

CATOR PARK SCHOOL

HEALTH & SAFETY POLICY

Revised: July 2009

HEALTH AND SAFETY AT WORK ACT 1974

SAFETY POLICY OF CATOR PARK SCHOOL FOR GIRLS

INTRODUCTION

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy. The Council has done this. The Education Department has issued its policy to extend and particularise the general aims and objectives of the Council's statement.

Part One of the Education Safety Policy deals with the responsibilities of Headteachers in individual establishments and the requirements for them to issue a local statement of safety policy and the arrangements for ensuring its correct implementation.

SECTION A – GENERAL STATEMENT OF SAFETY POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for his purpose. We also accept responsibility for the health and safety of pupils and other people who may be affected by our activities.

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

The policy will be kept up to date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has operated will be reviewed annually by the Safety Liaison Officer, who will report to the Environment and Premises Committee of the School Governing Body.

This document must be read in conjunction with the Bromley and Education Department Safety Policies. Copies of all three documents will be displayed on the Staff Room notice board.

These policies will form part of the induction training given to new staff.

SECTION B

B1 RESPONSIBILITIES

Overall and final responsibility for health and safety lies with the Headteacher.

The following areas are the responsibility of the named persons:

Admin Offices	Mrs Spencer
Laboratories	Mr Adams
Art rooms and pottery	Mr
Performing Arts facilities	Mrs Talmy
Textiles rooms	Ms
Food rooms	Ms Blunden
Workshops	Mr Hosein
Network Rooms	Network Manager
Library	Librarian
Sixth form suite	Mrs Harris
Sports Hall and Gymnasium	Mrs Jackson
Playground and garden areas	Mr Walker
Kitchen and servery	Catering Manager
Restaurant	Mr Walker
Classrooms	Mr Walker
Stairs, corridor and foyer	Mr Walker
Boiler room	Mr Walker
Toilets	Mr Walker
Medical room	Mr Walker
Small Hall	Mr Walker
Caretaker's office/workshop	Mr Walker

It is the duty of every member of staff, both teaching and non-teaching to report any unsafe conditions to the Headteacher or the Safety Liaison Officer. In addition, an attempt should be made to eliminate the danger before reporting it. (See Section C8).

All employees have the responsibility to co-operate with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

Safety Liaison Office	(SLO):	Mr Griffin
Safety Representative	(SR):	Mrs Ellison
Safety Agent	(SA):	TBA

The Safety Liaison Officer is the main contact on safety matters. The term "Safety Representative" has legal standing, denoting a person appointed from a recognised Trades Union under the Safety Representatives and Safety Committees Regulations 1977.

B2 REVIEW OF TRAINING NEEDS

The Headteacher or Heads of Faculty as appropriate shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and update training.

Each Head of Faculty shall be responsible for induction training for new members of staff as soon as reasonably possible in a method appropriate to the needs of the individual.

SECTION C – ARRANGEMENTS

C1 RISK ASSESSMENT

It is accepted that some of our activities may, unless properly controlled create risks to members of staff, pupils or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

Risk assessments should be carried out by heads of faculty and those responsible for specific areas of the school, following Education Code of Practice 2.01 'Five Steps to Risk Assessment in Schools'. These should be reviewed annually. Risk assessments should be included as part of faculty handbooks and available for inspection by the SLO (Mr Griffin).
(See appendix 3 for further guidance and copy of blank risk assessment form.)

C2 MOVEMENT AROUND THE BUILDING

At change of lessons students should follow the one way systems in all school buildings. Staff in corridors at change of lessons should exercise vigilance and should redirect pupils who are moving in the wrong direction.

C3 OUT OF BOUNDS AREAS

The staff car park the area to the rear of the school-keeper's office and the area around the Isolation Unit are out of bounds. Students should not enter or leave the school via the car park gates or the gates near the school-keeper's office. Pupils should not enter laboratories or workshops without a member of staff present. If students are seen in these areas, their names should be noted and reported to the Safety Liaison Officer.

C4 ELECTRICITY

The "competent" person for carrying out tests on portable electrical equipment is Mr Walker.

Visual inspections of electrical equipment are to take place before the start of term and continuity tests using a portable electrical tester are to be carried out annually. Results of all tests are to be recorded locally.

Domestic electrical items should not be brought into the school for any reason by staff or pupils.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

C4 EMERGENCY EVACUATION

Evacuation drills are to be carried out termly and results recorded locally.

