement;
- xv. to ensure that protective clothing and equipment is provided and used wherever necessary and that it is properly maintained, tested (where appropriate) and renewed when required;
- xvi. to monitor the needs and ensure that appropriate training has been given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the establishment to other functions;
- xvii. the Head Teacher shall have the right to stop what are considered to be unsafe practices and/or the use of any plant, tools, equipment or machinery which is considered to be unsafe;
- xviii. to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained;
- xix. to ensure, using guidance from the LEA, that major emergency plans are in place for the school;
- xx. to consult with employees and ensure they are given the opportunity to discuss health and safety issues at meetings;
- xxi. to consult with the approved Trade Union representatives on all health and safety welfare matters and co-operate with them in the execution of their duties;
- xxii. ensure that regular updates are provided on all health and safety matters delegated to individually named staff;

- xxiii. to seek guidance and advice from the Education Health & Safety Team, the Occupational Health Service and other specialists on health and safety matters and act appropriately upon any advice received.

## 2. THE GOVERNING BODY

- i. To be legally fully responsible for all Health & Safety Matters.
- ii. To make itself familiar with the requirements of the Health and Safety at Work Act 1974 and other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- iii. To ensure that there is an effective policy for the provision of health and safety throughout the school.
- iv. To assess the effectiveness of the policy and ensure that any necessary changes are made.
- v. To identify and evaluate all risks relating to:
  - vi. accidents
  - vii. health
  - viii. school-sponsored activities (including work experience)
- ix. To receive reports on risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others.
- x. Approve a health and safety management structure and monitor its work.
- xi. In particular the governing body undertakes, insofar as their responsibilities allow, to provide: a safe environment for staff, pupils and visitors to work including safe means of entry and exit;
  - plant, equipment and systems of work which are safe;
  - safe arrangements for the handling, storage and transport of articles and substances;
  - safe and healthy working conditions which take account of all appropriate:
    - a) statutory requirements;
    - b) codes of practice whether statutory or advisory;
    - c) guidance whether statutory or advisory,
- xii. direction and training so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- xiii. necessary safety and protective equipment and clothing together with any necessary guidance instruction and supervision;

- xiv. adequate welfare facilities.
- xv. So far as is reasonably practicable the governing body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
  - xvi. this policy
  - xvii. all other relevant health and safety matters
  - xviii. the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Certain staff will have specified duties and responsibilities. (The following are examples of staff with specific duties e.g. teaching staff, caretakers etc
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### **3. SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

- i. To be aware of all contracts and contractors entering the building to undertake maintenance, service or works contracts and ensuring that safety procedures are adhered to at all times. This duty will be delegated to Mr Vincent Stevens – Facility Manager.
- ii. To ensure that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- iii. To ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters is adhered to.
- iv. To seek advice on health and safety matters from the LEAs health and safety team or from the appropriate sources who will be able to offer expert opinions.
- v. To ensure, in conjunction with the Head Teacher, and with appropriate advice that the following issues are reviewed, from time to time:
  - the provision of First Aid;
  - fire and evacuation procedures;
  - general compliance to the health and safety policy.

### **4. RESPONSIBILITIES OF SENIOR LEADERSHIP TEAM, LINE MANAGERS, HEADS OF HOUSE AND DIRECTORS**

Any employee who directly supervises one or more individuals will have the following responsibilities for health and safety:

- i. to be familiar with the School Policy and safety legislation governing the work activities and ensure that the details are communicated and implemented within their service;
- ii. to ensure risk assessments are carried out and control measures are implemented and monitored. A priority action plan of risk assessments to be complied;

- iii. where hazards are identified ensure that a suitably competent person carries out suitable and sufficient risk assessments and to ensure safe working conditions are maintained;
- iv. conduct regular inspections of the workplace in order to identify any actual or potential hazard and take appropriate remedial action to rectify any deficiencies found and report any defects and hazards through the agreed procedure (See Appendix 2); plan and maintain a tidy working area including normal and emergency access and egress;
- v. to assess the training needs of employees they manage, to ensure they are competent to carry out tasks safely. They must ensure that individuals attend training when required and keep records of training given;
- vi. ensure first day induction is given to all new employees, trainees, supply staff or work experience candidates
- vii. ensure that all equipment used is suitable for the purpose, in good working order,
- viii. where necessary seek advice from the Education Principal Health and Safety Advisor.

## **5. RESPONSIBILITIES OF SITE MANAGERS/SCHOOLKEEPERS IN CONTROL OF PREMISES**

The nominated Facility Manager (Mr V Stevens) to oversee and have responsibility for the day to day health and safety matters for the school relating to site.

For generic responsibilities see the Corporate Policy.

Specific responsibilities are:

- i. that he is familiar with the School's Safety Policy and that cleaning staff (both directly employed and contracted) are also aware of any implications of the policy as it affects their work activities (e.g. storage arrangements of materials, equipment etc.);
- ii. to ensure that the agreed procedure for reporting defects, hazards and problems regarding health and safety matters is adhered to;
- iii. to attend health and safety meetings when required;
- iv. to ensure, in conjunction with the Head Teacher and Business Manager, that the following issues are reviewed at appropriate intervals:
  - major emergency plans and procedures
  - fire and evacuation procedures
  - contractor arrangements
  - hazard reports
  - general compliance with the health and safety policy.
- v. that staff under his supervision are adequately informed, instructed and properly trained in their duties

- vi. the supervision of contractors whenever they are on site to ensure that they are inducted, notified of any hazards e.g. asbestos, power supply, chemicals, hazard reporting, accident reporting etc. To supervise and monitor the contractors whilst on site. Where the project may fall in to the scope of the Construction, Design and Management Regulations to liaise with the principal contractor as required.

## **6 TEACHING STAFF**

- i. Teaching staff are responsible and accountable to the Head Teacher for all matters relating to health, safety and welfare within their classrooms.
- ii. Teaching staff are responsible for ensuring that the safety policy is implemented within their own areas. Where risks are identified the Head Teacher must ensure that these are rectified, so far as reasonably practicable.
- iii. Teacher responsibilities will include the need to:
  - liaise with the Head Teacher or Safety Representative to ensure safety procedures and policy arrangements are adhered to;
  - ensure that emergency procedures and bomb warning evacuations of the premises are known by all pupils;
  - assess the need for any training that may be required for staff for whom they are responsible; ensure that all staff under their supervision are adequately trained to carry out their duties efficiently and effectively;
  - ensure that all staff under their supervision receive instruction in their duties regarding health and safety matters, this is to include temporary and supply staff;
  - organise their areas of responsibility so that operations or work carried out is to a satisfactory standard of safety, resulting in there being a minimal risk to persons;
  - carry out classroom inspections at a frequency agreed with the head teacher.
  - plan and maintain a tidy working area, including access and egress provisions;
  - ensure that any control measures as identified by the risk assessment process are adhered to;
- iv. ensure that they are aware of regulations, codes of practice and guidance notes;
- v. report to the Head of Department/Line Manager all problems, defects and hazards;
- vi. carry out risk assessments as required, on any area or person under their direct supervision as required;
- vii. report to your Line Manager/Head of Department any practices, equipment etc. which give rise to risks to anyone;

- viii. ensure that classroom visitors are briefed with basic health and safety instructions as necessary, including evacuation procedures in the event of fire or other emergency.

## **7 ALL STAFF**

- i. All staff working at the School are responsible and accountable to the Head Teacher for the implementation of the safety policy in the performance of their duties and must:
- be familiar with the School Safety Policy, the implications and any procedures, arrangements and practices relating to their department or area of activity;
  - ensure that they work in a safe manner so as not to compromise the health, safety and welfare of themselves or others;
  - carry out health and safety tasks set out in school procedure documents e.g. fire management procedures, risk assessments etc.;
  - report any problems, defects, hazards or unsafe working practices to the responsible person;
  - not undertake any task for which authorisation and/or training has not been given;
  - report all incidents as defined by the School's Accident Reporting procedures;
  - use any personal protective equipment (PPE) provided in accordance with training and instruction.
  - Ensure that any equipment used is suitable for the purpose and in good working order;

## **8 RESPONSIBILITIES OF COMPETENT PERSONS**

In line with the Corporate Policy, the School will utilise the named Council and Education competent persons for advice and support. See Corporate Policy for full details.

### **8a. Education Principal Health & Safety Adviser will:**

In line with the Corporate Policy:

- provide health and safety updates to the school;
- support the Head Teacher and Governing Body in their undertaking;
- monitor compliance with health and safety matters within Education and Schools;
- assist Managers and Head Teachers with the implementation of H&S Policies, Standards, Codes of Practice etc.

## **8b. OCCUPATIONAL HEALTH**

- i. (See the Corporate Policy for full details).

