



**St Ursula's Convent School
A Humanities College and Teaching**

HEALTH & SAFETY POLICY

Policy reviewed by:

**HEADTEACHER
GOVERNORS
SENIOR LEADERSHIP TEAM**

Reviewed	Agreed by Governing Body	Next review
January 2018	January 2018	Date of next review as required by Governors

St Ursula's Convent School Health and Safety Policy

In its role as providers of a Christian, caring community and in accordance with the Health and Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations (COSHH) and all relevant statutory provisions, the Governors of St Ursula's Convent School recognize and accept their corporate responsibility as an employer for providing a safe and healthy working environment for all persons present on the school site i.e. teaching and non teaching staff, pupils, contractors and visitors.

Statement of General Policy

The Governors of St Ursula's Convent School in accordance with statutory and local authority regulations will take all reasonable / practicable steps within their power to fulfil this responsibility and will pay particular attention to the following:

- To provide adequate control of the health and safety rules arising out of our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks and give them adequate training.
- To prevent accidents and causes of work related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

Arrangements

Responsibilities:

- Overall and final responsibility for health and safety is that of the Governors of St Ursula's Convent School. The Governors recognize the need to ensure that the school budgets reflect the finance necessary to implement health and safety matters.
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Headteacher and in her absence the deputy head.
 - 1) Key Health and Safety Manager - The Head
 - 2) Person Designated to Act in Absence of the Head – The Deputy Head
 - 3) In the event of the absence of both the Head and Deputy Head, responsibility becomes that of the Senior Assistant Head
- To ensure Health and Safety standards are maintained / improved, the following people have responsibilities in the following areas.

The Headteacher

- The Headteacher is responsible and accountable to the Governors for monitoring and implementing the school Health and Safety Policy and all matters pertaining to said policy.

The Deputy Head/Business Manager

In Conjunction with the Headteacher:

- The Deputy Head/ Business Manager is responsible for the annual review of the health and safety policy, for the addition of any necessary changes to the policy and for the induction of all staff.
- The Deputy Head /Business Manager is responsible for noting all Health and Safety instructions and advice issued by the Department for Education, Local Authority and bringing such material to the attention of relevant personnel immediately upon receipt.
- The Headteacher delegates to the Business Manager to be aware of all contractors and / or third parties entering the school to undertake maintenance service or work contracts. It is the Headteachers responsibility to make sure that competent contractors are employed and to oversee the planning and safe execution of the work. Contractors and / or third parties must be advised of any hazards on site.
- The Business Manager carries out regular checks with the Premises Manager and complete an action plan in relation to the work required. Copies of all the documents are to be kept on file by the Business Manager (**Appendix A**)
- The Headteacher is responsible for ensuring that effective arrangements are in place for the provision of
 - 1) First Aid in school
 - 2) Fire and Evacuation procedures - including regularly inspected and maintained fire-fighting equipment.
- The Headteacher will seek advice, when appropriate from outside agencies that are able to offer expert opinion and training.
- The Headteacher will respond quickly and appropriately to any concerns over health and safety brought to her attention and will report regularly to the Governing Body on health and safety matters. Any health and safety concerns must be reported via the Health and Safety Concern Sheet. (**Appendix B**)

The Premises Manager

In conjunction with the key Health and Safety Manager (as required) the Premises Manager will be: -