Mr Walker is responsible for carrying out emergency alarm call point tests on a weekly basis using a rota system. Records must be kept.

C4.1 Fire Drill

The evacuation alarm is the continuous ringing of the bell.

When the alarm is sounded:

Students should cease work and, in silence, await the teacher's instructions.

All windows should be closed if possible.

The student nearest the door should open it and the last person to leave the classroom should close the door.

The teacher should lead the students in single file out of the building. Exit instructions are posted in each room. Two forms may descend the staircase at the same time.

The most senior member of staff on each floor should check that all rooms have been evacuated.

Strict silence must be observed throughout so that instructions may be clearly heard.

FIRE DRILL PROCEDURE (Site Managers to open gates)

1. Office to contact Site Managers by walkie talkie radio, inform them that fire drill procedure is in place and give location of alarm from the fire alarm panel.
2. One person to take walkie talkie and phone the fire brigade if requested by caretaking staff.

PROCEDURE DURING BREAK OF LUNCHTIME

A member of the office staff to open Lennard Road gates.

Site Managers to open Aldersmead and Reddons Road gates.

Members of SLT also have keys for Aldersmead Road, Reddons Road and Lennard Road gates.

In the event of the alarm going off during break or lunchtime staff and students must evacuate the building immediately. **THEY MUST NOT RE-ENTER THE BUILDING.** Girls in the playground must use the Aldersmead Road gate. They should line up in an orderly line in silence behind the red dotted line until the gates are opened by a member of staff who will then issue instructions.

Members of staff, as they leave the building, should check that all classrooms have been vacated.

Everyone should assemble on the bottom end of Cator Park facing the school according to the layout below:

Year 13 W
X
Y
Z

Year 12 V
W
X
Y
Z

Year 11 AUSTEN
BRONTE
CAVELL
DAVIES
ELIOT
FRY
GASKELL
HEPWORTH

Year 10 AUSTEN
BRONTE
CAVELL
DAVIES
ELIOT
FRY
GASKELL

Year 9 AUSTEN
BRONTE
CAVELL
DAVIES
ELIOT
FRY
GASKELL
HEPWORTH

Year 8 AUSTEN
BRONTE
CAVELL
DAVIES
ELIOT
FRY
GASKELL

Year 7 AUSTEN
BRONTE
CAVELL
DAVIES
ELIOT
FRY
GASKELL

The students' signing out book, the late lists and a print out of absent students will be taken to the field by the office staff, along with blank paper registers. The Form Tutor or the teacher in charge of that form for the day will check the register.

When the registers have been checked, the form tutor should send a runner to the Head of Year to report either that all girls are present or to give the names of those who are missing.

Mr Keane (or a member of the SLT in his absence) will check that all teaching staff are present.

Mr Griffin (or a member of the SLT in his absence) to liaise with Site Managers to check site is clear.

The catering officer is responsible for checking the school meals staff, the caretaker for checking all manual workers on site, the Office Manager for other non-teaching staff.

On returning from fire drill, non-form tutors should station themselves at appropriate places ie gates, doors etc. Girls will be dismissed one tutor group at a time. They should be led back to school in a quiet, orderly line and then everyone should return to the room they were in at the time of the alarm.

Students in the Sports Hall/Conference Suite may remain in lessons if the alarm rings on the main site, unless instructed otherwise.

All staff should to be familiar with types of extinguisher in their vicinity and on what type of fires they may be used.

All staff must be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures.

C4.2 Evacuation Routes

LENNARD BUILDING

Network Room 4	:	Out of side door, into playground and into Aldersmead Road.
Library and 6 th Form Study Room	:	Out of side door, into playground and out into Lennard Road
EN7	:	Downstairs, out of side door into playground and into Aldersmead Road
EN1	:	Out of front door into Lennard Road.
EN2, EN3	:	Out of side door at front of school and into Lennard Road.
Business Studies room: (BS1,NW6)	:	Out of back door into Reddons Road.
ML1	:	Exit by library staircase into playground and out into Aldersmead Road.
MS1, EN6	:	Turn left, down middle stairs, out by side door and into Lennard

