

<b>Policy Title:</b>	Health and Safety Policy
<b>Function:</b>	For information and guidance and incorporating the School's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
<b>Status:</b>	Statutory
<b>Audience:</b>	All Students and staff
<b>Ownership / Implementation:</b>	Principal has overall responsibility for ensuring that this policy is implemented.
<b>Implementation Date:</b>	1 <sup>st</sup> January 2013
<b>Review period:</b>	Annually
<b>Last Reviewed:</b>	August 2016

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## **HEALTH, SAFETY & WELLBEING POLICY**

This Health, Safety & Wellbeing Policy provides the basis for the implementation and future planning of Health, Safety & Wellbeing matters within Compass School Southwark and fulfils the requirements of the Department for Education.

This document also sets down the relationship with Carillion which, under contract from our landlord Grosvenor Estates (GE), provides and manages buildings, facilities, and support services in which Compass School Southwark operates.

Given the challenges that Compass School Southwark faces in its temporary accommodation, the arrangements for health and safety (particularly regarding facilities management and shared services) are under regular review and subject to frequent change, which may not currently be reflected in this policy.

## 1 Statement of General Policy

- 1.1 The Trustees and Governors of Compass School Southwark accept their responsibility for setting out the overall Compass School Southwark Health Safety & Wellbeing Policy.
- 1.2 It is the policy of the Trustees and Governors to take all reasonable steps within their power to prevent, or reduce the possibility of:
  - 1.2.1 harm and injury to students, employees (including new, temporary, and part-time employees), the staff of employment agencies and other contractors, volunteer helpers, members of the general public, etc. and
  - 1.2.2 damage to property, plant, machinery, equipment, tools, materials, etc. and the environment
  - 1.2.3 By providing protection from foreseeable risks by promoting continuous improvement in Health, Safety & Wellbeing standards.
- 1.3 The Trustees and Governors will ensure, so far as is reasonably practicable, that the School budget reflects the finance necessary to implement Health, Safety and Wellbeing requirements.
- 1.4 The Trustees and Governors accept their responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable to:
  - 1.4.1 Provide suitable and sufficient information, instruction, training, and supervision to enable all students and employees (including new, temporary, and part-time employees) in the School to undertake their studies and work safely and efficiently
  - 1.4.2 Promote the development and maintenance of sound health, safety and wellbeing practices ensuring that any actions taken are inclusive and non-discriminatory
  - 1.4.3 Provide and maintain a teaching/learning and working environment that is safe and without risks to health and adequate as regards welfare facilities for students and employees
  - 1.4.4 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the School, and
  - 1.4.5 Be kept informed of all developments relating to Health, Safety and Wellbeing matters by the clerks to the Trustees and Governors who will include such matters on the agenda of regular meetings.
- 1.5 The Trustees and Governors accept their responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable, on their own account and in collaboration with Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) as appropriate, to:
  - 1.5.1 Maintain the premises in a condition that is safe and without risks to health and ensure safe access to and egress from the premises
  - 1.5.2 Provide as necessary personal protective equipment (PPE) to all students and employees (including new, temporary, and part-time employees) in the School, for the safe use of plant, machinery, equipment, tools, materials, and substances
  - 1.5.3 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health
  - 1.5.4 Provide plant, equipment and systems of work which are safe and without risks to health, and
  - 1.5.5 Set down arrangements for Extended School Activities such as Breakfast Clubs and Holiday Play schemes which clarify supervisory arrangements, the safe use of premises etc.