- Responsible for co-ordinating all contractual and maintenance work carried out on school premises, liaising with school staff as appropriate.
- Responsible for ensuring that strict procedures are laid down for the safe implementation of such contract / maintenance works.
- Responsible for health and safety matters pertaining to service contracts in respect of
 - 1) School cleaning
 - 2) Grounds maintenance
 - 3) Catering
- Responsible for emergency procedures and evacuation of school premises.
- Responsible for compiling a school "Buildings Register" which will identify known hazardous substances e.g. asbestos, lead, flammables etc, which need COSHH assessment, and for undertaking such COSHH assessments and ensuring that all actions identified in the assessment are implemented.
- Responsible for compiling registers of hazardous substances, identifying type of substance, location and type of hazard.
- Responsible for ensuring that all relevant employees are informed about COSHH assessments and for checking that new substances can be safely used before they are purchased. Assessments to be reviewed on a regular basis.
- Responsible for ensuring competent persons or specialists are consulted as necessary to advise on health and safety matters.
- Responsible for ensuring regular risk assessments and health and safety checks of the school buildings and grounds and of bringing to the attention of the Headteacher any concerns re health and safety.
- Responsible for familiarising him / herself with the school's Health and Safety Policy and for making sure that all staff under his / her direct supervision are also familiar with the policy and have received adequate instruction / training in the use of equipment / plant etc.
- Responsible (under section 6 of HASAW etc) for ensuring that everything received from suppliers for direct school use e.g. machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use.
- Responsible for identifying all equipment / plant needing maintenance, for ensuring effective maintenance procedures are drawn up, that all identified maintenance is implemented and that before purchase all new plant and equipment meets health and safety standards.

Heads of Department

It is the responsibility of the Heads of Departments with any matters relating to health, safety and welfare in their departments, and in any areas of the school for which they have general oversight. A termly Health and Safety checklist must be completed by the Head of Department and returned to the Business Manager. **(Appendix C)**

- Such inspections should take place each term, usually in the penultimate week of each term. Heads of Departments should complete the checklist **(Appendix C)** a copy must be kept by Heads of Departments, and discussed at Line Management meetings.

Subject teachers

- It is the responsibility of the Subject teachers to be accountable to their Head of Department for matters relating to health, safety and welfare in their classroom.
- It is the responsibility of Heads of Departments, to inspect the areas in school assigned to them and to report concerns via the concern sheet **(Appendix C)**

Risk assessments

Risk assessments in all practical subject departments / areas will follow a common five step format. (See appendices for proformas)

- 1) Look for hazards
- 2) Decide who might be harmed and how
- 3) Evaluate risks - decide if existing precautions are adequate or whether more steps should be taken to prevent harm
- 4) Make a record of findings
- 5) Review assessment on a regular basis and revise as necessary.

Any hazards identified should be reported to the Premises Manager and Business Manager.

Information.

- Heads of Departments must be aware of all regulations, codes of practice and guidance notes appropriate to their specialist areas.
- Where applicable e.g. Science, Art, DT, FT departments etc. Heads of Departments, will be responsible for identifying substances, which need COSHH (Control of substances hazardous to health) assessment, and for undertaking such COSHH assessments and ensuring that all actions identified in the assessments are implemented. They are also responsible for ensuring that all relevant employees are informed about COSHH assessments and for checking that new substances can be safely used before they are purchased.
- Heads of Departments are responsible for producing their own department safety policy and guidelines under the umbrella of the whole school health and safety policy.

Copies should be made available to;

- The Headteacher
- The Deputy Head/Business Manager
- All departmental staff including support staff e.g. teacher assistants, technicians, supply staff and beginning teachers.
- Heads of Departments must ensure that all staff under their control read the appropriate policy documents and all receive adequate instruction in their duties regarding health and safety matters.
- Heads of Departments are responsible for ensuring that all statutory notices, placards, regulations and safety signs are displayed as appropriate in the workplace - to include arrangements for facilities such as first aid equipment, protective clothing / equipment registers, log books etc.
- Heads of Departments are responsible for ensuring that everything received from suppliers e.g. machinery, equipment, substances etc is accompanied by adequate information and instructions prior to use.
- Heads of Departments are responsible for ensuring that fire drill regulations are prominently displayed in all rooms and areas assigned to them.
- Heads of Departments are responsible for ensuring that all procedures involving health and safety and pupils are brought to the attention of pupils on a regular basis.