		Road.
EN4, EN5	:	Turn right, down stairs, out by side door into Lennard Road.
ML2, ML3	:	Turn right, down middle stairs, out by side door into Lennard Road.
ML4, ML5	:	Turn left, down staff stairs out by side door into Lennard Road.
N1, N2	:	Downstairs then turn left, down middle stairs, out by side door And into Lennard Road.
Staff Room suite	:	Down stairs, out by side door into Lennard Road.
MU1, MU2:		Down stairs and out through front door (Visitors' Reception)
Practice rooms and Board Room		Down stairs and out through front door (Visitors' Reception)
Drama rooms:		Out through fire exits in rooms

KINGS HALL BUILDING

Te9, Te6, Te10	:	Out through back door then into Aldersmead Road.
Te8, Te7, Ar1	:	Out through front door then into Aldersmead Road.
Sc7, Sc9, Sc11, Sc3, Sc4, Sc5, Sc6	:	Down back stairs, out through back door then into Aldersmead Road
Ar4, Ar2, Ar3, Sc1 Sc2	:	Down front stairs out through front door then into Aldersmead Road
Restaurant	:	Out of nearest door and into Aldersmead Road.
Theatre	:	Out of nearest exit into playground, exit via Aldersmead gate

ALDERSMEAD ROAD

Hu1, Hu2, Hu7, Hu8	:	Down front stairs, into playground, exit through gates to Aldersmead Road.
Hu3, Hu4, Hu5, Hu6	:	Down back stairs, through fire exit and out via Aldersmead gate
Ma1, Ma2, Ma7, Ma8	:	Down front stairs, into playground, exit through gates to Aldersmead Road.
Ma3, Ma4, Ma5, Ma6	:	Down back stairs, through fire exit and out via Aldersmead gate

Sixth Form Common Room : Out into playground and exit into Aldersmead Road.

Sen1, Sen2 : Out of front door to playground, exit through gates to Aldersmead Road.

REDDONS BUILDING

Small Hall : Into playground via side doors, then to Aldersmead gate.
(Small Hall: Seated events : Out of side door into Reddons Road via car park. French doors must be left unlocked when Small Hall used for seated events.)

NW1, NW2, NW3 : Out of side door into playground then exit via Aldersmead gate

TE1 & TE2 : Out of fire exits into Reddons Road via car park

TE3, TE4 & TE5 : Out through TE4 fire exit, exit via Aldersmead gate

SPORTS HALL & CONFERENCE SUITE

Emergency Evacuation Routes – Sports Hall and Conference Suite

The emergency assembly point is the netball court to the rear of the building.

V2, V3, V4 : Turn right, downstairs and out through front door. Assemble on netball court at rear of building.

(If exit blocked, use emergency exit at rear – break glass and descend via fire escape)

Dance Studio : Leave through emergency exit. Assemble on netball court at rear of building.

Fitness Suite : Leave through emergency exit. Assemble on netball court at rear of building.

Gymnasium : Leave through emergency exit. Leave building via front door. Assemble on netball court at rear of building.

Sports Hall : Leave through nearest emergency exit. Assemble on netball court at rear of building.

If there is an emergency evacuation of the Sports Hall site during lesson time, teaching staff should register their own classes. The school office should be alerted and the teacher on call informed. Students should not re-enter the building until it has been checked by a member of the school-keeping staff and authorisation has been given by a member of the SLT.

PROCEDURE FOR TEACHING STAFF ON SITE IN SCHOOL HOLIDAYS

- A) Sign in at the school office.
- B) Sign out when you leave the school site.
- C) If the emergency alarm sounds, leave the building immediately and report to the mustering point in Cator Park.
- D) Report to the most senior member of the office staff who will have taken the signing in book to the park.

- E) If members of staff have arranged for students to come into school during school holidays, the office **must** be informed. Students must sign in and out. They should be supervised at all times.

C5. First Aid

The qualified first aiders are:

Mrs Ibbs	:	School Office			
Mrs Ruddy	:	School Office			
Mrs McGuire	:	Finance Office	Mrs O'Neill	:	Science Labs
			Mrs Perry	:	Technology Tech.

Emergency First Aiders

Mrs Jackson and Mrs Ellison normally on sports field, or in Sports Hall.

Mrs Holmes, Miss Griffiths,

The appointed person in case of emergency is the Head.

Location of first aid boxes:

	School Office (including Travel Kit)
Science-	Prep room
	Faculty Office
Technology-	Stock Room
	Rooms Te8 and Te6
	Food Technology Rooms Te5, Te4, Te3,
Expressives-	Sports Hall Office (inc. Travel Kit)
	Sports Pavilion (basic supply)
	Ar3, Ar1
Performing Arts-	Drama Theatre

The person responsible for the medical room and for replenishment of first aid boxes is Mrs Ruddy.