- 1.6 The Trustees and Governors accept their responsibility for ensuring that there is regular formal communication on Health, Safety & Wellbeing matters between Compass School Southwark and Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) which will normally be achieved at the weekly FM meeting and regular School Governors meeting.
- 1.7 The Trustees and Governors recognise the requirement to consult staff on health and safety matters which will be achieved through the School communication procedures.
- 1.8 The Trustees and Governors will agree one of their number to be designated the Health and Safety Governor who will attend meetings of the School FM meetings as appropriate, and speak on Health, Safety & Wellbeing matters at the Finance and Operation sub-committee meetings, taking place 6 times per year.
- 1.9 The Trustees and Governors will delegate authority for the development and implementation of this Policy to the Principal who will ensure that arrangements will be made to bring this Policy to the notice of all employees (including new, temporary, and part-time employees), the staff of employment agencies and other contractors, and volunteer helpers, so that they fulfil their duties to co-operate with this Policy.
- 1.10 The Trustees and Governors recognise their responsibility for monitoring Health, Safety and Wellbeing performance and will require the Principal to present an annual report on health and safety performance including evidence of safety inspections carried out by representatives of the School at least three times a year. In addition, health and safety is reported on termly through the Principal's report.
- 1.11 The Trustees and Governors will adopt, adapt and improve the Health, Safety and Wellbeing Policies, Procedures, Codes of Practice, and Guidelines required to fulfil their obligations.
- 1.12 This Policy will be reviewed by the Trustees and Governors on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This Policy will be re-edited and re-issued within three months of the review date, where this is deemed necessary.

## 2 Organisation

- 2.1 The Trustees and Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health, safety, and wellbeing matters, and also the need to consult individuals before allocating particular health and safety functions. Individual duties, including reporting arrangements, are as follows:

### 2.2 **Principal**

The Principal is accountable to the Trustees and Governors for implementing the School Health, Safety & Wellbeing Policy and for all matters relating to Health, Safety and Wellbeing within the School.

- 2.2.1 The Trustees and Governors require the Principal to ensure that the School Health, Safety & Wellbeing policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
- 2.2.2 The Principal may delegate the day-to-day administration and management of Health, Safety, and Wellbeing matters to an appropriate competent member of staff who will be designated the School Health and Safety Manager (see 2.3 below).
- 2.2.3 The Principal will delegate the oversight and coordination of off-site visits to an appropriate competent member of staff who will be designated the School Trips & Visits Coordinator. In the academic year 2015-16, the oversight is maintained by the Director of Learning. Additionally, the Principal is responsible for all health and safety arrangements for all school trips.
- 2.2.4 The Principal will be designated joint Asbestos Duty Holder for the School, and will ensure compliance with the Control of Asbestos Regulations 2012 in so far as they relate to preventing the release of asbestos fibres resulting from School activities. The Principal will ensure that information on School asbestos matters is shared with the landlord, Grosvenor Estates, and will request corresponding information on asbestos issues by Grosvenor Estates so that appropriate joint asbestos management precautions are put in place for the whole site. An Asbestos Management Survey is carried out annually by the Site and Facilities Manager, and the Asbestos Management Plan is held by the Site and facilities Manager.
- 2.2.5 The Principal will be designated the Responsible Person for the School in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the School and its activities. The Principal will ensure that Fire Risk Assessments are shared with Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) and will request corresponding Fire Risk Assessments from Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) so that appropriate joint Fire Safety Management Precautions are put in place for the whole site.
- 2.2.6 The Principal will, for those matters which are the direct responsibility of the School, (i) ensure that competent contractors are employed and (ii) oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties.
- 2.2.7 The Principal will delegate the day-to-day co-ordination of all contractual and maintenance work for those matters which are the direct responsibility of the School to the Health and Safety Manager who will liaise with the Senior Leadership Team and

others, including Grosvenor Estates appointed Facilities Manager (Carillion 2015-16), to ensure safety procedures and policy agreements are observed.

