

St Vincent's School for Blind and Partially Sighted Children

Policy Document Title:	Health, Safety and Security Policy
To be read in conjunction with:	Health and Safety at Work Act 1974 Risk Assessments COSSH Regulations Electricity at Work Regulations Smoking and Alcohol Policy Code of Conduct, Discipline, Rewards and Sanctions Policy Staff Handbook
Updated:	07/09 BB
To be reviewed:	07/10

St. Vincent's School Mission Statement:

Inspired by the example of St. Vincent, we work together in a safe and caring atmosphere, where a high standard of education and care are provided.

We encourage a sense of achievement, self-worth, moral responsibility and mutual respect, honouring all faith traditions and beliefs. Each one of us in our community is special and unique. Gifts and talents are valued and nurtured through all our work.

We are outward looking in our approach to the wider educational and social community and we encourage all our young people to become independent and to integrate fully into society.

Statement of Policy

The Governors of St Vincent's recognise and accept their responsibility for providing, so far as is reasonably practicable, a safe and healthy place of work and environment for all its employees and other persons using its premises.

In pursuit of the above statement, the Governors will pay particular attention to:

- ❖ Ensuring compliance with all relevant statutory legislation and approved codes of practice.
- ❖ The provision of a safe and healthy place of employment with suitable and adequate welfare arrangements.
- ❖ Ensuring safe systems of work are adopted by employees and others carrying out work on behalf of the Governors.

- ❖ The provision of instruction, information, training and supervision as is necessary to ensure the health and safety of employees and others.
- ❖ Providing and maintaining safe plant and equipment.
- ❖ The control, handling, storage, use and transportation of toxic and flammable liquids or substances.
- ❖ Ensuring that any emissions of dust, fumes, smoke or vapours are not harmful or obnoxious.
- ❖ The medical examination of employees in certain occupations.
- ❖ Investigating accidents/incidents with a view to implementing effective measures to bring about a reduction of such incidents.
- ❖ Monitoring the progress of such accident reduction programmes.

The Health and Safety at Work etc., (Act 1974) places a legal responsibility on both employers and employees to comply with systems of work designed to safeguard people at work and also to take care for their own safety and the safety of others.

**The Governors draw the attention of all its employees to their duties under Sections 7 and 8 of the Health and Safety at Work etc., Act 1974 (sic).*

"It shall be the duty of every employee while at work:

- a. to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and
- b. as regards any duty or requirements imposed on their employer or any other persons by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirements to be performed or complied with."

"No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provision."

A Safety Committee will be established in accordance with the provisions of the "Safety Representatives and Safety Committee Regulations."

Responsibilities and Duties (see also Appendix 1)

The Principal

The overall responsibility for all school Health and Safety organisation rests with the Principal who shall:

- ❖ Set up arrangements in the school to cover all Health and Safety legal requirements.
- ❖ Produce a written statement of those arrangements and bring it, and the Governors' Policy Statement to the attention of all staff.
- ❖ Be available to any member of staff to discuss Health & Safety problems not solved at a lower level or through established arrangements.
- ❖ To report to the Governors those instances where the Principal's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification.
- ❖ To be available to appointed safety representatives and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and respond in writing within a reasonable period.
- ❖ To ensure that a system is established for the reporting, recording and investigating of incidents and accidents and that all reasonable steps are taken to prevent re-occurrences.
 - ❖ To review annually:
 - ❖ the provision of First Aid in the school
 - ❖ the emergency regulations/procedures
 - ❖ the need for further/continuing staff training in this respect

- ❖ To review regularly the dissemination of safety information concerning the school, having particular regard for new/temporary staff training placements etc.
- ❖ To recommend necessary changes and improvements in welfare facilities.
- ❖ Inform the Governors from time to time of the safety procedures of the school.
- ❖ To organise and record evacuation drills.
- ❖ To act as the "appointed person" to take charge of a situation involving injury or illness. In their absence, the next most senior member of staff on call assumes the responsibility.
- ❖ To ensure that all generic risk assessments are reviewed and updated.

All Employees

The Health and Safety at work etc., Act 1974 states:

"It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of others who may be affected by his acts or omissions."

"As regards any duty or requirement imposed on his employer or other person by or under any of the relevant statutory provisions to co-operate with him insofar as is necessary to enable that duty or requirement to be performed or complied with".