Risk Assessments – School Trips

Please refer to the School Trips Guidance. (Staff shared area)

Training

Heads of Departments are responsible for ensuring that all staff under their control are adequately trained to carry out their duties effectively and efficiently. All concerns as to inappropriate or inadequate qualifications or training should be brought to the attention of the Headteacher.

Contract Services

- 1) Catering
 - 2) Cleaning
 - 3) Grounds
- Must familiarize themselves with the school's Health and Safety Policy and what it means to their working activities.
 - Must work in conjunction with health and safety guidelines laid down by their own companies.

- Must ensure that all staff including part time and new appointments are made familiar with relevant health and safety documentation.
- Must inform the Premises Manager and / or Headteacher of any potential hazard or defect.

Obligations of all Employees.

All employees are legally obligated to take care of the health and safety of themselves and others and to co-operate with the Governors to help them comply with the law.

Therefore, all employees **must**

- Co-operate with management on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy)

All staff are required to familiarize themselves with whole school and where relevant departmental health and safety policies.

Pupils

Pupils have responsibility for

- Orderly movement and conduct on school premises so as to not endanger themselves and / or others.
- Obeying regulations and teacher directives in regard to health and safety procedures in all situations.
- Using equipment, materials and substances correctly and not wilfully misusing same or interfering with measures provided for their safety e.g. window restraints, fire extinguishers etc.
- Observing adequate dress and personal hygiene standards.
- Consuming food only in designated areas so as not to encourage dirt and vermin in the school and avoid putting others at risk via slippage.

Consultation with Employees

The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

The headteacher will consult with all staff on health, safety and welfare matters via the following:

- Senior Leadership Team meetings
- Head of Department meetings
- Pastoral meetings
- General staff meetings
- Support staff meetings

Lines of Communication

The Headteacher is available to all members of staff employed in the school.
For practical purposes reports and observations on health and safety will normally be communicated as follows:

In each case the communication is two-directional

- Cleaning - SBM
Catering - SBM
Grounds - SBM
- Contractors to Premises Manager
- Mid-day Supervisors to SBM
- Support staff to appropriate line manager
- HOD's to Line Manager
- Teaching staff to appropriate Head of Department
- Premises Manager to Headteacher

Specific areas of responsibility

Heads of Department

Art	A1 and A2 including prep room, kiln, equipment and materials.
ICT	S6, S7, S8, S10, S11, equipment, materials and Internet protocols and S corridor.
Counselling	Counselling Room.
English	M4, M5, M7, M8 and M corridor, storage areas, equipment and materials.
Geography	S2, S5 and S corridor, storage, equipment and materials.
History	U6, U7 and U corridor, storage, equipment and materials
Mathematics	G3,G4, G6, G7 and G corridor, and S4, storage, equipment and materials
Modern Languages	F3, F5, F6, F7, F11 and F corridor, storage, equipment and materials
Music	U2, U3, U4, storage, equipment and materials
PE	St Joseph's Activities Hall, Main Hall Courts, storage, equipment and materials
RE	L4, L5, L3 and L corridor, storage, equipment and materials
SENCO	Garden Room, SEN rooms, storage, equipment and materials
Science	T2, T3, T4, T5, T6 and T corridors. F11 and resources room, storage, equipment and materials.
FT	FT Room, storage, equipment and materials
DT	St Anne's, storage, equipment and materials
AE1	Merici Room/LSC
Drama	St Benedict's

Other areas

Office Manager	All offices, including staff work room, storage, equipment and materials
Business Manager	Business Manager's office, storage, equipment and materials
Librarian	Library, storage, equipment and materials
Premises Manager	Structures - grounds, equipment and materials required for cleaning and safety. Heating and ventilation, floor covering, fire doors, fire exits, fire extinguishers, fire alarms, and electrical standards.
Deputy Head	General over-sight of school premises, in particular halls and staff areas.

Security Procedures

Only one point of entry to the school.