- 2.2.8 The Principal is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters is brought to the attention of the relevant students, employees (including new, temporary, and part-time employees), the staff of employment agencies and other contractors, volunteer helpers, members of the general public, etc.
- 2.2.9 The Principal must ensure that accidents and all other Health and Safety incidents including near misses are reported in accordance this policy and statutory requirements, and that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively. The Principal ensures that the requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are met, including the reporting of any death, specified injury, disease or dangerous occurrence, along with any occupational injuries which result in a member of staff being unavailable for work for more than 3 days.
- 2.2.10 The Principal will actively seek Safety Representatives and will consult with them on all Health, Safety and Wellbeing matters and co-operate with them in the execution of their duties.
- 2.2.11 The Principal will be a member of, and participate in, the School Safety Committee. Note that given the small size of the staff body in 2015-16, the Principal, the Director of Business and Operations, and the Site and Facilities Manager will fulfil all duties of this committee.
- 2.2.12 The Principal will, with the Safety Committee, review at least once a year:
- Fire Safety and Evacuation procedures;
  - First Aid provision both in the School and on off site visits;
- 2.2.13 and from time to time, according to a plan
- all other Health, Safety, and Wellbeing policies, procedures, codes of practice, risk assessments, and guidelines, e.g. Guidance for Safer Working Practice for Adults who work with children and young people.
- 2.2.14 The Principal will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.
- 2.2.15 The Principal, or other member of staff with delegated powers, will have the authority to stop what he/she considers unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances which he/she considers to be unsafe.

- 2.2.16 The Principal will make arrangements, with appropriate members of staff, for the continuous improvement to premises, plant, machinery, and equipment which is the direct responsibility of the School and ensure that appropriate records are kept in the Premises Log Book.
- 2.2.17 The Principal will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the School to new duties.
- 2.2.18 The Principal will ensure that appropriate health, safety, and wellbeing information, instruction, training and supervision is in place for all schemes of work for students, including both internal and external work experience arrangements.

### **2.3 Health & Safety Manager**

The Director of Business and Operations holds the title of Health & Safety Manager for the academic year 2015-16. In the temporary absence of the Director of Business and Operations, this responsibility is held by the Site and Facilities Manager.

The member of staff designated as the School's Health and Safety Manager will administer and manage day-to-day health and safety matters on behalf of the Principal by:-

#### 2.3.1 Acting as the day-to-day link between the School and:-

- the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager and appropriate Grosvenor Estates appointed Facilities Manager staff
- other providers of Health, Safety, and Wellbeing services
- The Health and Safety Governor

#### 2.3.2 Working collaboratively with the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager and appropriate Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) staff:-

- coordinate inspections and inspection reporting such that (i) a seasonal inspection is completed three times a year with defects reported accordingly and (ii) a property survey of the School buildings/premises is carried out annually
- establish Emergency Procedures for the evacuation (e.g. gas leaks, fire, bomb warnings) or lockdown (e.g. severe weather, trespassers, industrial incident) of the Compass School Southwark campus.
- ensure that competent person(s) or specialists are consulted as necessary to advise on Health, Safety and Wellbeing matters and, in particular, technical issues, sampling, monitoring and auditing requirements e.g. for local exhaust ventilation (LEV)
- undertake/ share suitable and sufficient risk assessments
- communicate appropriate Health, Safety, and Wellbeing Information
- contribute to pre-start contract meetings with contractors working on behalf of Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) to ensure there will be no adverse impact upon teaching and learning e.g. by:-
  - examining Health & Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances when contractors are considered for a project
  - ensuring all contractual work and maintenance carried out on the premises is coordinated
  - ensuring all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts are required to liaise

- with appropriate Programme Leaders/ Lead Teachers and others to ensure safety procedures and policy agreements are observed
- checking that contractors have adequate safety procedures in force and that they are aware of the School Health, Safety & Wellbeing Policy as it affects them
- ensuring that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes
- ensuring an School 'Buildings Register' is compiled which identifies known hazardous substances and materials (e.g. asbestos, lead, flammable substances etc.), and
- ensuring the Premises Log Book is kept up-to-date with the results of repair & maintenance, and action is taken to organise work when equipment is overdue for attention.
- ensure that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers for School use is accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. prior to use
- ensure the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager and appropriate Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) staff are familiar with the School Health, Safety and Wellbeing Policy and its implications for catering/ cleaning/ grounds maintenance activities and working arrangements for his/her staff
- ensure there are no health and safety implications for the School arising from Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) lettings outside core hours and that the premises/ grounds are inspected and secured before handing back, and
- ensure that there are safe systems for maintaining the fabric of the buildings, plant and equipment e.g. by requesting access to the repair and maintenance records held by the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) and making the Trustees and Governors aware of any specific problems, through the Principal.