## **9 TRADES UNION REPRESENTATIVES**

- i. The Trades Union Representatives (Mr B Scamans and Mr D Turner) will be encouraged by the school to fulfil their duties and will be given reasonable time off for any appropriate training. They will be entitled to inspect the premises in accordance with the agreed procedures.
- ii. The school TU Representative has the right to receive any information regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

## **10 CONTRACTORS**

- i. All contractors engaged by the school to carry out any works will be scrutinised for their Health & Safety suitability. Contractors will be required to submit documentation relating to their Health & Safety policy, training records, along with copies of relevant risk assessments regarding the work to be carried out as necessary to Mr V Stevens or to the London Borough of Havering where they have provided an LBH approved contractor.

## **11 CATERING STAFF**

- i. The school will provide the catering staff with the school's safety policy and draw to their attention any implications, which may directly affect their operation.
- ii. Catering staff should be familiar with and work within the guidelines of the Food Safety Act 1990.
- iii. Catering staff must inform Mr Stevens in writing of any dangers, hazards or defects.
- iv. The catering supervisor must ensure that new catering staff, (part-time or temporary) are aware of the safety policy, practices and procedures.

## **Part 3**

### **ARRANGEMENTS FOR IMPLEMENTING THE SAFETY POLICY.**

The Head Teacher and Governing Body will ensure that health and safety, within the School, is managed on a daily basis in an organised and strategic way. To do this certain key procedures and practices must be adhered to as follows:-

#### **1. HEALTH & SAFETY PERFORMANCE GROUPS AND STANDARDS**

The corporate structure for health and safety includes a Strategic H&S Group. The Head of Service for Strategy and Resources is the nominated representative. All corporate H&S policies, performance standards and priorities are discussed and agreed by the Strategy Group. The Education and Schools' H&S Performance Groups then implement these at Education and School level.

The Schools Performance Group will monitor and review compliance with the British Standard Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.

#### **2. EDUCATION AND SCHOOLS' PERFORMANCE GROUPS**

The Schools' Health and Safety Performance Group reports back to the Head of Strategy & Resources who links back to the Strategy Group (The Chafford School represented by Mr G Byles).

The Schools' group will, in addition to the requirements set out in the Corporate Policy:

- oversee and monitor the implementation of the Education & Schools Safety Policies;
- receive and consider the Education Action plan of priorities and compliance;
- consider and adopt recommendations or proposals from the Education Principal Health and Safety Adviser or Corporate Occupational Health and Safety Manager or other 'competent' person, on measures to reduce or control risks arising out of the workplaces or activities that are specific to Schools;
- to receive and comment upon health and safety documentation produced for schools;
- identify specific risk assessments to be carried out;
- receive and consider reports of inspections, audits and fire risk assessments appertaining to schools;
- receive and consider a quarterly list of risk assessments undertaken by the School clusters along with those identified for completion;
- ensure that Corporate and Education H&S information and statutory notices are displayed and kept updated on specific noticeboards;
- to receive and comment upon training undertaken by schools. Where appropriate agree health and safety competencies for specific tasks or work activities undertaken by schools e.g. educational visit co-ordinators;

- identify and review School specific policies, codes of practice, guidance etc.;
- receive and monitor accident and incident trends identifying areas of concern and measures to be taken to address any unsafe practices.

### **Membership:**

See Appendix 4 for a membership list.

### **Conduct:**

The Schools' Health & Safety Performance Groups will meet on a cycle not exceeding 2 monthly.

Details of the membership, agenda and minutes of the meetings will be posted on the Education Intranet and hardcopies posted to members. Hardcopies will be kept in Strategy Planning and Compliance for reference.

## **3. RISK ASSESSMENTS**

Risk assessments will be undertaken by Head Teachers, Heads of Departments, teaching staff, Site Personnel etc. nominated by the Head Teacher.

The LEA compile risk assessments for specific school tasks and activities. These will be adopted by the schools Health and Safety Team to reflect site specific practices.

The Local Authorities Risk Assessment Guidance and Forms will be used to complete all risk assessments.

The Schools Health and Safety Team compile a core list of risk assessments for a schedule of prioritised risk assessments . These will be completed and reviewed on a monthly basis. A copy of the schedule will be available for inspection by the LEA on a 6 monthly basis. A summary will be presented annually to the Schools' Health and Safety Performance Group.

A risk assessment action plan will be developed by the school identifying control measures and priorities for action. This will be reviewed by the Head Teacher and Governing Body at regular intervals.

The Schools' Performance Group will identify, with the representative Head Teacher members and Trade Unions, work activities or tasks specific to Schools where "model" risk assessments can be developed

The Schools' Performance Groups will develop a programme for undertaking risk assessments, to enable them to be conducted in a planned and systematic manner. The programme will indicate the order in which risk assessments will be undertaken, and the time scales for undertaking the risk assessments, including appropriate review dates. The programme will also identify which schools have been nominated to co-ordinate the risk assessments in each activity/area.

The Head Teacher will monitor whether the control measures identified are suitable and sufficient and seek advice from the Principal Health & Safety Advisor as required.

#### **4. ARRANGEMENTS FOR RECORDING ACCIDENTS, INCIDENTS, NEAR MISSES AND INCIDENTS OF ILL HEALTH, VIOLENCE AND SECURITY INCIDENTS AT WORK**

Accident and incident recording will be completed in accordance with the agreed procedure. The Head Teacher must bring the procedure to the attention of all staff.

Accidents, near misses, ill health etc. will be investigated following the agreed procedure. If a more detailed investigation is required the Education Principal Health & Safety Advisor will assist the school.

All accidents must be reported in accordance with the agreed procedure. The procedure in short is:

- 1) Report all accidents/incidents verbally, as soon as practicable, to your relevant supervisor or the Head Teacher. (See the LEA Accidents at Work Schools' Version for the types of accidents that should be reported)
- 2) The Councils' Accident /Incident form should be completed by the Head Teacher or Senior Member of Staff.
- 3) If a form is not completed the playground accident book should be completed (for minor accidents)
- 4) The School will keep a copy and also forward copies to Education H&S within 7 days, or if a serious injury, or death is involved, within 24 hours.
- 5) Education H&S will fulfil the reporting requirements under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health & Safety Executive.

Supplies of forms are available from the website.

For full details refer to the "Accident Reporting Guidance and Procedures Schools' Version"

#### **Analysis of accidents and incidents:**

The Head Teacher will provide details of accidents/incidents to the Governing Body and identify any trends within the school.

#### **Arrangements for Investigating accidents and incidents:**

Accidents which involve near miss events or accidents/incidents which result in injury, damage or other losses to the School/Council will be investigated, with the aim of identifying causes without apportioning blame, so that preventative measures can be introduced. Facts will be recorded on the Council's Accident/Incident Report Form. If the accident is serious an investigation may be conducted by:

Head Teacher  
Education Principal Health and Safety Advisor  
The Council's Insurers  
The Health & Safety Executive

## **5. VIOLENCE TOWARDS STAFF**

In line with the Council's and LEA's guidance the school will ensure that arrangements are in place to protect those staff who may be at risk.

The School will identify those staff whose job may bring them into regular contact with members of the public (office staff, HOY, DHOY and the Leadership Team). Specific risk assessments will be prepared and access will be given to a training programme developed for managing conflict.

Incidents of physical violence or verbal abuse against staff will be recorded following the schools procedures.

## **6. FIRST AID**

A risk assessment will be made to determine the level of First Aid provision required. The majority of first aid is administered in the medical room which is located next to the main office. The Matron is the first point of contact for students.

The name, telephone number or extensions will be displayed at all premises.

- See the Education First Aid Guidance for Schools for full details.

Sufficient numbers of adequately stocked First-Aid Boxes will be available.

A member of staff will be designated the role of ensuring that the contents of the First-Aid Boxes are replenished as and when necessary

A record will be kept of first aid given in the front office in an accident book.

## **7. OCCUPATIONAL HEALTH**

In line with the Corporate Policy if any employee suspects their place of work or work activity is having an adverse effect on their health, they should report it to the Head Teacher, who must in turn investigate the complaint. Assistance may be provided by the Occupational Health Service and Education Principal Health & Safety Adviser.

## **8. WORKING HOURS**

In conjunction with the Education Personnel section the school will ensure that the working arrangements comply with The Working Time Regulations 1998.

## **9. FIRE**

Fire safety and emergency evacuation arrangements and precautions are contained within the Staff Handbook. Much of this work will be dependent on the completion of fire safety risk assessments carried out in accordance with the Workplace (Fire Precautions) Regulations 1999.

The school in accordance with the LEA requirements, to assist in the compilation of "model" risk assessments for Schools, has carried out a survey. The model will be adapted to suit the school requirements.