There are many situations which call for medical awareness on the part of all staff:

- Certain physical conditions such as problems with sight, speech or hearing.
- Pupils with a handicap or recovering from long term illness.
- Certain illnesses which have to be dealt with on a daily basis e.g. epilepsy, diabetes, asthma
- Medical situations which require knowledge of the correct administrative procedure e.g. headlice.
- The general physical well-being of pupils, their safety and comfort.
- Problems of drugs, alcohol and smoking.

Mrs Murray collates and updates the list of known medical conditions for relevant staff on a need to know basis.

The school policy on administering drugs to children is contained in Code of Practice A6. Any child who needs to have drugs administered, in life threatening situations only, must bring authorisation from her parent/guardians which will be kept on file in the school office.

Pupils should only be sent out of class in an emergency, with a note in their contact book. They should only be sent to the medical room by their Head of Year or a member of the Senior Leadership Team. Minor complaints should be left to break time when pupils may go to the office. Staff should not take pupils home using their own transport unless their insurance covers them for this.

All staff must be aware of the contents of Education code of Practice A9 which deals with the risk of infectious diseases when dealing with body fluids.

Every school has a few pupils who are carriers of the hepatitis B virus. It is also likely that in the future there will be pupils who carry the HIV virus. Therefore it is vital that all staff and pupils realise the importance of a circumspect approach to first aid. It must be stressed that nothing new is required but it is important to follow good hygiene practices for all occasions. All swabs, used dressings, disposable gloves, sanitary towels, etc. should be disposed of either in a sealed plastic bag or in a Sanibin.

The skin provides an impenetrable barrier to virus and therefore the only requirement is to ensure that normal standards of hygiene are maintained. If the skin on your hands is broken by a cut or graze, this should be covered by a waterproof plaster. If you have some other skin condition such as eczema, you should wear gloves when treating cuts, grazes or nosebleeds.

Hands should always be washed and dried thoroughly when dealing with these situations.

The area in which any blood, vomit faecal material etc has been spilt should be disinfected using a solution of one part bleach to ten parts water. Disposable plastic gloves should be worn and disposable absorbent cloths should be used. Gloves and cloths should be disposed of in a plastic bag.

C.6 REPORTING ACCIDENTS

The method of reporting all accidents and incidents is clearly laid down in the Education Department Code of Practice A3. The criteria for informing parents is also contained. Procedures and criteria for filling in the Bromley Accident Form AR2 and RIDDOR and their method of despatch should also be followed.

All accidents should be recorded on a school accident form, available from the office. These should be shown to Mr Griffin. If necessary, he will complete a Bromley Accident Form AR2 and a RIDDOR report.

All incidents of violence or abuse to staff, whether physical or non-physical are to be reported on form AR2.

C7 USE OF PREMISES OUTSIDE WORKING HOURS

To ensure the lessees are fully aware of their responsibilities during the period of the letting, the Education Conditions of Booking form should accompany every acknowledgement of a booking. This will be sent by Mrs Auger. When the duty caretaker opens the school prior to the letting, he must show the person responsible for the event the location of the nearest fire alarm call point, fire extinguishers and fire exits to the area to be used. He should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc.

C8 SECURITY

The procedures for clearing the school and setting the alarms are that a warning bell will ring at 17:30, half an hour prior to the closure of the school. The caretakers will then check that the premises are clear and will secure all doors and windows. Once secured, the last caretaker out will set the alarms.

The users of dangerous or high value items such as chemicals, radioactive sources, televisions and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to the school office immediately on arrival. They will sign the visitor's book and obtain a pass. They should then wait for their escort or proceed if authorised. Staff should challenge unauthorised visitors and escort them to the school office.

C9 CONTRACTORS

All contractors must report to the school office to sign in before work commences.

Monitoring of contractors on site will be carried out by the Central Safety Unit and the school surveyor. If staff feel that something is dangerous, then the Headteacher should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst children are in the area.

No grass mowing is to take place while children are on the fields.

No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

C10 ACTION ON IDENTIFYING POTENTIAL OR ACTUAL HAZARDS

If any member of staff identifies a hazard it is their duty to report the fact as soon as possible.