2.3.3 Working with personnel in the School who have a lead role in Health, Safety, and Wellbeing e.g. the Educational Visits Coordinator; the Senior Leadership Team (particularly those managing high hazard activities such as Arts & Drama, DT, PE, Science); by:-

- requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the School Safety Committee
- requesting risk assessments; maintaining the Risk Assessment Action Plan; reporting issues arising from risk assessment to the School Safety Committee; holding the main Risk Assessment file; ensuring Risk Assessments are reviewed according to time scales
- making arrangements for the repair, maintenance, and continuous improvement to premises, plant, machinery, and equipment for which the School has direct responsibility and ensuring appropriate records are kept in the School Premises Log Book, together with signpost sheets directing staff to the location of similar repair and maintenance records held by the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) for premises, plant, machinery, and equipment for which the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) has direct responsibility
- disseminating Health, Safety, and Wellbeing Information e.g. passing on information from professional bodies e.g. CLEAPSS, to appropriate persons and

- the School Safety Committee, and
  - arranging for Instruction and Training; ensuring a Training Matrix (or equivalent) is kept up to date; reporting training statistics to the School Safety Committee.
- 2.3.4 Taking a pro-active interest in the Health, Safety, and Wellbeing aspects of all School activities including:-
- joining with others to undertake inspections and risk assessments as appropriate;
  - being involved in pre-start contract meetings with contractors for those matters which are the direct responsibility of the School;
  - advising the Principal of potential breaches of legislation;
  - Prohibiting activities which may, in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of appropriate safety advisors.
- 2.3.5 Organising the School Safety Committee meetings as frequently as may be appropriate to give time and a full consideration of all aspects of School Health, Safety, and Wellbeing, and in so doing arrange for the:-
- attendance of the Site Manager and other representatives from Grosvenor Estates appointed Facilities Manager (Carillion 2015-16)
  - attendance of permanent committee members
  - attendance of occasional contributors
  - management of the agenda to include:-
    - Standing items involving Grosvenor Estates appointed Facilities Manager (Carillion 2015-16)
    - Accident and near miss incident monitoring
    - Receiving Risk Assessments & Safe systems of work
    - Training requirements
    - Receiving Inspection Reports and resultant Action Plans
  - taking and distribution of minutes
- 2.3.6 Recommending revisions to the School Health, Safety, and Wellbeing Policy to the Principal, Trustees and Governors via the Local School Governors' meetings.
- 2.3.7 Referring irresolvable local matters via the Principal and appropriate Health and Safety advisors.

## **2.4 Senior Leadership Team**

The Senior Leadership Team are accountable to the Principal for all matters relating to Health, Safety, and Wellbeing within their areas of activity.

- 2.4.1 The Senior Leadership Team will liaise on a day-to-day basis with the Health & Safety Manager and, as appropriate, the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager and appropriate Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) staff such as the Catering supervisor, Cleaning supervisor, Grounds Maintenance supervisor regarding Health, Safety, and Wellbeing matters.
- 2.4.2 The Senior Leadership Team must ensure that all staff under their control:
- receive information on their duties regarding Health, Safety, & Wellbeing matters
  - are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively, and
  - are supervised appropriately according to their level of competence.

