

# Health & safety policy



	Headteacher
Last reviewed on:	[Date]
Next review due by:	[Date]

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## **Part 1 Statement of General Policy**

The governing Body of Highshore School recognizes its responsibilities under the Health and Safety at Work Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the health safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the head teacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled. Further information can be found in the school's Fire & Emergency Policy and Emergency Management (Critical Incident) Plan.

## **Part 2 Responsibilities and Organization for managing Health and Safety**

### ***2.1 The Governing Body***

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate, particularly in relation to:

- ensure that the school has a current Health and Safety policy.
- ensure that the school complies with the Council's Health and Safety policies, both in school and on all school activities.
- have in place procedures to identify hazards, evaluate risk and implement control measures.
- create a management arrangement for health and safety and periodically monitor its effectiveness.
- ensure that an annual audit and inspection is carried out by a qualified person.
- ensure that a governor will attend Health & Safety inspections where possible and familiarize themselves with briefings from the Local Authority.
- have health and safety on the agenda at Governing Body meetings.
- ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.
- ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.
- Aim to involve pupils and teach them about health and safety to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

### ***2.2 Headteacher***

The Headteacher as Key Manager, is responsible for the day to day running of the school and putting the health and safety policy into effect. The Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises.

The Headteacher will in particular:

- be satisfied that effective arrangements are in place to ensure that health, safety and welfare of all users of the premises.
- ensure that termly health and safety inspections are carried out.

- Ensure that the emergency evacuation procedure is practiced, at least once a term and that results are documented.
- arrange for risk assessments to be carried out by a competent person.
- Put into effect any remedial measures or refer as necessary to the Governors or the Local Authority.
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appoint an Educational Visits Coordinator, from school staff, to advise and coordinate external school visits.
- Attend health and safety briefings and training arranged by the Local Authority.
- Include health and safety targets as a performance objective in business plans and workplans
- Report regularly on health and safety matters to the Governing Body.
- Ensure that competent contractors are appointed and to monitor their onsite safe working practices.

### **2.3 Senior Staff**

Senior Staff will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they will ensure implementation of:

- Risk assessments are in place for all activities with control measures to reduce risks as low as reasonably practicable.
- Safe working methods are in place.
- Supervision is adequate and training needs met.
- Termly health and safety inspections are carried out.
- Safety requirements for plant, machinery and equipment are in place and are adequate.
- Suitable Personal Protective Equipment is available, in good condition and is used and stored correctly.
- Standards of health and safety are monitored and appropriate remedial action is taken when required
  - Complete accident/incident reports and investigations
  - Process and review hazard condition reports
  - Ensure that health and safety objectives are communicated to all levels of staff and encourage active participation in all health and safety activities.
  - Provide all employees with the necessary information, instruction, supervision and training required for them to work in a safe and healthy manner.

### **2.4 Educational Visits coordinator**

The Educational Visits Coordinator for the school is Ali Naqvi (the Headteacher is also a trained EVC) and is responsible for:

- Liaising with the employer, through the Education Health and Safety Manager, to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertakes the functions outlined in the DfE publication "Health and Safety of Pupils on Educational Visits".

Guidance is available from [www.southwarkvisits.gov.uk](http://www.southwarkvisits.gov.uk)

## **2.5 Premises Officer**

The Premises Officer, Alan Kingman, has particular responsibility for security and premises related issues and will cooperate with:

The Headteacher and Facilities manager to ensure that they effectively monitor the condition of the premises.

- Report defects and monitor that appropriate remedial action is taken.
- Test the fire alarm system weekly and record the findings.
- Maintain a Health & Safety file containing records of statutory tests and inspections

## **2.6 All Staff**

Members of staff have health and safety responsibilities. Staff will therefore be required to:

- Take reasonable care of their own health and safety and that of anyone else including members of the public, who may be affected by what they do or fail to do.
- Cooperate with all health and safety arrangements.
- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work
- Report any defects or other health and safety matter that they are aware of including reporting to management all accident/incidents/dangerous occurrences and hazards
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment
- Report any shortcomings in protective measures to their line manager