The fire logbook will be used to record tests, drills, training, defects etc. Fire evacuation procedures will be clearly posted by call points. Fire exits will be regularly checked and extinguishers annually inspected. Provision will be made for safe egress from the building. SLT member responsible for Health & Safety will monitor this for the premises.

In addition fire wardens will be appointed (where necessary and appropriate), with specific duties for the zone they are required to check. Employees and visitors will be briefed on up-to-date evacuation procedures as required. Full arrangements and responsibilities are set out in the separate "School Fire Action Plan" document. Where it is not possible to appoint fire wardens high risk areas will be identified (i.e. those areas where pupils may be unaccompanied e.g. toilets, library etc) and those areas will be checked. See appendix 6 for a list of fire wardens and fire zones.

Termly fire drills will be conducted to test the effectiveness of these arrangements. Reports will be provided to the Governing Body.

Weekly testing of the fire alarms will be carried out at 3.15pm each Friday.

## **10. LONE WORKING AND STAFF WORKING DURING HOLIDAYS AND OUT OF HOURS**

### **Lone Workers:**

The school, with assistance from the Education H&S Team, will work together to identify the persons within the school who might be affected.

The Model risk assessment will be used and the Education Health & Safety Team will provide guidance and assistance in the process.

All staff will have to sign in and out when working in the school during holidays.

## **11. CORPORATE HEALTH AND SAFETY STANDARDS & PROCEDURE NOTES**

The Schools' Performance Group will monitor and review compliance with the Corporate Standards and Performance Indicators.

Local standards and performance indicators will be developed in consultation with the Performance Group. The School will fully adopt, where necessary, the standards for use within the school.

## **12. PREMISES MAINTENANCE**

### **Arrangements for Safety Inspections**

The Head Teacher will support and ensure inspections are carried out, to establish health and safety needs in respect to:

- a) premises management
- b) construction, design and management
- c) fire safety
- d) manual handling activities
- e) display screen equipment
- f) control of substances hazardous to health
- g) training
- h) equipment provision and maintenance
- i) gas/electrical equipment
- j) portable electrical appliances
- k) asbestos
- l) glazing
- m) legionella
- n) security
- o) and other areas as they are identified

The Performance Group in conjunction with the Education Health and Safety Team will draw up a programme of inspections for schools.

Routine checks of the school must be made to ensure that potentially hazardous situations do not develop e.g. playground checks, play equipment checks for vandalism etc.

### **Arrangements for the Control of Substances Hazardous to Health (COSHH)**

It is recognised that there is a need for risk assessments to be carried out on all substances in accordance with the regulations and Council Standard.

A register of chemicals will be kept and updated on a regular basis.

Any new substances which it is proposed to use on the premises will first need to be approved by the COSHH rep prior to use and storage.

The school recognises there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc. (fume cupboards, woodwork dust extraction, heat treatment, soldering etc.)

### **Plant Machinery/Equipment**

The separate manual for Test, Inspection and Service Arrangements for Buildings, Plant and Equipment in Schools sets out the list of tests and servicing required for school premises plant. The plant and machinery will be regularly tested and inspected in accordance with those requirements and periodic checks will be arranged.

It is also recognised that certain items of machinery/equipment require to be checked and certificated. Details are set out in the Health and Safety Handbook / Staff Handbook.

No new machinery/equipment or substances can be brought into the premises unless it has been cleared or in emergencies the school will consult with the LEA

Appropriate persons will be responsible for defining safe systems of work for cleaning and maintaining plant machinery / equipment.

Suitable protective clothing/equipment will be supplied and maintained by the school as necessary. Only staff who have received the appropriate training should use certain equipment e.g. Science teachers with science equipment and Technology teachers with technology equipment.

Training and the relevant materials/guidance as appropriate to the equipment will be provided.

### **Glazing**

The school will identify hazardous glazing and each area will be safety filmed or replaced on a rolling programme.

### **Water Hygiene/ Legionella**

The school subscribe to a borough contract for water checking/maintenance.

## **13. STAFF CONSULTATION**

The Head Teacher and Governing Body will be responsible for ensuring that there are in place arrangements for consulting members of staff to ensure that the requirements of Health and Safety (Consultation with Employees) Regulations 1996 are complied with. This will take place at the start of the school year/ Head teacher's Update/ relevant staff meetings as required.

For corporate issues and matters that have implications for all Services, the consultation process will be undertaken through the operation of the Council's Strategic and Education and Schools' Health and Safety performance groups.

*(See the Corporate Policy for role and terms of reference of Health & Safety Performance Groups.)*

Consultation will take place with the appropriate staff with regard to:

- the introduction of any measure that may affect the health and safety of any employee
- undertaking risk assessments, including the arrangements for appointing "competent" persons where appropriate
- planning and organising health and safety training
- the introduction of new technology

Management at all levels will co-operate with Safety Representatives carrying out their functions laid down by the Safety Representatives and Safety Committee Regulations 1977, which include the right:

- to carry out inspections of the work place
- to investigate accidents/incidents and complaints from their members regarding any health, safety or welfare matter
- to receive copies of reports from the Health and Safety Executive
- to receive any information relating to safety of equipment, plant, substances or work methods,
- to inspect safety documents, registers and certificates
- to attend safety committees

## **14. COMMUNICATING SAFETY INFORMATION**

The school will utilise existing communication systems for sharing information on Health and Safety issues, including section and staff meetings, briefings, intranet etc. Health and Safety will be a standard item on the agenda of staff meetings, e.g. SLT, HOD's, HOH, Junior Staff and Head teacher's Update. Education Health and Safety Bulletins will be reviewed and circulated within the School to communicate important H&S matters. Copies of the Bulletins will be available on the Education Intranet/extranet.

The Principal Health and Safety Advisor will act as the Education Safety Liaison Officer who will be responsible for ensuring that Health and Safety information is circulated to the Head Teacher. The Head Teacher will arrange the distribution of safety newsletters, circulars etc. and for such information to be prominently displayed on Health and Safety notice boards at each work location where necessary.

See Appendix 7 for the communication model.

A Health and Safety file/s will be maintained with all relevant policies risk assessments etc. are available.

Education Personnel will be responsible for ensuring that a copy of the safety policy is issued to all new service entrants and that revisions to the 'Statement of Intent' are distributed to all employees.

## **15. VETTING AND SUPERVISION OF CONTRACTORS**

The Head Teacher and Governing Body are responsible for ensuring that the health and safety competence of contractors, with respect to the contracts let or managed by the school, are fully assessed.

In line with the Corporate Policy, Education Managers and staff from Building and Technical Services will ensure that there are arrangements for monitoring the safety performance of contractors whilst the work is in progress (Only applicable to works arranged through the LEA or Council services).

## **16. FIRST DAY INDUCTION PROCEDURES**

First Day Induction should be undertaken using the Schools' Induction checklist. Additional issues will be covered depending on the local circumstances and work activity.

Induction training will apply to all new staff or transferred staff. They will need to be introduced to the environment in which they will be based, made aware of policies and procedures, fire precautions, first aid and welfare arrangements etc.

Copies of safety policies and arrangements (summary) will be made available to staff upon appointment and they will be given ready access to H&S documentation. All staff contractors, customers, pupils, visitors etc to the school will be briefed and/or receive the appropriate information in relation to safety and emergency procedures. Where necessary handouts will be provided.

## **17. DISPLAY SCREEN EQUIPMENT (DSE)**

In line with the Health and Safety (Display Screen Equipment) Regulations 1992 suitable and sufficient risk assessments have been conducted for individual staff deemed as `Users` on a rolling programme. Any control measures identified will be implemented. Risk Assessments will be reviewed on a regular basis or when there is any change to the workstation.

## **18. SAFETY TRAINING**

In line with the Corporate Policy and Key Competence document the Schools' Performance Group will identify types of posts that require training in key skills.

Education H&S will assist the Head Teacher in preparing a prioritised training needs analysis. The Head Teacher will ensure that the appropriate training is undertaken according to the analysis.

The school is committed to sending nominated staff (e.g. H&S Co-ordinator, Caretaker, EVC Co-ordinator, technicians) to defined mandatory H&S training.

### **Specific Training:**

- **CDT:** employees who have recourse to use, instruct and operate machinery/equipment i.e. woodwork, metalwork, heat treatment, will be required to hold a minimum of the AACDT certificate and be DATA Accredited.
- **Science/Microbiology:** employees will be required to be trained in biological hazards and also in accordance with the COSHH Regulations.
- **Radiology:** employees will require training to be competent in the use of radioactive sources. This will be in accordance with the Ionising Radiation Regulations 1999.
- **Manual Handling:** Site personnel will require training in manual handling techniques.
- **Site Management:** Site personnel will require training in site specific issues e.g. premises maintenance, asbestos awareness, COSHH, water maintenance etc.
- **First Aid:** Teaching and non – teaching staff will be offered training as required. Some staff will be trained at First Aid at Work standard and others for Emergency First Aid.