- 2.4.3 The Senior Leadership Team must make themselves familiar with Regulations and Approved Codes of Practice relevant to their specialist areas e.g. by applying guidance from appropriate professional bodies for example:
- Association for Physical Education (previously BAALPE) <http://www.afpe.org.uk>
  - Design and Technology Association (DATA)  
<http://web.data.org.yk/data/index.php>
  - Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) [www.cleaps.org.uk](http://www.cleaps.org.uk)
- 2.4.4 The Senior Leadership Team are responsible for carrying out all risk assessments and for producing their own departmental safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers etc.
- 2.4.5 The Senior Leadership Team must ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, and any other person or persons - including employees of the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16), the staff of employment agencies and other contractors, volunteer helpers, and members of the general public, etc. - who are likely to work or be present in a classroom, laboratory, workshop or any other area for teaching and learning activity, are made aware of the Departmental/ Section arrangements and procedures, including risk assessments, relating to the work area, before commencing work.
- 2.4.6 The Senior Leadership Team are responsible for consulting with Safety Representatives and Trade Unions on Health, Safety, and Wellbeing matters.
- 2.4.7 The Senior Leadership Team are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.
- 2.4.8 The Senior Leadership Team must ensure that a copy of the Fire Evacuation Procedure and Assembly Point are prominently displayed in all rooms and areas for which they are responsible.
- 2.4.9 The Senior Leadership Team are responsible for liaising with the Health & Safety Manager and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.4.10 The Senior Leadership Team are responsible for ensuring that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers are accompanied by appropriate information, including in particular Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. so that appropriate risk assessments can be undertaken prior to use for teaching and learning activity.
- 2.4.11 The Senior Leadership Team must carry out a seasonal safety inspection of the Zone three times a year. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments for the use of substances and general facilities.
- 2.4.12 The Senior Leadership Team must first isolate then report to the Health & Safety Manager (verbally and in writing) all problems, defects and hazards as soon as they become apparent.
- 2.4.13 The Senior Leadership Team will report and if appropriate make recommendations to

the Health and Safety Manager on any practices, premises, equipment etc, which give rise to risks to health, safety and wellbeing concerns.

## **2.5 Employees**

Every employee has a responsibility under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of him/her self and of other persons who may be affected by his/her acts or omissions at work and to cooperate with his employer in the performance of the employer's health & safety duties.

- 2.5.1 All employees will be given access to the School Health, Safety & Wellbeing policy and are required make themselves familiar with all documents relating to health, safety and wellbeing in the School. They should pay particular attention to the departmental policy and risk assessments as they relate to their particular work activities.
- 2.5.2 All employees must be familiar with the School Health, Safety & Wellbeing Policy, the implications of that policy, and any procedures, arrangements and practices relating to their department/ section.
- 2.5.3 All employees are responsible and accountable to the Senior Leadership Team for the implementation of the School Health, Safety & Wellbeing Policy in the performance of their duties.
- 2.5.4 All employees must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.5.5 All employees must ensure that all students or persons under their control receive instruction and are provided with suitable training to enable them to operate in a safe and efficient manner.
- 2.5.6 All employees must first isolate then report, (verbally and in writing) all problems, defects and hazards to the Senior Leadership Team as soon as they become apparent.

## **2.6 Safety Representative(s)**

- 2.6.1 The Trustees and Governors will encourage the appointment of Safety Representatives from both teaching and support staff.
- 2.6.2 The Principal will consult regularly with Safety Representatives on health, safety and wellbeing matters. Safety Representatives will be encouraged by the Principal to fulfil their role, including being released for any appropriate training.
- 2.6.3 Safety Representatives will be entitled to inspect all areas of site in which the School operates, in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the School Safety Committee.
- 2.6.4 Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies which relate to School activities.

## **2.7 Specialist Advisers**

The Trustees and Governors recognise there will be occasions when the School will require specialist advice. The procedures to be adopted and recommendations to obtain outside advice will be clarified and decided at School Safety Committee level.

## 3 Arrangements

### 3.1 Emergency Procedures

#### 3.1.1 Fire Precautions

The arrangements for fire safety will be in accordance with the outcome of an annual School Fire Risk Assessment which will be conducted jointly by the Health & Safety Manager (and appropriate Programme Leaders / Lead Teachers) and the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager (and appropriate staff such as the Catering supervisor, Cleaning supervisor, Grounds Maintenance supervisor).

The Health & Safety Manager will ensure that practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections etc. are entered into the School Fire Log Book and kept in the Premises Log Book.

The School Fire Log Book will also either (i) hold evidence of, or (ii) give directions to the whereabouts of, Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) records such as (a) weekly system tests and (b) repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting etc.

The Fire Risk Assessment, Fire Log, Floor Plans etc will be held in the main Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Office ready for (i) inspection by the Fire & Rescue Service at any time (ii) removing to a pre-designated place, such as the main gate, in the event of an evacuation.