## **Part 3 Arrangements for managing Health and Safety**

3.1 Risk Assessments – customized for activities/individuals

3.2 Fire Precautions

3.3 Accidents, incidents and Dangerous Occurrences

3.4 First Aid

3.5 Communication via staff meetings, regular in-house inspections see also reference page 3

3.6 Staff consultation e.g. Union representatives, in house inspections

3.7 Health and Safety Committee, part of the Governors' Finance/Premises committee

3.8 Safety Practices – see separate documentation

3.9 Educational Visits arranged via the Co-ordinator,

3.10 Staff Training

3.11 Contractors

3.12 Stress

3.14 Personal Protective Equipment – individual areas

3.15 Asbestos – as the school is a new building, asbestos is not present.

All documentation is available in the files located in the staff room, medical room and main office.

Detailed emergency procedures of actions in specific circumstances can be found in the Fire and Emergency procedures document and in the Emergency/Critical Incident Plan.

### ***Information Pertaining to The School:***

Highshore is a school for pupils with a range of complex needs for boys and girls age 11- 19.

The building is on 3 floors with front (green by office) and back (blue by dining room) staircases leading to the upper floors. Two exits to the playground are situated near these staircases, and further primary exits are in each of the ground floor classrooms opening onto the playground and also from the dining room.

The assembly point is the playground (unfenced) as far from the building as possible.

There are secondary exits from the building but should only be used in emergencies: from the Activity Studio; via the front door; a side door from the dining room; the delivery area from the kitchen. None of these points lead to a safe, secure assembly point.

In each LA establishment the Key Health & Safety Manager (KHSM) has the responsibility for producing a statement on Health & Safety at work.

The KHSM is:

Evelina Dimopoulou - Headteacher  
Highshore School  
Farmers Road  
Camberwell  
SE5 0TW  
Tel: 0207 708 6790

The Local Health & Safety Contact for all school keeping staff, cleaners and visiting workmen is:

**Nick Clark** – Admin and Facilities  
Manager

or **Alan Kingman** – Premises Officer

Tel: 0207 708 6790  
Highshore School  
Farmers Road  
Camberwell  
SE5 0TW

Guidance can be obtained from the Local Authority via

<http://schools.southwark.gov.uk/leadership-management/accountability>

<http://schools.southwark.gov.uk/leadership-management/accountability/health-and-safety-policies-guidance-and-procedures>

and the Health and Safety Executive (HSE)

<http://www.hse.gov.uk/pubns/edis1.pdf>

## **COMMUNICATIONS**

1. All staff have a responsibility to be aware of the channels of communication both within the school and the LA.
2. The Headteacher will ensure that all Safety Bulletins and advice are circulated throughout the school as appropriate. The Headteacher/Premises Team will keep a central record of all relevant information for reference. Information can be found on the staff shared drive.
3. Any potential safety hazard which is noticed by a member of staff, should be reported immediately to the Premises Team. The contact will take steps to remove or reduce the hazard and report it to the Headteacher.
4. All staff should be alert to safety measures necessary when workmen are on site, and report any potential hazards. The Headteacher/PO/facilities Manager or Deputy will:
  - a) Telephone the Health and Safety Department at the Local Authority for guidance. Should the problems be related to a defect following the occupation of the new building, defect protocols will be followed with the contractor.
  - b) Ensure steps are taken to keep all pupils, staff etc., away from the area until the hazard has been removedAND/OR
  - c) Bring it to the notice of the senior member of the contractors on site if danger is imminent.
5. Forms are available (at the end of this document) for staff to record their concerns.

## **Accidents, Incidents, Injuries, Physical Intervention & Medical**

1. LEA Incident/injuries report form (HS1) must be used to report all accidents other than those to pupils whether or not the persons involved are employed by LEA. Any incident of a hazardous nature should be reported even when not resulting in an accident, a near miss or hazard form is suitable for this purpose (see item 6). All forms (HS1) relating to hazards are kept in the main office and should be completed by a member of senior management in conjunction with the employee and/or witness/es.
2. Accidents to pupils should be reported on form HS3 again kept in the main office completed by staff concerned, investigated by the Office Manager and ratified by the Head teacher or

Deputy.

3. The Accident Book (compliant with HMSO B1510) should be completed by the staff concerned or the Head teacher or Deputy. This records minor injuries only. This is kept in the main office.