All staff are to pursue the objectives of the Governors in respect of Health and Safety. All employees are expected to:

- ❖ Know the special safety measures and risk assessments to be adopted in their own working areas and ensure they are applied.
- ❖ Observe standards of dress consistent with safety and/or hygiene.
- ❖ Exercise good standards of housekeeping and cleanliness.
- ❖ Know and apply emergency procedures in respect of Fire and First Aid.
- ❖ Use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- ❖ Co-operate with other employees in promoting safety measures in their school.

- ❖ Co-operate with the appointed safety representative and the enforcement Officer of the Health and Safety Executive or Public Health Authority.

All Staff

- ❖ Will be responsible for day-to-day supervision of classroom safety and movement on corridors and stairs. Care Workers will be responsible for similar safety arrangements in the residential group situation.
- ❖ Have a collective responsibility to report to the safety adviser any faulty equipment, fittings or furniture, if it represents a potential health or safety hazard it must be taken out of use until repaired or replaced.
- ❖ Have a general responsibility for the application of the Governors' safety policy to their own department or area of work and are directly responsible to the Principal for application of safety measures and procedures within their department/area of work.
- ❖ Where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, guillotines).
- ❖ Deals with any Health and Safety problems referred to them by a member of staff and refer to the Principal or Safety Representative any of these problems they cannot resolve.
- ❖ Carry out risk assessment and regular safety inspections of the activities for which they are responsible and where necessary submit a report to the Principal (copy for Safety Representative and Health & Safety Adviser).
- ❖ Ensures as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees, pupils and others to avoid hazards and contribute positively to their own safety and health at work.
- ❖ Where appropriate, seek advice and guidance from the Principal.
- ❖ Propose to the Principal any requirement for safety equipment.

All staff have a responsibility for the safety of pupils when they are in their charge. This responsibility cannot be delegated to a student, volunteer, visitor or parent. If, for any reason, a teacher considers they cannot accept this responsibility, they must discuss the matter with the Principal. Staff are expected to:

- ❖ Exercise supervision of pupils and know emergency procedures in respect of Bomb Scare, Fire Alarm and First Aid.
- ❖ Know the Foreseeable Crisis Procedure
- ❖ Know the special safety measures to be adopted in their own working areas and ensure that they are applied.
- ❖ Give clear instructions and warnings as often as necessary.
- ❖ Follow safe working procedures personally.
- ❖ Call for protective clothing, goods, special safe working procedures etc., where necessary.
- ❖ Regularly check all equipment, furniture in their environment (heating, lighting etc.) and to report any defects to the Health and Safety Adviser/Site Manager.
- ❖ Carry out risk assessment for all activities and all pupils

Site Manager and Maintenance Staff

In addition to the responsibilities outlined in the main job brief, staff shall:

- ❖ Carry out regular inspections of the school and grounds and inform the Principal/Health and Safety Adviser of any problems/deficiencies. Carry out the appropriate action to rectify the deficiency or contact the appropriate person to ensure the work is carried out.
- ❖ Keep a record of all such remedial work and requests for maintenance, giving a copy to the School Secretary.
- ❖ Fulfil all the necessary precautions regarding maintenance and cleaning duties including COSHH regulations and Electricity at Work regulations.
- ❖ Work with the Health and Safety Adviser and Principal to ensure a safe, secure environment.
- ❖ Ensure the regular maintenance and inspection of all fire equipment, and alarms

- ❖ Have responsibility for hygiene of toilet facilities throughout the school.
- ❖ Ensure all outside contractors have reported to the school office and read the Safeguarding Statement.
- ❖ Liaise with Health and Safety Adviser and Principal. Discuss the nature of any work and the risks to pupils/staff.
- ❖ Appraise outside contractor of any hazards in the area of work (see Appendix 2).
- ❖ Ensure that all outside contractors receive the schools Health and Safety guidelines applying to contractors and confirm that they will comply to these regulations by signing the sheet available at the main desk.

The Pupils

The pupils are expected:

- ❖ To exercise personal responsibility for the safety of self and other pupils.
- ❖ To observe standards of dress consistent with safety and/or.
- ❖ To observe all safety rules of the school and in particular the instructions of staff given in an emergency.
- ❖ To use and not wilfully misuse, neglect or interfere with things provided for their safety.