#### 3.1.2 First Aid Provision

The arrangements for first aid in the School will be in accordance with the School First Aid policy.

First Aid boxes must be located in high hazard areas e.g. Science, DT, Sports and PE. The names of First Aiders and Appointed Persons must be posted on the School Health, Safety, and Wellbeing notice board and at strategic locations within the School.

The Health & Safety Manager will work collaboratively with the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager to ensure that there is appropriate First Aid provision throughout the site at all times e.g. locating a First Aid box in the kitchen area; permitting access of Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) staff to the School First Aid room in the event of an emergency outside core hours.

Arrangements for the Administration of Medication in the School will be in accordance with the Medical treatment of students procedures.

#### 3.1.3 Incident Reporting/Investigation

The reporting procedure will be in accordance with the appropriate procedure. This procedure must be brought to the attention of all employees.

All employees and students will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an incident occurs.

The Health & Safety Manager will work collaboratively with the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager to ensure that information is exchanged on any incident which may affect the normal operation of either School or Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) activities.

### **3.2 Wellbeing**

3.2.1 The Trustees and Governors recognise the benefits of looking after the wellbeing of staff, and acknowledge the links between improved staff wellbeing and improved school performance in Compass School Southwark. These are:

- Increased staff morale, helping to encourage staff retention and recruitment
- Lower supply costs and greater stability as a result of fewer staff absences
- Improved emotional wellbeing, which has contributed to a reduction in staff absence
- Improved standards through increased stability and motivation
- A contribution to self-evaluation processes through an online self-review of the organisation
- Improved communication and school effectiveness
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

3.2.2 The Principal ensures that all staff are familiar with the concept of wellbeing through:

- Annual wellbeing week
- Staff briefings
- Optional subsidised private health care
- Flexible working arrangements

### **3.3 Off Site Visits**

3.3.1 Procedures for all Off-site Visits such as field trips and extra-curricular activities will comply with the School Trips and visits policy.

### **3.4 Transport**

3.4.1 The use of transport by the School will be in accordance with the School Transport Policy.

### **3.5 Unacceptable Behaviour**

3.5.1 The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the School Behaviour Policy.

3.5.2 The Health & Safety Manager will provide information to the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager on those cases of potential or actual unacceptable behaviour which may affect the work of Grosvenor Estates appointed Facilities Manager (Carillion 2015-16).

### **3.6 Lone Working**

- 3.6.1 The precautions to be taken in relation to lone working will be in accordance with appropriate guidance and policy.

### **3.7 Risk Assessment**

- 3.7.1 The procedure for assessing risks will be in accordance with best practice and appropriate guidance from relevant bodies, for example the HSE.

### **3.8 Contractors**

- 3.8.1 All contractors will be expected to arrange their work so as to avoid disrupting the primary teaching and learning purpose of the School.
- 3.8.2 All contractors entering or working in the School teaching & learning areas, or causing noise or fumes anywhere on site which could adversely affect teaching and learning, will do so only with the permission of the Principal.
- 3.8.3 All contractors will be informed in writing as to the point of contact at the School and will be issued with appropriate copies of the School Policies, Procedures, Codes of Practice and other guidelines, including the School Asbestos Survey, appropriate to the working circumstances so as to ensure safe working arrangements and that operations do not adversely affect teaching and learning activities.

### **3.9 Plant, Machinery, and Equipment**

- 3.9.1 Programme Leaders/ Lead Teachers will be responsible for ensuring that periodic checks and maintenance are carried out of plant, machinery, and equipment within their department according to a schedule agreed in advance with the Health & Safety Manager and/or Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager depending upon equipment ownership. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies made available to the Health & Safety Manager and/or Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Manager as appropriate.
- 3.9.2 A thorough inspection of Zones will take place three times a year in the presence of the Safety Representative and other designated person(s) as decided by the School Safety Committee.
- 3.9.3 New plant, machinery, equipment, materials, substances will be brought onto the premises only if approved by the Education Safety Committee and the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) Site Supervisor.
- 3.9.4 The Senior Leadership Team will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery, equipment.
- 3.9.5 The Senior Leadership Team will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual students/ members of staff.