4. When a serious accident occurs, it is important that the site remain untouched (but left secure) until advice is obtained from the Central Safety Unit on 0207 525 5034

NB In the case of serious accidents, report immediately to the office where an ambulance will be requested.

5. There is a separate book for incidents requiring Physical Intervention. This is kept in the main office.

6. The school has its own Incident (Near Miss) and Hazards reporting forms available from the office and at the back of this document.

### First Aid

The main medical room is located on the first floor and temporary medical room 2 on the ground floor. All sick children should be reported to the Head teacher and treated by a qualified member of staff whenever possible.

### First Aid Supplies

First Aid supplies are located in:

- Medical Rooms 1 and 2
- First Aid packs are available for offsite provision from the main office

Any omissions/shortages of supplies should be reported to one of the above members of staff.

### First Aiders

The following staff are First Aid certificated, Emergency First Aid at Work or First Aid (full course)  
List subject to change:

First Aiders	
Ali Naqvi	Leandro Fontanaza
Amy Belcher	Leanne Stowell
Anne Marie Wood	Michael McDonald
Anthony Feka	Nathan Battiste
Daniel Boafo	Nick Clark
David Cox	Oma Okolo
Dominic Fryer	Rachel Bell
Erin Elliot	Raphael Baptiste
Jake Wyatt	Richard Burbage
James Farnes	Roger Murray
Jeff Daniel	Rosie Molloy
Joanne Hemsley	Sam Croyle
Josef Reich	

Recording of first aid incidents are recorded on the schools MIS, scholar pack. A first aider will bring completed incidents forms to the admin team for entry and a copy will be sent home with the pupil.

DfE Guidance “Supporting Pupils at school with medical conditions” (latest December 2015) is available in the Medical Room. The school’s own medical policy has been updated to reflect the revised requirements.

Parents should be informed of ill health occurring during the day either by telephone or letter.

### Spillages

The Premises Officer, Alan Kingman, has specialist preparation available for clearing up spills etc. In addition, he has a restricted supply of a chlorine-based preparation appropriate for use where blood has been spilt.

### Medication

All pupil medication received should be logged by the office. Prescription medications are kept in a specialist cupboard which is kept locked at all times. All medication is clearly marked. Under no circumstances may staff administer any medication other than that prescribed by the child's own doctor. The school has a high number of First Aid trained staff to administer medication. Emergency medication e.g. asthma pumps, EpiPens can be kept with the class team for quick access.

### Flammable Liquids

At present, the school does not have any flammable liquids on site. This is under review and appropriate storage will be sought should need arise.

### Electrical Equipment

Only electrical equipment approved by the DMEE should be used on the school premises.

No electrical equipment from employees should be brought in to school – unchecked items are a risk and can cause fires- Please do NOT bring mobile chargers into school for use.

No plugs may be fitted other than by an appropriately qualified electrician.

An annual electrical safety check is carried out and all items are clearly marked and entered in the relevant documents. The Premises Officer will report any items unsafe and these will be duly disposed of.

COSHH (Control of Substances Hazardous to Health) – see separate documentation

### Fire Drill/Emergency Drill

1. Fire drills are held at least once a term.
2. Fire Drill procedures are as follows:
  - a) **all** activities cease
  - b) Switch off all electrical apparatus and lights and shut windows (if possible).

c) Leave room by the designated route (plan displayed) and proceed to the pre-arranged assembly area in the playground. Take the class register with you. **SHUT THE DOOR.**

d) Pupils and staff out of class should make for the nearest exit and assemble as above.

e) Roll call should be taken immediately the class has assembled.

f) The Head teacher or Deputy (in Head teacher's absence) will take advice from the Fire Wardens that the building is empty.

3. Fire Drill Exits are displayed on the plans in each room or teaching area.

4. Fire Notices are displayed next to each plan.

5. Fire Alarms are situated in the:

**GROUND FLOOR** - 12 located adjacent to all potential exit doors both primary and secondary including 2 in the dining room.

## **FIRST FLOOR**

5 located, 2 at either end of the corridor (by stairs), one in G1 and G5 rooms and one in the Medical inspection room.