### **Training Records:**

The school will hold a record of training received on the individual's 'Personal file'. These records will be kept by Mrs A Tallack as part of her evidence for Investors in People.

## **19. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994.**

The Head Teacher and other staff may have CDM duties assigned to their function. Each post holder will be made aware of their responsibilities and be trained to discharge them effectively and competently. The Schools' Performance Group will hold a specific register of such posts which perform CDM functions.

The school will ensure that Health and Safety files are maintained, updated in accordance with the Corporate CDM policy and made available and/or consulted whenever further works, refurbishment or maintenance is planned.

Audits will be undertaken by the Education Principal Health & Safety Advisor and the Occupational Health and Safety Section to monitor the implementation of the CDM policy.

## **20. ASBESTOS IN EDUCATION PREMISES**

The arrangements for managing asbestos in the school are detailed in the Corporate Asbestos Policy.

- i. The LEA has commissioned a survey of premises to identify and record, so far as is reasonably practicable, the location of asbestos to enable efficient asbestos management. The school will maintain a register of where asbestos is located and ensure that it is maintained in good condition
- ii Prior to any building or maintenance work being undertaken in the school premises the Head Teacher must ensure that written confirmation has been obtained from a registered Asbestos Specialist on the nature of the material to be disturbed where identified as a risk or unchecked area in the Corporate Asbestos Survey.

## **21. ARRANGEMENTS FOR MANAGING EDUCATION PREMISES**

The Head Teacher will make arrangements for routine building maintenance, cleaning and grounds maintenance.

The Governing body has formal control of the premises. The School follows agreed procedures with regard to consent for projects and building works that involves adaptation and change.

- An Asset Management Plan records all identified work required for the school premises. The school are responsible for all day to day maintenance and repairs. Major defects are the shared responsibility of the LEA and the school.
- Education Strategy, Planning and Compliance (SPC) is responsible for monitoring that the school is compliant with their obligations in the following areas by way of an annual return which the school undertakes to complete:
  - a) first Aid provision and training
  - b) portable electrical equipment test and inspection
  - c) lightning conductor test and maintenance
  - d) fire Equipment / alarms inspection and maintenance
  - e) gas safety inspection and servicing
  - f) P.E Equipment inspection and maintenance
  - g) oil fired boilers and water heaters
  - h) central heating and cold water storage tanks inspection and maintenance
  - i) emergency lighting test and maintenance
  - j) emergency back-up batteries, test and inspection
  - k) electrical wiring (fixed) 5 yearly test and inspection
  - l) gas pipe work pressure testing
  - m) gas equipment in school meal kitchens

Support, guidance and assistance can be obtained from the LEA on premises management.

## **22. RESOURCES**

Under Local Management of Schools (LMS) and fair funding schemes, resources are delegated to the school for health and safety matters. The school endeavours to allocate adequate resources for health and safety matters.

## **23. SECURITY**

Provision is made at the school to ensure the safety and security of staff, pupils and visitors. Door entry systems and a visitor booking in system is in operation. Staff must remain vigilant and not disclose security passwords or numbers to unauthorised persons.

## **24. ACCESS AND CAR PARKING**

Car users and pedestrians should ensure that they take due care about safe travel movement whilst on site. Users must ensure they obey the directional and safety signs.

The LEA carried out a traffic management survey and as a result a footpath was put in place for pedestrians. The car park has been remarked with a new one way system. A risk assessment has been carried out. All staff have been issued with a parking permit which needs to be displayed on the dashboard.

## **25. SHARED SITE ARRANGEMENTS / HIRE ARRANGMENTS (if applicable)**

The school shares a site with the Sports Centre and Brady School . The premises are also used by the Community for a range of social and sporting activities. To manage and co-ordinate the use of the building delegated representative will liaise with the site users to provide and share safety information and arrangements e.g. Fire. Each user of the building will be required to involve themselves in the co-ordination process. Where appropriate a site user group will be established to review management and share arrangements.

Hirers of the school premises should comply, so far as is reasonably practicable, with the instructions contained in appendix 8 .

Third party insurance is mandatory for all hirers of the school.

## **26. STRESS**

In line with the Corporate Code of Practice for stress management, the school will undertake risk assessments and training as required. See separate Code of Practice for Managing Occupational Stress.

## **27. OFF SITE VISITS WITH YOUNG PERSONS**

An Educational Visits Co-ordinator is appointed for the school and will undertake training as provided by the LEA and other authorised bodies. See Appendix 9 for details.

Risk assessments will be carried out in line with the Department for Education and Skills guidance and LEA guidance.

All guidance and advice received by the school will be used to ensure that visits are undertaken in accordance with the requirements.

See the separate Education Educational Visits Guidance documents for full details.

## **28. SUPPORTING PUPILS WITH MEDICAL NEEDS**

The school recognises that pupils at the school may require long term medication. The school will support those pupils whose condition requires them to have medication within the school day on a long term basis. Protocols and procedures are in place in line with LEA and DfES guidance. See separate medication policy / risk assessment for full details.

## **29. USE OF THE SCHOOL MINIBUS**

The use of the school minibus shall be subject to the rules and procedures stipulated within the Minibus Policy document. See Appendix 10 for details of checklists etc.

## **30. CORPORATE PERFORMANCE STANDARDS**

Corporate Performance Standards are in place for the Council. The school will endeavour to ensure that these standards are met and maintained. See Appendix 2 for details.

## **31. NEW AND EXPECTANT MOTHERS**

In accordance with the corporate guidance on notification by the employee the school will complete the corporate risk assessment which will be monitored through pregnancy.

## **32. YOUNG PERSONS/WORK EXPERIENCE**

Where a person under the age of 18 is employed, a risk assessment will be undertaken to identify any risks to their health and/or safety which are a consequence of their immaturity, lack of experience or absence of awareness of risks.

The findings of the risk assessment will be communicated to the young persons parent or guardian.

Where the school receives work experience students the school will adapt

Where pupils are sent on work experience risk assessments will be carried out prior to the pupils placements. Details of the assessments should be communicated to the parents or guardians.

The students are given a booklet to work through in preparation for their work experience. This lasts for two weeks and takes place in July.

## **33. DISABILITY DISCRIMINATION**

In line with the Disability Discrimination Act 1995(DDA) & 2005 and Special Education Needs Disability Act 2001 the school will endeavour to make all reasonable adjustments either long or short term. This applies only where a disabled person is at a `substantial disadvantage` (compared to a non disabled person) because of the physical features of the employer`s premise or the employment arrangements made by or on behalf of the employer.

### **34. MANUAL HANDLING**

Where a risk is identified the school will complete a risk assessment. Staff who carry out regular manual handling tasks will be encouraged to rotate these tasks.

Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task the school will make this equipment available to staff. Users of this equipment will need to be given the required information and training before use to ensure they are competent.

All equipment used to aid staff with the lifting or moving of equipment is checked to ensure it remains fit for purpose. Any defective equipment is taken out of use and is repaired or replaced as necessary.

### **35. WORKING AT HEIGHT**

In line with the Working at Height Regulations 2005 a suitable and sufficient risk assessment has been carried out for activities conducted at the school. Any control measures identified will be implemented. Risk assessments will be reviewed on a regular basis.

All equipment used in the workplace is suitable for task and regular checks are carried out on all equipment used for working at height eg. Ladders, Step ladders, Tower Scaffolds

Staff involved in working at height will have attended a Working at Height Awareness workshop.

### **36. VIBRATION**

The school will carry out a risk assessment on any equipment which may be a vibration risk and will implement any control measures where necessary. Equipment will be regularly checked to ensure it remains fit for purpose.

### **37. NOISE**

The school will carry out a risk assessment on any noisy equipment which may be a risk and will implement any control measures where necessary. The school will minimise the amount of time exposed to noise and will provide PPE such as ear defenders where necessary.

### **38. PERSONAL PROTECTIVE EQUIPMENT(PPE)**

In line with the Personal Protective Equipment at Work Regulations 1992 and Personal Equipment Regulations 2002 suitable and sufficient PPE is provided for the task Undertaken. Where PPE is provided staff have been given relevant instruction and information on its use.

### **39. ENVIRONMENT**

The school are aware of environmental issues and are working towards the following in order to protect the environment:

1. Chemicals-review of suitability and storage
2. Energy Conservation-Heating, Lighting, Glazing

3. Display Energy Certificate
4. Other Green Schemes
5. Encouraging walk to school, Travel plans, Bicycle storage
6. Waste products-reviewing procedures for disposal
7. Recycling.