### **3.10 Local Exhaust Ventilation**

3.10.1 A record of all air monitoring and checks on ventilation systems installed for the removal of dusts, vapours, gases etc (e.g. fume cupboards, woodwork extraction, heat treatment, soldering etc) will be requested from the Grosvenor Estates appointed Facilities Manager (Carillion 2015-16) and kept in the Premises Log Book which will be held by the Health & Safety Manager.

### **3.11 Noise and Vibration**

3.11.1 The Trustees and Governors recognise there may be problems experienced with noise and vibration. Programme Leaders/ Lead Teachers will report all such cases to the Health & Safety Manager. If required, specialist advice will be sought to monitor the hazard.

### **3.12 Portable Electrical Equipment**

3.12.1 Portable electrical equipment will be tested in maintained in accordance with the appropriate regulations and accurate and up to date records of the testing programme will be maintained.

### **3.13 Utility services**

3.13.1 The provision and use of utility services for which the School is responsible will be in accordance appropriate regulations.

### **3.14 COSHH (Control of Substances Hazardous to Health)**

3.14.1 The Trustees and Governors recognise the requirement for the School to carry out risk assessments in accordance with the COSHH Regulations.

### **3.15 Housekeeping**

3.15.1 Arrangements are in place with the Site and Facilities Manager and an outs-sourced cleaning company to ensure that the School is kept clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. All designated escape routes will be kept clear at all times. Rubbish bins, skips etc. will be located away from School buildings and secured to suitable fixed points.

3.15.2 The Senior Leadership Team will make regular checks of their Zones and report any issue with regard to housekeeping inadequacies to TBA FM Helpdesk.

### **3.16 Outdoor play spaces**

3.16.1 An inspection of outdoor play spaces is carried out on a weekly basis. This is to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. A visual inspection of playing fields will also be carried out before organised games and contact sports and all debris removed.

### **3.17 Playground Equipment**

3.17.1 All playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in a sound condition.

There will be:-

- an annual condition inspection by a competent person
- a risk assessment at least annually by a competent person
- an operational inspection to a frequency based on the risk assessment, and
- daily visual inspections in accordance with the risk assessment.

### **3.18 Manual Handling**

3.18.1 The manual handling of loads, including when necessary the lifting and carrying of children, will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place - including the deployment of appropriate equipment e.g. hoists, the issue of personal protective equipment (PPE) e.g. gloves, and suitable and sufficient training e.g. in lifting persons.

### **3.19 Training**

3.19.1 Training must always be viewed as a constant requirement, based on the ability to recognise who requires training and when. New, temporary, and part-time employees, transferred staff and the staff of employment agencies and other contracted staff will require either a level of awareness relevant to their task or a more in-depth training programme.

3.19.2 New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

3.19.3 There are various categories of training requirements in the School. They can be defined as induction training, information/ awareness training and specific 'hands-on' training.

### **3.20 Induction Training**

3.20.1 This will apply to new employees, employees transferred within the School to new activities, staff of employment agencies and other contractors, and volunteer helpers all of whom will need to be shown over the School and host department, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements etc.

### **3.21 Providing Information and Awareness Training**

3.21.1 A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

3.22.1 Specific training is carried out for all teachers and support staff within designated teaching areas and school roles, where it is identified that additional equipment requires training and risk assessment.

### **3.22 Communicating Information to Employees**

- 3.22.1 The Principal will be responsible for ensuring that any Regulations, information, guidance notes etc, received are passed immediately to employees who have a direct interest.
- 3.22.2 Information relating to a department's activities shall be passed on or highlighted in that department's safety policy or safe working arrangements.

## **4 Monitoring Health, Safety and Wellbeing Performance**

- 4.1 The Trustees and Governors will require the Principal to provide an annual report on all health, safety, and wellbeing matters which will identify strengths and weaknesses, propose achievable remedies, and set objectives for continuous improvement.
- 4.2 The report will provide an annual overview of:
- reported incidents; incident investigations, bump book analysis lost time data; and resulting preventative measures
  - emergency procedures, including fire precautions and first aid arrangements
  - policies introduced, risk assessments undertaken, and procedures implemented
  - training undertaken, and internal / external inspections and audits.