Staff MUST fob in and out of school. If a fob is forgotten, then staff MUST sign in at reception. **Lost fobs must be reported immediately to the Business Manager**

The Premises Manager is responsible for:

- Closure of the main school gate at 8.40 am. After which the office will operate an electronically controlled gate to allow entry to the site. The main gate will be re-opened at 3.10 pm and closed by 3.30pm
- Clearly displayed direction signs for visitors
- The secure storage of premises keys
- The security marking of school property
- Identification of contractors on site

The office/reception is responsible for:

- Signing in and providing identification labels to visitors which must be worn at all times visible to all
- All visitors should sign in and check out at Reception
- Contractors and service men working on the school site are recorded by the Premises Manager and accompanied wearing identification
- Any visitor who gets 'lost' should be guided to Reception in the first instance
- Any member of staff expecting visitors should inform the receptionist in advance
- Visitors should be forewarned about the lack of parking

The Headteacher is responsible for:

- The registration of pupils
- Training for staff and pupils in personal safety
- Reporting any incidents of violence, physical or verbal (to include racist incidents) to the appropriate body e.g. LA, Health and Safety Executive

Insurance

The Headteacher will ensure that the school provides full insurance in the following areas:

- Public Liability Insurance
- Employers' Liability Insurance
- Personal Accident Insurance
- Buildings and Contents Insurance
- Travel Insurance UK only – School Journey Association/Travel Company for overseas

Procedures for Sick Children and Accidents

If a pupil feels unwell she asks permission from

1. Subject teacher during class
- or
2. Supervisors during break or lunch time

To report to the Main Office . A record is kept of all who report sick. If the indisposition is minor the girl will return to class later, but if it is judged more serious her parent / guardian will be asked to come and collect her. No girl is allowed to go home unless collected by a member of the family or permission has been given by their parent for them to travel home unaccompanied.

Accidents on School Premises (including pupils, staff, visitors and contractors)

When an accident occurs, the Office Manager should be informed immediately. Whenever doubts exist as to the seriousness of the injury, the procedure will be the same as for injuries, which obviously require medical / hospital attention.

For serious incidents/injuries requiring an ambulance or parents collecting pupils, the I-Trent procedures must be implemented and the site of the accident left untouched.

The Officer Manager has received training and is responsible for the completion of documentation on the I-Trent system

Accident / Incident book to be kept and filled in. This should be kept up to date for inspection.

Lists of pupils' medical history are kept on the secure staff shared area. Pupils with medical conditions which may require staff intervention EG: Epi Pen, Diabetics, are in the Medical Alert Book in the Main Office and Staff Room.

First Aid

First Aid equipment is available in:

FT / DT / Sports Hall / Main Office / Medical Room / Science area / Staff room

The Lead First Aider is responsible for the supply of the first aid equipment (Ms Higgins).

At any one time, no less than four staff should be trained in first aid procedures, training should be updated regularly, and it is the responsibility of the Lead First Aider to see that this occurs.

Names of first aiders to be placed on a list on the wall of the Medical Room for inspection, with contact telephone numbers included.

The first aiders are as follows (Oct 17)

Caroline Higgins
Amanda Mackmurdie
Kathleen Cole
Anita Miller
Dawn Lengthorn
Susan Bradford
Lorraine McHale
Danni Nash
Barbara Wojnowska
Nicola Buckmaster
Teresa Higgins
Lucy Villagomez
Lien Diep
Karen Bull
Louise Shackel
Charlotte Ferreira
Elizabeth Durrant
Zuzanna Sturmanikovs

Where practicable a First Aider will be on site during parents' evening.