#### **40. EXTENDED SCHOOL ARRANGMENTS**

The school is accessible twice weekly until 22.00 and occasional weekend letting until 23.30. The school have procedures for fire, emergency and security and risk assessments are carried out where required. Information on these procedures is shared with other users.

## Part 4

### ARRANGEMENTS FOR MONITORING & REVIEWING PERFORMANCE

- The Heateacher and Governing Body will undertake to review the Safety Policy to assess whether the arrangements are operating effectively.
- Education H&S will conduct an annual audit to ensure compliance with the standards, policies and procedures as laid down in the Education Policy and the model policy statements issued to schools.
- Education H&S and the Performance Group will identify from the audit report areas that require further investigation, remedial actions etc. Future H&S objectives will also be defined from this activity.
- The audit shall provide for examination of records and procedures eg. accident reporting, investigations, safety policies, procedures, risk assessments etc.
- Key questions will be asked; (Is the policy working? How effective is it? Are staff fully aware of procedures and responsibilities?)
- The policy will be monitored at appropriate intervals to ensure that the principle objective of ensuring that a safety and healthy working environment is achieved. It will be reviewed and, if necessary, revised in light of legislative or organisational changes.

SIGNED:-\_\_\_\_\_

Head Teacher-The Chafford School

DATE:-

SIGNED:-\_\_\_\_\_

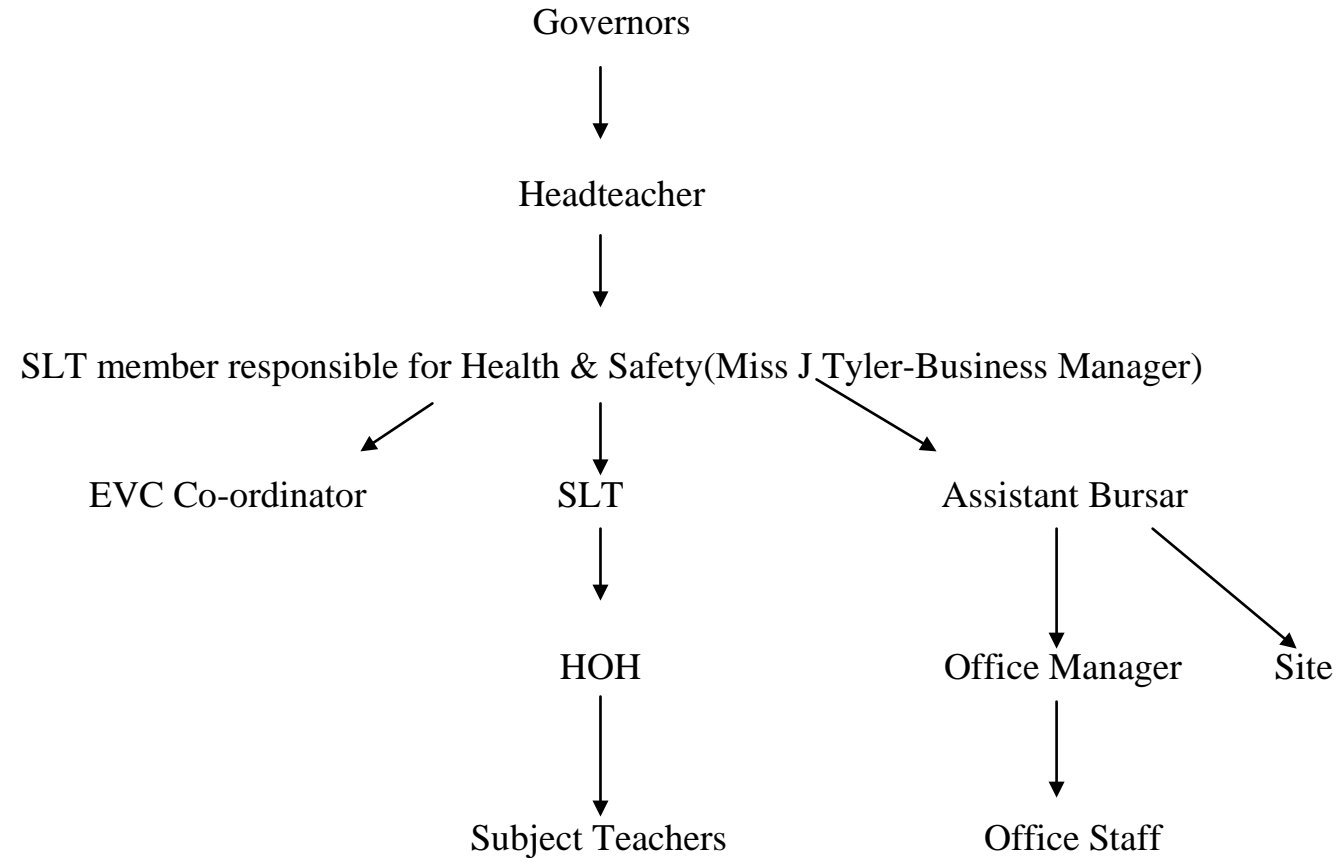
Chair of Governors  
For and on Behalf of the Governing Body

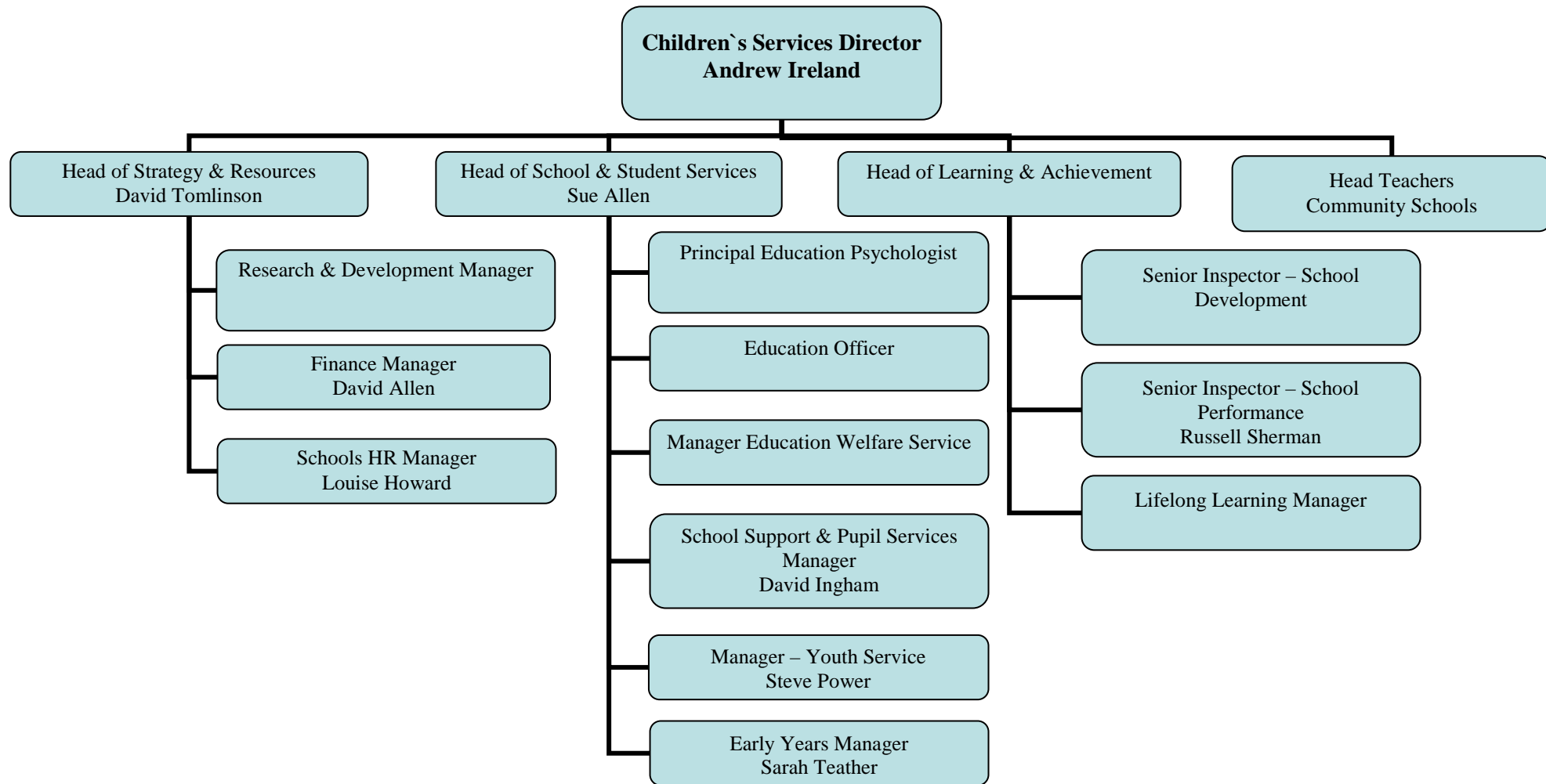
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Edition:-November 2008