## **SECOND FLOOR**

8 located, 2 at either end of the corridor (by stairs), 2 by the ladders on either end of the terrace, one in Life Skills and T5 rooms and one by each of the doors leading onto the terrace.

## **KITCHEN**

Apart from the dining room, 1 further call point is located in the delivery area.

6. For any person with a serious mobility problem being taught on the first or second floor, there is a folding evacuation chair located at each end of the stairwell. This requires one member of staff to use it safely. It is expected that a Fire Warden would also assist. There are also safe refuge points in the classrooms at each end of the corridors on the two upper floors. From these points, help can be summoned by phoning the office if necessary. The evacuation chairs should be utilized only when the staircase is reasonably free of pupils.

7. **THE LIFT IS NOT AVAILABLE FOR USE DURING A FIRE.**

On vacating of the building no member of staff or pupil should return to the building without permission from the senior member of staff present.

Where there are members of the police or Fire Brigade present, the senior member of staff must seek such permission from them.

In case of a Bomb Alert, emergency vacation as in a Fire Drill should be followed. The senior member of staff should inform the Emergency Police Services.

In the event of a Lockdown please follow the Emergency plan available separately.

## OUTBREAK OF FIRE

### **General Instructions**

In the event of a fire, it is the first duty of all concerned to prevent injury or loss of life.

Immediately you discover a fire:

#### **SOUND THE ALARM**

The Head teacher or person in charge at the time is responsible for calling the Fire Brigade. The alarm in school automatically triggers a response from the local fire brigade.

Please ensure you know where the fire alarms are situated. Fire extinguishers should only be used by trained personnel and then only if an exit is blocked.

Telephones are located throughout the building, with teachers having phone access to the office.

**No calls to the fire brigade or emergency services should be made from classroom phones:**

A Senior Manager should also phone the Fire Brigade to update them on details if appropriate.

## EVACUATION POINTS:

### **GREEN STAIRCASE (LEADING TO FOYER): EXIT DIRECTLY INTO THE PLAYGROUND FROM THE FOYER.**

- This exit is for all identified staff and students descending from floors 1 and 2 and those located on the ground floor in the meeting room, reception lobby, main office, activity studio and changing rooms.
- Floor 1 rooms evacuating via the green staircase: classrooms F1, F2, F7 and headteacher Office
- Floor 2 rooms evacuating via the green staircase: Workshop, Life Skills, archive, sensory, science

### **BLUE STAIRCASE (EXITING FROM BACK STAIRCASE)**

- This exit is for all identified staff and students descending from floors 1 and 2 and those located on the ground floor in the Fitness Suite, music, drama and the AHT office.
- Floor 1 rooms evacuating via the blue staircase: staff rooms (including adjoining offices) meeting room, group room, respite room, soft play, classrooms F3, F4, F5, F6, medical and associated rooms
- Floor 2 rooms evacuating via the blue staircase: Enterprise room, Top floor LRC, SaLT Office, Art Room, Server room, DHT office.

### **4 classrooms on the ground floor**

These have exits directly into the playground area and should leave directly from their classes.

### **Dining hall and kitchen on the ground floor**

Staff and pupils should exit onto the playground directly.

## **Toilets**

Users should be taken to the nearest designated exit.

In all the school has 7 main exits. These are the safest to evacuate the building and should provide a safe means to remove personnel from fire.

The Assembly point is at the back of the playground in the area designated for this purpose. Should the fire be severe, the school will need to evacuate via the car park to Bath Square.

***Approval Signatures***

Evelina Dimopoulou

Adopted:

Review date:

Signed (Chair of Governors):

*Appendices*

Specific Class Risk Assessment for Trips

Statement of Fire Safety

Security of Highshore School

Hazard Form – where there is present hazard requiring attention

Near Miss Form – report of incident that could have resulted in serious consequences

## STATEMENT OF FIRE SAFETY

We acknowledge the importance of Fire Safety and the regular review of procedures and equipment.

Annual check of equipment by external contractors - Visual check: weekly by Premises Officer.

Alarm call points checked daily on a rota basis.

Alarm system serviced annually.

Alarm points notified on Safety Chart.

Fire equipment points notified on chart - displayed in the office and staff room.