Medicines in School – see separate policy Supporting Pupil's with medical needs Policy

Fire Drill Procedures - Staff Responsibilities

Fire Practices

- Fire practices will take place at least once a term.
- Inadequacies will be identified and appropriate steps taken to remedy them as far as is possible / practicable. Where necessary the Fire Prevention Officer will be asked to advise.
- Staff should regularly remind pupils of fire drill procedures
- Staff should walk the fire route at least once a year or when taking on a new class or when using a new classroom. Staff will be advised if a particular route is out of action and the alternative route to take
- Staff MUST fob in and out of school. If a fob is forgotten, then staff MUST sign in at reception. **Lost fobs must be reported immediately to the Business Manager.**

The following procedures apply for both drills and real fire emergencies:

1. Speed and silence are essential throughout for all pupils and staff.
2. On leaving the classroom see that windows and doors are shut.

3. Use the exit appropriate to the room you are vacating in order to lessen congestion.
4. Take care that exits are unobstructed to enable speedy evacuation from the building.
5. On the courts, pupils line up in classes in single file and in alphabetical order in front of the signage of their TUTOR GROUP name
6. Form Tutors conduct a head count on arrival to the courts. Registers will be produced by admin staff and then taken.
7. Staff not with a class should proceed directly to the court giving general assistance on the way.

CHECKING PROCEDURE ON NETBALL COURT

1. The Attendance Officer must have a copy of all pupil registers printed off by 9.00am. These will be brought down to the courts and given to Form Tutors for register taking.
2. The Receptionist should ensure that the staff signing in list is brought to the courts to check on all visitors and for a final check on staff attendance. A head count should be taken.
3. Form tutors (plus assistants for year) register their own class on the court. This must involve marking the register and taking a head count. Tutors then report their own presence and any anomalies to their **Year leader** then report information for their years to the Deputy Head who will report all staff present to the Head Teacher.
4. Unattached teaching staff, part-time and supply staff, clerical staff, report on individual basis to Deputy Head
5. Heads of departments with technician or peripatetic staff report any absences for their responsibility areas to Deputy Head.
6. Lunchtime Supervisor, Lead cook, report any absences for their responsibility areas to Deputy Head.
7. Student teachers report to link tutor/mentor who should then report to Deputy Head.
8. Premises staff having checked the building report to the SLT in Premises Office who will contact the Business Manager by phone. Business Manager will report all clear or further information to SLT on courts.
9. Deputy Head will be on courts with Head teacher for final check.
10. Trained Fire Marshalls will be present to assist as required
11. If pupils are to be kept out of school in inclement weather SLT will take the decision to use the buildings closest to the courts i.e. Sports Hall, the dining hall, FT or Drama to temporarily house them. In extreme cases pupils may be evacuated to Greenwich Park.

The Fire Marshalls are as follows (Oct 16)

Linda Amos (Lead Fire Marshall)
 Stacey Taylor
 Atif Latif
 Lorraine McHale
 Karen Dunn
 Boldizar Peter

Jim Welch (Site Manager)
Brian Cole (Site Assistant)
Nicola Buckmaster
Caroline Higgins
Amanda Mackmurdie

Critical Incidents – See separate Policy

5. Emergency Evacuation of School Buildings at the end of the School Day

Procedures are in place in the St. Ursula's Health and Safety Policy to address emergency evacuation during the school day and for activities taking place after the end of the school day. However the following protocol refers to the immediate end of the day at a time when most staff are still on site and the majority of pupils are leaving the site to go home after pm registration.

- **A copy of the after school register must be sent to the main office at the start of the session.**
- Pupils in clubs/study hall/revision sessions etc. should be led by their teacher/TA to the courts to line up in the usual way. All such groups will have a register completed by the teacher/TA which will be taken by the staff member down to the courts to confirm the presence of the pupils.
- SLT will make their way down to the courts and staff will check in with them
- SLT will be in contact via mobile phone to instruct as to when it is safe to return to the main buildings
- **Alternative Assembly point** is the area outside the school gates. All pupils exiting the building in the normal way will be ushered outside the school gates. All pupils on their way to **Alternative Assembly point** will be evacuated through the main school gates and dispersed as required once the register has been taken and all are accounted for.
- Staff not engaged with pupils should assemble at where they will control the safe dispersion of pupils i.e. to Crooms Hill, Hyde Vale and along the gravel path to the Heath
- Staff should report their presence to Ms Durrant or the senior member of Staff present if Ms Durrant is unavailable
- Pupils who need to stay behind to collect bags, house keys etc. should be told to report to the Deputy Head (usually, but not exclusively Ms Durrant)
- No staff member or pupil is to return through the school gates until the all clear is given by the Premises Manager/staff reporting to Mrs Durrant/Mrs Hamilton who will then issue a directive
- The Premises Manager/premises staff on site will establish the seat of the emergency and direct pupils and staff away from it as required