APPENDIX ONE

# HEALTH & SAFETY- MANAGEMENT STRUCTURE CHART





## **APPENDIX TWO**

### **CORPORATE PERFORMANCE STANDARDS FOR HOLDING INDIVIDUALS ACCOUNTABLE**

#### **Chief Executive.**

See Corporate Policy

#### **Executive Directors**

See Corporate Policy

#### **Head Teachers /Governors**

- 1 Identify & allocate specific responsibilities for H & S within their school.
- 2 Ensure that their Management Teams agree H & S performance standards whereby staff within their school will be held accountable.
- 3 Ensure that H & S is made a standard item on the agenda of their Leadership Team / Staff meetings.
- 4 Provide sufficient information to the School Health and Safety 'Lead' to ensure that Corporate, Cluster and School Safety Policies are distributed to all relevant staff within their school.
- 5 Ensure that the minutes of both the Strategic and Service Cluster Performance Groups are circulated at their Senior Leadership Team meetings, so that matters arising can be discussed and progressed as appropriate.
- 6 Receive annual reports from the Education Safety Advisers on progress made to undertake, monitor and review risk assessments within their service area.
- 7 All Section Managers within their school to have received training on the 'Introduction to H & S management'.
- 8 Nominate representative Head Teachers to be members of the Schools' Health and Safety Performance Group.
9. Undertake health and safety tours of workplaces within their school.
10. Ensure the Corporate & Cluster Safety Policies distributed to every manager with a responsibility for directly supervising staff i.e. supervisors or team leaders.
11. Corporate & Cluster Safety Policies (*and revisions thereto*) discussed at section meetings, H & S made a standard item.
12. H & S performance standards set whereby staff within their section will be held accountable.
13. Ensure that the requirements of the school are incorporated into the Service Cluster's programme for implementing Risk Assessment.

14. All work activities requiring a risk assessment within their management responsibility have been identified, and information passed to Service Cluster Performance Group. Model risk assessment developed where appropriate. Managers nominated to undertake risk assessments of activities where no appropriate model assessment exists.
15. Provide feedback to Education on progress made.
16. Evaluate outcomes of risk assessments to determine where additional guidance, safe working procedures are required for work activities under their control. Instruct relevant personnel to develop required guidance in conjunction with Service based Safety Advisor and TU Representative.
17. Attend relevant training as directed.
18. Nominate managers to attend relevant H & S training. Provide feedback on attendance to Education Health & Safety.

### **Heads of House, Department Heads & Deputy Heads**

1. Bring the contents of Corporate & Service Cluster policies and other relevant safety procedures to the attention of all employees and other relevant individual at Team meetings. Arrange for staff working shifts or at 'remote locations' to receive similar briefings & instructions.
2. H & S made a standard item on agenda of Team meetings.
3. Set appropriate performance standards for the staff that they manage. Ensure that H&S forms part of their appraisal.
4. Undertake risk assessments of the activities they manage.
5. Implement any necessary control measures within their managerial control; bring those outside their managerial control to the attention of their line Managers.
6. Ensure that employees and others who may need to know are informed of the findings of risk assessments.
7. Ensure that safe working methods are identified for each work activity they manage, and give appropriate instruction (in writing where necessary) to staff.
8. Monitor adherence to safety instructions by supervision and challenge under performance at monitoring sessions.
9. Undertake checks to ensure that, their staff have the necessary skills, knowledge and training to carry out their duties in a safe manner. Arrange for staff to receive training to address any gaps in knowledge or skills and instruct staff to attend.
10. Undertake joint inspections with safety representatives of the workplace; take the necessary action to address any deficiencies found.

11. Investigate incidents reported to them and take appropriate action to avoid reoccurrence. Record all incidents on Accident Incident Report form, complete section 8 of AIR form. Send all completed AIR forms to Cluster based Safety Advisor.
12. Where appropriate, issue suitable personal protective equipment (PPE) and ensure its correct use, storage and that it is adequately maintained.
13. Arrange for any plant and equipment used to be maintained & serviced as required by relevant regulations or other standards. Instruct staff to undertake visual inspections of equipment before use. Isolate or take defective equipment out of service.

## **Employees**

1. Follow any safety instruction or safe working procedure/codes of practice. (Employees to sign for any instructions or safe working procedures issued to them, as evidence that they have received them).
2. Attend health & safety training as instructed.
3. Reporting accidents, near misses or potential unsafe situations to their Line Manager or Supervisor.
4. Undertaking visual inspections of equipment before use, reporting any defects to their line manager.
5. Complete termly checklists for their working areas, returning them to the SLT member responsible for Health & Safety.

## **APPENDIX THREE**

### **HAZARD AND DEFECTS PROCEDURE**

Hazards and defects are reported to Mr V Stevens who will receive the reports for their premises to action as appropriate.

If it is a Health & Safety issue, a repair and maintenance request form needs to be completed and returned to the Facility Manager to be filed (example overleaf).

## **APPENDIX FOUR**

### **MEMBERSHIP OF THE SCHOOLS' HEALTH & SAFETY PERFORMANCE GROUP**

#### **Schools**

**Mr G Clinton(Chair)** – Catering & Facilities Manager

**Mr R Ayre** – Brittons School

**Mr R Baker** - Schools H&S Team

**Mr S Baker** – Langtons Junior School

**Mr G Byles** – Chafford School

**Mr G Clements** - HIAS

**Mr C Coughlan** – Capital & Asset Manager

**Mr C Dalton** – Rise Park Infant School

**Mr A Fletcher** – La Salette

**Mr P Herbert** – UNISON(Sanders Drapers)

**Mr D Kennedy** – UNISON(King`s Wood)

**Mr C Kerr** - GMB

**Mr I Trafford** - Benhurst School

**Mrs C Williams** - Schools H&S Team

**Mrs S Wilkes** – Schools HR

**Ms S Kortland** – NUT (Hall Mead)

**Mrs J Wynne** – Schools HR

**Mr K Passingham** – NASUWT(Brittons)

**Mr S Power** – Youth Services

**Mrs J Puttick** – Brookside Infants

**Mr D Thomas** – UNISON(Ayloff)

**Ms S Merchant** - Schools H&S Team

## APPENDIX FIVE

### RESPONSIBILITIES FOR FIRST AID

All trained First Aiders.

<b>Name</b>	<b>Department</b>	<b>Qualification</b>	<b>Extension</b>
Denise Baker	Office Manager	First Aid at Work	102
Kay Moran	Student Services Secretary	First Aid at Work	140
Carly Goodchild	Second in PE	First Aid at Work	129
Karen Dye	Cover Supervisor	Emergency First Aid	105
Daniel Bracken	PE Teacher	Emergency First Aid	129
Gareth Byrne	Director of IT	Emergency First Aid	125
Elliott Giles	Business Studied Teacher	Emergency First Aid	157
Nick Goldsmith	PE Teacher	Emergency First Aid	129
Alison Jiggins	Music Teacher	Emergency First Aid	107
Beverley Mills	Administration Assistant	Emergency First Aid	105
Jane Nugent	Catering Manager(Scolarest)	Emergency First Aid	
Sarah Prior	PE Teacher	Emergency First Aid	129
Carol Ramadam	Administration Assistant	Emergency First Aid	104
Simon Reed	Director of PE	Emergency First Aid	129
Susan Switzer	Director of Languages	Emergency First Aid	126

## **APPENDIX 6**

### **EMERGENCY EVACUATION POLICY(extract)**

A full copy of the policy is available on request.

The Chafford School takes its responsibilities for the Health & Safety of all those who visit its site extremely seriously. Consequently we have drawn up the following document for dealing with emergency evacuations.

#### Emergency Evacuation Practices

All staff will be informed of the intention to hold an emergency evacuation practice. (It will be made clear to all staff that for practices the emergency services should not be called).

The person in charge of Health & Safety at the school will oversee the setting of the fire alarms.

The person in charge of Health & Safety at the school will monitor the response of all those on site during the practice.

The person in charge of Health & Safety will report to the Head Teacher or their representative when they believe it is appropriate to conclude the practice. The Head Teacher or their representative will then inform the Heads of House when they decide it is appropriate to dismiss their year groups.

The person in charge of Health & Safety at the school will review the practice with others involved in the organisation of the practice ( eg. the site supervisor, SLT, etc) in order to draw up a report on the practice evacuation.

#### Emergency Evacuations

In the event of an emergency evacuation, all people on site will follow the procedures for an emergency evacuation, which are posted in every room.