Fire Alarm Test - testing in school time (between 6.45am – 7.15am) - Monday morning.

Fire Drills Test - termly - all personnel & pupils

Minimum annual meetings of Fire Wardens with training updated 3 yearly.

3 yearly demonstration of Fire equipment, location and usage. Equipment checked annually.

### ***Fire Safety – procedure for evacuating people with mobility/behaviour difficulties***

1. All pupils and adults with mobility difficulties on the ground floor to follow normal evacuation procedures.
2. Staff working in rooms where there are people with mobility difficulties are present take responsibility for ensuring safe evacuation of these people
3. Wheelchair users must transfer to an evacuation chair and the wheelchair left behind
4. Two members of staff must assist the evacuee, ideally a third member of staff to provide reassurance.
5. THE LIFT CANNOT BE USED DURING FIRE EVACUATION
6. In the event of it not being safe for staff to evacuate an individual, they should be left in one of four “refuge” areas on the upper floors with the doors closed. This allows for up to 30 minutes if they remain in this space. The Fire Brigade to be informed of the exact location of the person.

**Note: The school has four evacuation chairs, one at each stairwell on the upper floors.**

There are power shut off points in the main kitchen, food tech, tech workshop and science rooms

The shut off for solar panels is located in the Cleaner’s cupboard on the first floor HS.1.R01 in room HS.1.03.

*(Detailed information can be found in the Fire and Emergency Policy document and the Emergency Management Plan).*

## **SECURITY OF HIGHSHORE SCHOOL**

Highshore School is conscious that security is a major importance to us all, pupils, staff and parents.

### ***Parents/Pupils***

Parents are expected to inform school of changes to arrangement for collection and delivery of pupils to school and to update contact names and telephone numbers.

No pupils may leave the school site during the day unless accompanied by a member of staff. Key Stage 4/5 pupils may be required to make specific curriculum journeys, but will require prior parental permission to do this unaccompanied.

### ***Visitors and Contractors***

ALL staff are expected to be alert to the presence of strangers and to challenge their need to be on site.

The Office staff and Premises Officer ensure that any contractors on site are issued with school identification.

The school site is alarmed and patrolled regularly. A wristband entry system is used and all visitors are expected to report to the office. No visitors are permitted to enter classrooms without the permission of the Head teacher. Visitors and Contractors should sign in and wear appropriate badges for identification.

### ***Equipment***

Regular alarm testing is carried out, both for Health & Security reasons and security. All systems are regularly serviced.

Evacuation of the building is practiced regularly and all pupils, staff and visitors are expected to comply with the procedures which are displayed prominently.

CCTV is in operation 24 hours per day all year.



**COMPLAINT/REPORT OF DANGEROUS/HAZARDOUS CONDITIONS AT HIGHSHORE SCHOOL**

<b>DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>
<b>INDIVIDUAL MAKING COMPLAINT/REPORT:</b>		
<b>STATUS:</b>		
<b>NATURE OF COMPLAINT/REPORT:</b>		
<b>REPORTED TO:</b>		
<b>WHEN:</b>		
<b>ACTION TAKEN:</b>		
<b>OUTCOME OF REPORT:</b>		
<b>KEY MANAGER:</b>	<b>DATE:</b>	

**INCIDENT FORM (NEAR MISS)**

This form is to be completed by staff where there is ANY concern for safety and wellbeing for any person\* on site but where no injury/damage resulted. (*\*includes staff, students, visitors, contractors etc.*)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

NAME OF ADULTS: \_\_\_\_\_ PUPILS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

**DETAILS:** Please be explicit as possible, giving information of what led to the incident, actual incident and the outcome. What were your concerns?

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS BY WITNESSES:**

**FOR COMPLETION BY HEAD TEACHER/SLT ONLY**

**REPORT SEEN BY HEAD TEACHER &/OR SENIOR LEADERSHIP TEAM ON:**

\_\_\_\_\_ (DATE)      SIGNED: \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**STATEMENT OF ACTION AS A RESULT:**

**COMPLETED WHEN:** \_\_\_\_\_ **SIGNED OFF BY:** \_\_\_\_\_

**COPY TO FILE:** \_\_\_\_\_

**ANY FURTHER NOTES:**