(Refer to Code of Conduct, Discipline, rewards and sanctions for Pupils Policy)

Visitors

Visitors and other users of the premises should observe the safety rules of the school. In particular volunteers helping out in school should be made aware of health and safety, safeguarding and screening arrangements applicable to them by the member of staff to whom they are assigned.

Inspection Premises/Housekeeping

- ❖ All employees are expected to exercise good standards of housekeeping and cleanliness.

- ❖ The Health and Safety Adviser and Site Manager will carry out regular inspections of the school and inform the Principal/Site Manager if appropriate, of any problems/deficiencies and ensure that the appropriate Adviser is notified.
- ❖ All staff have responsibility for their own department/area of work and should carry out regular safety inspections.
- ❖ The Site Manager is responsible for weekly inspections of buildings and grounds and should report to the Principal.

Security

The school takes the following steps to reduce the level of risk that our pupils and staff :

- ❖ External and internal security officers throughout evenings and weekends
- ❖ Identified member of staff delegated the responsibility of locking all doors and windows into the school on a daily basis.
- ❖ All emergency fire evacuation doors are checked to ensure that they are closed.
- ❖ Night time security lights are illuminated in the grounds. Faults to the lighting system should be reported to the Site Manager as soon as possible.
- ❖ Keypad locks are fitted to the main front door and care groups - these are kept locked
- ❖ The school is staffed overnight by a waking night officer and Care Workers on sleep in duty.
- ❖ Care Workers and Duty Head can contact waking night officer by mobile phone.
- ❖ The security of the swimming pool and access to it is paramount. At no time is the pool door to be left unlocked. Unauthorised use of the pool is strictly forbidden.
- ❖ Emergency protocols are in place in the event of an intruder attempting to gain access to the school.
- ❖ The Site Manager is responsible for unlocking the school each morning.
- ❖ The security of the school vehicles is the responsibility of the last member of staff to use them.
- ❖ The boiler house is out of bounds to all but designated personnel.

All staff are expected to take the following factors into consideration:

- ❖ The identity of any visitor that you may allow entry into the building.
- ❖ That residential pupils belongings are recorded on personal inventories
- ❖ That items that belong to the organisation are recorded on an organisational inventory.
- ❖ That outbuildings, garages and sheds have suitable locks fitted.
- ❖ Somewhere safe to store belongings.
- ❖ Bringing valuable items to work

All visitors to the school are expected to sign into the visitor's book and to wear a badge clearly identifying them as a visitor.

Fire Procedures

In the event of the fire alarm sounding our evacuation time is regularly under 3 minutes maximum of 4 minutes. The Fire Brigade base is approximately 1½ mile away and arrival at the site is usually within the same time scale as evacuation.

Staff Responsibilities in case of fire

To facilitate the checking of pupils and staff at the fire assembly point, all members of staff are reminded of the following instructions:

- ❖ Upon hearing the fire alarm, direct the pupils in your care to the nearest fire exit, or out to the fire assembly point.
- ❖ When leaving the building please make sure to close all doors behind you.
- ❖ All members of the school community assemble at The Fire Assembly Point which is situated on the Yard outside Keller/primary corridor
- ❖ Upon assembling outside please check your classes or groups and report to either the Principal or Duty Head/Waking Night Officer
- ❖ Never return to the building until permission is given by the Staff in Charge.
- ❖ Do not turn the Fire Alarm Off – This is the responsibility of the Fire Advisers

The Fire Alarm System

The building houses a fully automatic system installed and maintained to comply with current regulations. As a back up a 999 call can be made from the reception where the Main Indicator Panel is installed. Gents Optical and Fixed Temperature Heads and also manual call points will trigger the system.

The alarm system is tested weekly and recorded. Fire drills are carried out twice per term one in school hours and one during the 'out of school' period.

Fire Fighting Equipment

All fire fighting equipment is tested and serviced twice per year by a specialist contractor and is available for inspection under current regulations. This equipment is appropriate for all classes of fire that may occur throughout the building.

Emergency Lighting

This system is tied into the Fire Alarm system; operation is independent of mains failure (24V Fluorescent) and is tested weekly.

Oil

The main Boiler House is fed from 2 store tanks with all necessary protection against spillage and leakage. By fusible link shut off system and fail-safe non-ignition system.