The member of staff in charge of the main office will ensure that the site supervisor is called on the radio to ensure that he is aware of the fire bells sounding.

The member of staff in charge of the main office will ensure that the school registers are taken to the assembly point.

The member of staff in charge of the main office will ensure that the school mobile phone is taken to the assembly point.

The person in charge of Health & Safety will decide whether or not there is a genuine emergency. (If after 2 minutes it is not clear whether there is a genuine emergency, it must be assumed that there is a real emergency and the emergency services must be called.)

The person in charge of Health & Safety will liaise with the emergency services.

The person in charge of Health & Safety will report to the Head Teacher or their representative when they believe it is appropriate to return to the buildings. The Head Teacher or their representative will then inform the Heads of House when they decide it is appropriate to dismiss their groups.

The person in charge of Health & Safety at the school will review the emergency evacuation with others involved (eg the Facility Manager, SLT etc) in order to draw up a report on the evacuation.

### Bomb Threats

In the event of the school receiving a bomb threat, the person receiving the call will follow the Borough's recommended procedures for dealing with such a phone call. These are contained within the schools Emergency Evacuation Plan( copy held in main front office). They will then immediately contact the Head Teacher or their representative who will issue the instruction for the alarms to be set off by the main office. The main office will also contact the emergency services.

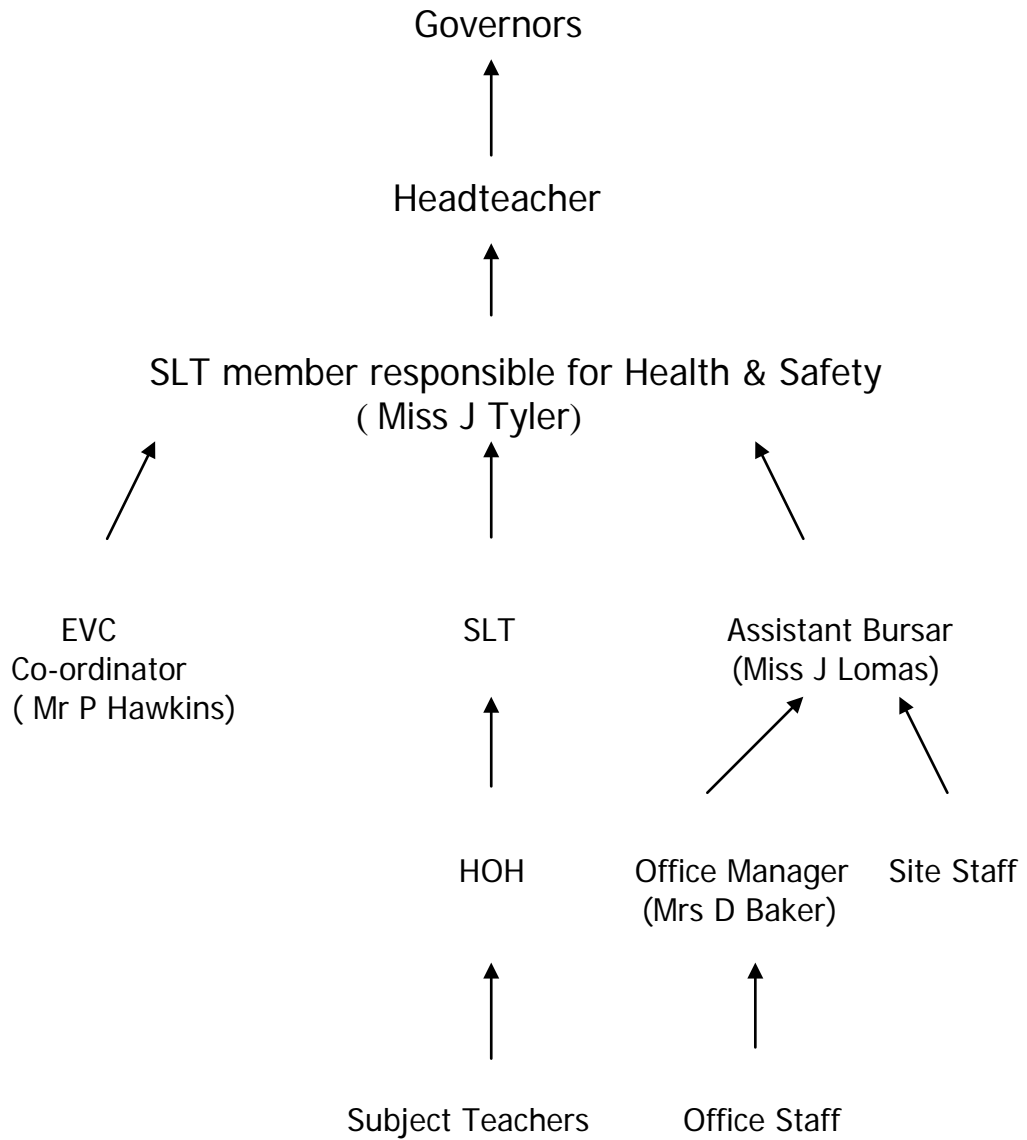
### Fire Marshalls

The school's fire marshals will ensure that, in the event of the alarms sounding, all areas of the building are empty of occupants. They will then report to the person in charge of Health & Safety at the assembly point.

**A full copy of the Emergency Evacuation Procedures is held by members of the SLT, the Facility Manager and a sealed copy held by the Front Office.**

**APPENDIX SEVEN**

**COMMUNICATION MODEL IN THE SCHOOL**



## **APPENDIX EIGHT**

### **SHARED SITE ARRANGEMENTS**

The school shares an area of site with the Chafford Sports Complex (SLM). The complex is used by the school and community for a range of sporting activities. To manage and co-ordinate the use of the person responsible for school Health & Safety will liaise with the site users to provide shared information and arrangements eg. Fire, First Aid, Emergency Evacuation.

## **APPENDIX NINE**

### **EDUCATIONAL VISITS( extract)**

A full copy of the policy is available on request.

#### Rationale

School journeys and visits are considered an important addition to the basic curriculum provided within The Chafford School. Some outings will be specifically related to subject areas whereas others are more concerned with enhancing the personal and social development of students.

#### Purposes

- To enhance and extend the provision within a particular subject area.
- To enable students to associate together away from the school site and thus encourage the development of a variety of social skills.
- To encourage the development of personal responsibility.
- To enable students to experience at first hand aspects of life outside school, e.g. in the world of work.

#### Principles

- Visits must be planned well in advance of the intended date and all staff informed (see guidelines).
- All visits must have the permission of the Head Teacher.
- Visits must follow charging regulations and satisfy insurance requirements (see guidelines).
- Visits must comply with the School's Health & Safety regulations – full risk assessment as per LBH needs must be conducted.
- Visits must have clear educational purposes.
- No pupil will be prevented from attending a visit on financial grounds.
- Visits should have appropriate preparation and follow up activities (see guidelines).
- Staff must follow strictly the school's financial regulations regarding the handling of monies associated with school visits (see guidelines).

## Procedure

It is imperative that the prescribed procedure for visits is always adhered to. There are flow diagrams indicating the stages needed by LBH for the planning and approval of trips/visits.

Staff must fill in either

a PINK form for non-residential trips.

OR

a GREEN form for residential trips.

*These are available in the staff room.*

These forms need to be signed by the Headteacher (agreement for trip to take place) and by the EVC Co-ordinator (agreement for date(s) that the trip can take part on).