Procedures for Out of School Hours

Emergency evacuation instructions in the event of a fire etc. should be announced at the start of all meetings which take place after school.

In the event of an emergency

- **sound the fire alarm and contact any staff that are in the outer buildings (registers of extra-curricular activities are held in the main office, Contact emergency services and make way to Alternative Assembly Point (car park outside main gate)**
- Staff with pupils check their registers, then report to the most senior member of staff present
- Cleaning staff report to the Premises Manager if on site or to the senior cleaner who then reports to the most senior staff present

On Parents' Evenings a designated member of staff – SLT - will take the signing in sheet to the Assembly point. A roll call will be taken. It may be necessary to move people further away i.e. to the heathland at the top of the gravel path. The decision to be made by senior staff member present.

In the event of a gas leak open all doors and windows and evacuate buildings.

Phone Transco 0800 999 111

Contact Telephone Numbers

James Welch	07714 0495412
Brian Cole	07710 701128

Gas Meter Locations

2 Meters	In Boiler house under premises office
1 Meter	Hyde Cliff basement boiler house next to staffroom
2 Meters	Meter cupboard opposite main staff toilets
1 Meter	Meter cupboard outside DT unit (St. Anne's building)
1 Meter	Meter cupboard St. Mary's building Garden Room
1 Meter	Meter housed at the end of Kitchen
1 Meter	Meter cupboard next to boiler house in Sports Hall

SAFETY AUDIT CHECKLIST

The Royal Borough of Greenwich Health and Safety Department carry out an audit every year

General

1. Fire Doors
2. Fire Exits
3. Fire Extinguishers
4. Fire Alarms

Laboratories

1. Storage of Chemicals
2. First Aid Facilities
3. Fume Cupboards
4. Centrifuges/Autoclaves

5. Fire Notices

6. Safety Notices

7. Storage Inflammable Liquids

8. Cleaning Equipment

9. Heating & Ventilation

5. Radioactive Sources

6. Safety Goggles/Protective Clothing

7. Electrical & Gas Appliances

8. Overloading of upper drawers, shelves etc.

Art & Technology

1. Use and storage of knives, needles, scissors etc.

2. Safety checks on use of all equipment and machines, E.g. cookers kiln, sewing machines, mixers, etc.

3. Protective clothing/goggles

4. Dangerous fumes

5. Electrical and gas appliances

6. First Aid facilities

7. Overloading of upper drawers, shelves etc.

Structure

1. Floor Covering

2. Stairs

3. Electrical Standards

Offices

1. Photocopying & Duplicating

2. Inflammable Liquids

3. Electrical Equipment

Some key areas of risk

This is not an exhaustive list. Look around your setting to identify other risk areas.

- Asbestos
- Chemicals
- Confined spaces
- Display screen equipment
- Electricity
- Falling objects
- Fire and explosion

- Machinery (including guarding)
- Manual handling
- Noise
- Pressure systems
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Working alone
- Working environment

Health & Safety Audit

The Headteacher (Chair of Health & Safety Committee) shall arrange for an annual Health & Safety Audit to be carried out for the entire school by competent people.

The Audit Report identifies strengths and weaknesses with a list of actions for areas of improvements. It makes recommendations giving priorities to the main weaknesses and the action that needs to be taken.