Fire/Smoke Doors

'½ hour' fire doors and smoke barriers doors are in use throughout the building. Most are manually self-closing. One unit 'Bridgman' uses magnetic closures tied in to the alarm system.

Lifts

These are inspected annually and serviced by specialist contractor.

Main Kitchens, Laundry, Food Technology Room and Residential Care Groups

Are all covered by separate risk assessment with particular emphasis on:

- ❖ Deep Fat Fryers
- ❖ Main Cookers
- ❖ Hot Water Boilers

Any electrical equipment in the main kitchen area is the subject of special check after close down by Duty Head. The equipment is serviced annually by specialist contractors.

Smoking

St Vincent's School is a no Smoking Site. (See Smoking and Alcohol Policy).

Safety Signage

- ❖ Fire Action Plan
- ❖ Position of Fire Equipment
- ❖ Fire Assembly Points
- ❖ Position of Call Point
- ❖ No Smoking Site

Electrical

- ❖ The 440V 3 phases supply intake to the building is marked on the site plan.
- ❖ A portable appliance testing to appropriate equipment is in operation and records available.
- ❖ Visual inspection only on leads feeding computer and electronic equipment.

Gas

- ❖ The main kitchen area is served by gas supply. This has a main shut off valve. Signed for emergency use.
- ❖ The main gas intake is in a locked brick intake in the Lodge/Rice House Garden.
- ❖ Staff are instructed not to use and to report any equipment they may suspect as faulty.

Contractors

All contractors must sign IN and OUT at reception. Failure to do so is a contravention of our Health, Safety and Security Policy and Safeguarding Statement. They should only perform certain tasks under an agreed permit to work hot work (welding etc.) and electrical. Contractors must use identity badges and school visitors badges all times.

Steam Boiler

- ❖ A service contract with the manufacturer's service department twice yearly.
- ❖ Steam Plant is inspected annually.

Training

- ❖ All Staff should be aware of evacuation procedure as outline during induction.
- ❖ No person is expected to fight any type of fire unless they have been trained to do so.
- ❖ Staff should attend a basic fire awareness course;
- ❖ Staff should report any missing or damaged, fire fighting equipment signage or doors which do not close properly.
- ❖ Staff to be aware that use of wedges on doors is STRICTLY forbidden;
- ❖ The on duty person's and first aider to be named and displayed at main entrance.

Appendix 1

Areas of responsibility

- ❖ Governors
- ❖ Principal
- ❖ Health and Safety Adviser
- ❖ Health and Safety Committee

Persons Responsible

- ❖ All Staff

In the absence of the Principal, the Acting Deputy is designated to act.

Health and Safety Adviser is: **Mr F Champion**

Area Covered

Person Responsible

(Safety representatives)

Major Services and plant	F Champion/R Williams
Kitchen and ancillary rooms	T Harrison
Clinic and first aid boxes	C Wynne
Gymnasium and changing rooms	P Gillon/W Kirkham
Swimming Pool	P Gillon/W Kirkham
School vehicles	F Champion
Food Technology Room	P Beech
Class rooms	A McManus/J Armstrong
	All Teaching/LSA responsible for own areas
Group rooms	Staff in charge of group
Corridors	F Champion
Yards, Grounds and Grids	E Nortcliffe/ M Hughes

Area Covered

Person Responsible

(Safety representatives)

Dining rooms	T Harrison
Staff and Visitors rooms	F Champion
Assembly Hall	F Champion
Laundry	E McVeigh
Science room	A Simpson
Reprographics	M Hesketh
Information Technology	S Irvine
Library Resource Centre	K Meighan
School Office	Office Manganer
Mobility	E Browne/C McEllin

Appendix 2

Check List for Contractors

1. Check in at reception on arrival - sign in and collect visitor badge.
2. Ensure that the Site Manager knows that you are on the premises and what you are doing.
3. If the work is on the corridor and may produce a hazard, i.e., for pedestrians, ensure the area is coned off or covered.
4. All tools/equipment etc. must be kept away from children - and never left unattended.
5. Make sure, during any electrical work that no wires are trailing creating a trip hazard.
6. Any outside manhole covers must be adequately screened, and replaced after use.
7. Hazardous materials must be kept out of reach of children at all times.
8. Vehicles are driven onto the playground with prior permission.
9. This is a no-smoking site
10. Ensure badges are returned and contractors sign out.