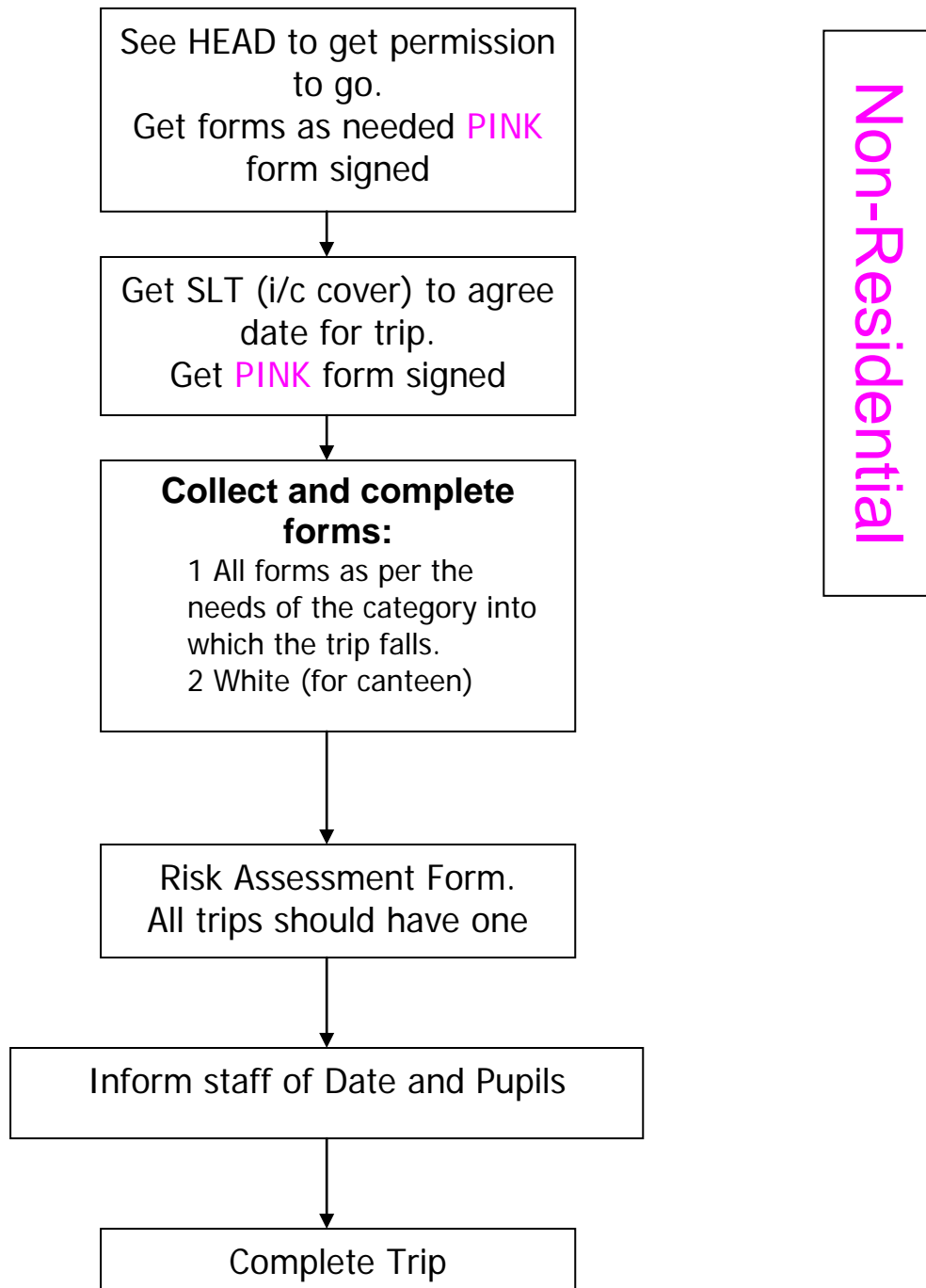
All trips must show that a RISK ASSESSMENT has been carried out. Remember to include risk assessment detailing arrangements for "free time" given to the students. Appropriate supervision H and S issues need to be accounted for during these sessions.

Once Head Teacher and EVC Co-ordinator have agreed and signed the PINK or GREEN form **all other borough forms must be completed.**

These can be collected from and returned when completed to EVC Co-ordinator. All LBH forms are available on the shared area of the Chafford School's curriculum network to enable staff to complete them electronically should they so wish. They are also uploaded to the LBH website's intranet.

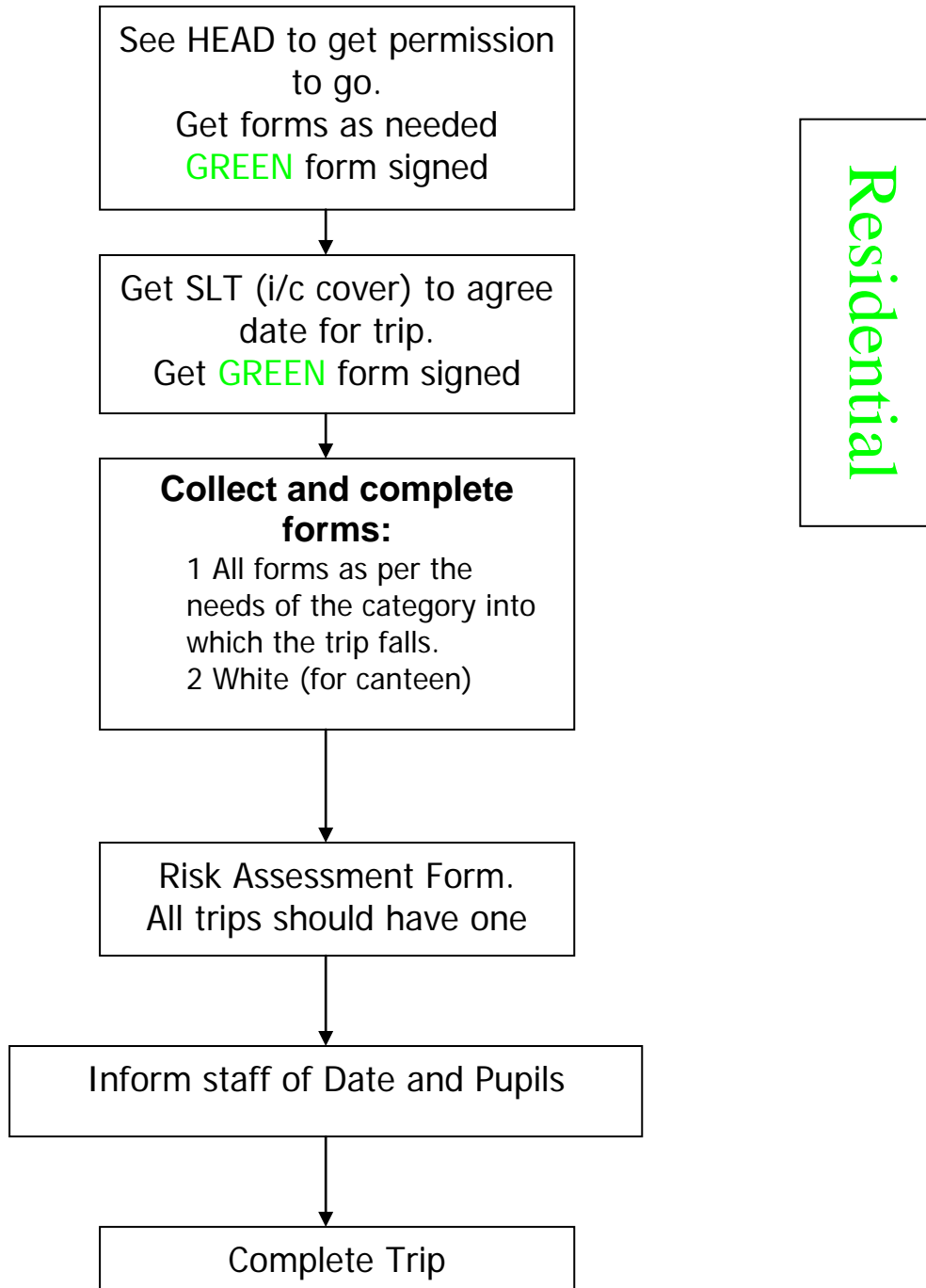
THE CHAFFORD SCHOOL  
SCHOOL **NON-RESIDENTIAL** TRIPS PLANNER

TAKE A JOURNEY AROUND THE TRIP PLANNING PROCEDURE.



THE CHAFFORD SCHOOL  
SCHOOL RESIDENTIAL TRIPS PLANNER

TAKE A JOURNEY AROUND THE TRIP PLANNING PROCEDURE.





## **APPENDIX 11**

### **POLICY GUIDELINES FOR SICKNESS AND ACCIDENTS**

#### **Sickness**

- If student carries a School Medical Alert Card, teacher should follow the instructions on the card.
- Students wishing to sit in the Medical Room must get their diary signed by HOH.
- If HOH wishes to send a student home they will indicate this in pupil's diary.
- If First Aider cannot locate HOH and the situation is urgent, then First Aider will make the decision as to whether the student can go home.
- If an ambulance is called, the student must be accompanied by a member of staff (if parents cannot be located).
- If permission is obtained from HOH then Office will call parent or any contact name shown on SIMS. Parental consent must be obtained for a child to go home.
- The sickness should be entered into the General Sick Book with time sent home if applicable.

#### **Student accidents**

- Same as above.
- Provide first aid where possible.
- Call ambulance if necessary.
- Complete London Borough of Havering Incident Form and fax to Sue Wilkes on 01708 433893.

#### **Staff accidents**

- Give first aid if necessary.
- Call ambulance if necessary – complete London Borough of Havering Incident Form and fax to Sue Wilkes on 01708 433893.
- Call next of kin if necessary.
- Complete Yellow & Green Accident Book in Front Office.

**Data will be analysed termly and a report produced for the Governing Body.**