

## **Health and Safety Policy and Arrangements**

### **Statement of General Policy**

Southwark Education recognises its responsibilities under the Health and Safety at Work etc., 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. Southwark Education will actively work with the Head teacher and staff of Summerhouse to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

### **Responsibilities and Organisation for managing Health & Safety**

#### **Southwark Education**

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Southwark Education. Southwark will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:

- Ensure that the unit has a current health and safety policy.
- Ensure that the unit complies with the Council's health and safety policies, both in the unit and on all unit 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 adequate resources are made available for health and safety. This includes time as well as financial resources.
- Ensure that the Head of EOTAS and the Head Teacher, as the Key Manager for health and safety, carry out the appropriate responsibilities.

#### **Head of Education Other than At School (EOTAS) and the Head Teacher**

The Head of EOTAS is responsible for supervising the Headteacher who, as Key Manager, is responsible for the day to day running of the unit and putting the health and safety policy into effect. The Head of EOTAS along with the Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises. The Head of EOTAS 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 practised, 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 LEA.
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appoint an Educational Visits Co-ordinator, from school staff, to advise and co-ordinate external school visits.
- Attend health and safety briefings and training arranged by the LEA.
- report regularly on health and safety matters to Southwark Education
- Ensure that competent contractors are appointed and to monitor their on-site safe working practices.

### **Other Duty Holders**

Senior Managers and others holding posts of responsibility 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 that:

- Risk assessments are in place for all activities.
- 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

### **Educational Visits Co-ordinator**

The Educational Visits Co-ordinator for Summerhouse is Vicky Reene. She is responsible for:

- liaising with a member of the senior leadership team, to ensure that educational visits meet the employers' requirements
- ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the unit
- undertaking the functions outlined in the DfES publication 'Health and Safety of Pupils on Educational Visits'
- Premises Officer
- The Premises Officer has particular responsibility for security and premises related issues and will:
- Co-operate with the Head Teacher and ensure that they effectively monitor the condition of the premises.

- Report defects and so that appropriate remedial action is taken.
- Test the fire alarm system at least fortnightly and record the findings.

### **All Staff**

Members of staff also 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 who may be affected by what they do or fail to do.
- Co-operate with all health and safety arrangements.
- Report any defects or other health and safety matter that they are aware of.
- correctly use equipment, tools and protective devices, including Personal Protective Equipment
- use correct equipment, tools, safety and protective issues

### **Contractors**

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else that may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside of their control. The Head Teacher will therefore ensure that where contractors are appointed directly by Summerhouse:

- contract meetings are held to agree health and safety measures prior to commencement of works and during the project
- contractors are advised of any health and safety related issues whilst on the premises

### **Risk Assessment**

The Premises Manager and senior managers will ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

### **Fire Precautions**

Summerhouse has a contract for the maintenance of the fire alarm system and firefighting equipment.

- Procedures – procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to Health and Safety. Notices giving instructions in the event of fire are displayed in every room and by each entry point to the building
- Fire Drill – a fire drill will be held at least termly and details recorded in the fire log.

- Testing – the fire alarm will be tested at least half termly and the findings recorded in the fire log.

### **Accidents, Incidents and Dangerous Occurrences**

All will be recorded and reported in accordance with the LEA policy. Accident and report forms are kept in the main office.

Incidents involving pupils will be recorded. One copy will be kept in the individual pupil's file and a second copy kept in the office for termly reporting to Southwark Education's Health and Safety Consultant.

*Maureen Thomas*

Head Teacher