If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once reported, the SLO may seek expert help from the Headteacher of Central Safety Unit, eliminate the hazard or report the matter further to the Education Department.

C11 COMMUNICATING HEALTH AND SAFETY

The Headteacher has the duty of ensuring that all staff are given copies of this policy and that copies of the Bromley Education Department and this policy are displayed on the staff room notice board.

Any amendments to any policy will be circulated to all staff for inclusion in the staff handbook. Any hazards that are brought to the attention of the Headteacher from any source will also be circulated to staff who may be affected.

Heads of Department are responsible for ensuring that staff are trained in the use of new equipment and for the dissemination of any handbooks or manuals to the relevant staff. They are also responsible for ensuring that Risk Assessments are kept up to date.

The school's annual report to parents will include any relevant safety reports issued by the Health and Safety Committee of the Governing Body.

The Headteacher will investigate all injuries, accidents, near accidents and damage that may lead to a hazard and ensure that they are all reported to the appropriate authority.

Safety will be a regular item on the agenda for Governors, staff and departmental meetings.

Heads of Department are responsible for ensuring that personal protective equipment for use by staff is one of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure the usability of such equipment. Any defects should be reported to the Head of Department responsible whose duty it is to get the equipment repaired or replaced.

APPENDIX 1

SITE RULES

Hirers of School Facilities/Contractors:

1. If they intend to supplement the school's facilities with their own, must give assurance (in writing) that their equipment:
 - Complies with all statutory and advisory standards in its design and construction.
 - Is in good condition.
 - Is compatible with the school's facilities.
 - Does not impose excessive or dangerous loads on either the structure of the building or its services.
 - Will only be put to its designed use.
 - Is used by qualified personnel.
2. Will be responsible for their own first aid facilities.
3. During the school day will register at school office and will wear a visitor's badge whilst on site.
4. Will read the site emergency procedures and will follow these procedures should it become necessary.
5. Will not smoke whilst on site.
6. Will remain in the area designated for their use.
7. If storage facilities are required, will use the storage designated for their use by the site manager.
8. Will remove any waste generated by their operation.
9. Will not park vehicles on site unless permission has been given by the site manager. If permission is granted the vehicle will be parked in the space designated by the site manager.
10. Will report any accidents or dangerous incidents to the site manager immediately.
11. Will submit a risk assessment for their operation to the school prior to work on site.

APPENDIX 2

Cycling to School

All girls cycling to school must wear a crash helmet and are advised to have taken the Cycling Proficiency Test,

Staff Cars

Staff parking in the school car park should exercise due vigilance. All cars parked on the school premises must be locked and should be fitted with a locking petrol cap.

The car park is out of bounds to students. They should not leave school through the car park gate.

Appendix 3 – completing a risk assessment

First identify potential hazards and assess degree of risk

Prior to completing risk assessments within a department/school or section, each work activity should be prioritised to establish levels of risk. This will enable the assessment team to establish the work activities which may result in serious harm i.e. high risk and concentrate on producing adequate measures to control the risks.

Look at the workplace and define the work activities that take place within the organisation. Establish what level of risk there is for the particular work activity to cause harm i.e. high/medium/low, and note the reasons for this decision. Concentrate first on those work activities that are considered to be high risk and carry out risk assessments for these activities, following which medium and low risk activities should be assessed.

Likelihood	Severity	Risk Level
Unlikely 1	Minor Injury 1	1-2 = Low <input type="checkbox"/>
Likely 2	Major Injury 2	3-4 = Medium <input type="checkbox"/>
Very Likely 3	Fatal Injury 3	6-9 = High <input type="checkbox"/>
Now multiply the likelihood by the severity and circle the total score. The higher the risk score the higher the priority for action, tick (✓) as appropriate.		

Then decide on control measures to minimise the risk and complete a general risk assessment form. These are available on staff resources in the Health and Safety folder.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT - FORM RA2

DEPARTMENT/SCHOOL/UNIT		REF NO.	
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TASK/OPERATION BEING ASSESSED	
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MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	YES/NO
Is the risk considered to be	Low/Medium/High
Is a further detailed assessment required?	YES/NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED
Is training and instruction required YES/NO
Is there need for special accommodation YES/NO
Is there need for test/examination YES/NO
Is all P. P. E. compatible YES/NO

FREQUENCY OF MONITORING				
	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed

Post/Title

Date

H&Safety