## 5 APPENDIX A - Roles and Responsibilities

### ORGANISING FOR HEALTH and SAFETY

Background:

The Health and Safety at Work Act 1974 states ‘.....it shall be the duty of every employer to prepare .... a written statement of his general policy with respect to Health & Safety at Work of his employees and the organisation and arrangements for carrying out that policy....’

Section 2 (3)

*This Annex will be updated annually, as the staffing structure of the school changes.*

**APPENDIX A – PF/IBSF Provided Education Establishments**

Post H&S Role	Principal	Health & Safety Governor	Director of Business and Operations	Site& Facilities Manager	Director of School	Senior Leadership Team	Educational Visits Manager	Principal First Aider	Safety Representatives
Principal H&S Policy areas:	(i) Corporate H&S Policy (ii) Policy, Procedures, and Guidance on Emergency Planning & Business Continuity (vii) Statutory guidance on Safer Working Practice		(i) Risk Assessment Policy ( <i>general</i> )  (ii) Policy, Procedures and Guidance on the Use of Transport ( <i>general</i> )	PFI Contractor Policies equivalent or superior to CYPs Policies:- (i) Maintenance of Installations, Plant and Equipment; (ii) Safe provision and use of Utility Services (iii) Pest Management	(i) Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling  (ii) Policy, Procedures and Guidance on the Use of Transport ( <i>for students with special needs</i> )	(i) Risk Assessment Policy ( <i>curriculum activities</i> )	(i) Policy, Procedures and Code of Practice for Off Site Visits  (ii) Policy, Procedures and Guidance on the Use of Transport ( <i>for off site visits</i> )	(i) First Aid Policy  (ii) Policy and Procedure for the Reporting of Incidents of Violence, Injuries, Diseases, and Dangerous Occurrences  (iii) Administration of Medicines Policy	<i>as per Safety Representatives and Safety Committees Regulations 1977 et seq.</i>
Day to day activity:	Overall responsibility for maintaining a safe working environment for employees and service users; Engagement of whole workforce in H&S culture; Delegation of H&S activities as appropriate; Authorise off site visits;	Act as a critical friend to School/ Principal;  Contribute own H&S knowledge;	<b>School H&amp;S Manager:</b>  Liaison with appropriate Health and Safety experts.  Liaison with PFI Facilities Manager on H&S matters – e.g. evacuation procedures, contractor activity  Monitor Site Security  Undertake/ Revise Risk Assessments	Inspect playground equipment  Monitor contractor activity  Hold the PFI Contract Premises Log Book & monitor maintenance and inspection reports	Undertake/ Review Risk Assessments on individual students with SEN	Undertake/ Review appropriate Risk Assessments  Act as appropriate Contact Officers for DATA, CLEAPPS, afPE and professional associations  Radiation Protection Supervisor, COSHH Manager etc	Undertake/ Review EV Risk Assessments  Coordinate off site visit arrangements	Oversee First Aid provision  Record and report Incidents  Oversee procedures for Administration of Medication  Finalise care plans; Liaise with School Nurse	Monitor school activity - bring issues to the attention of H&S Manager;  Contribute own H&S knowledge
Periodic Activity:	Review H&S training needs for self & senior staff	Join Site Inspections; Monitor implementation of School H&S Policy	Maintain Training Matrix: Review H&S training needs for staff	Undertake Site Inspections with appropriate school staff	Review Positive Restraint Training needs for staff	Join Site Inspections; Review H&S Training needs of own staff	Participate in a representative number of off site visits, including residential		Undertake Site Inspection

## 6 ANNEX B HEALTH AND SAFETY RELATED POLICIES

- Medicine and First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding & Student Welfare Policy
- Trips & Visits Policy
- Critical incident or disaster procedures
- Behaviour Policy
- Transport Policy
- Staff Absence Policy
- Asbestos Policy
- Code of Practice for Work with Asbestos
- Letting of premises policy
- Control of Infectious Diseases