



HEALTH AND SAFETY POLICY

A statement of the school's policy as required under the terms of the Health and Safety at Work Act, 1974 and subsequent legislation.

Key Manager and health and safety contacts

1. Every employer is required to produce and to keep under review a written statement of general policy with respect to the health and safety at work of employees and the arrangements for carrying out that policy, and to bring it to the attention of all employees.

2. All members of staff should familiarise themselves with this statement and the local procedures and arrangements for health and safety.

3. The Key Health and Safety Manager is:

Company G4S Alain Ilunga

School Safety manager

Name Carolyn Roberts

Title Head

Official Address Thomas Tallis School, Kidbrooke Park Road,
London, SE3 9PX

Telephone Number 020 8856 0115

4. The persons designated to act in the Key Managers absence are:

Name Ashley Tomlin

Name Maggie Shields

Title Deputy Head teacher / Business Manager

Official Address As above

Telephone Number As above

Official Address

Thomas Tallis School Kidbrooke Park Road London SE3 9PX

5. The Local health and safety contacts are:-

Title	Name	Area of Responsibility	Comments	Extension
Business Manager	Maggie Shields	All non teaching staff.		3040
Office Manager	Loretta D'Souza	Administration Office Area, Medical, Room, all office and associate staff.		3003
Head of MFL	Juliet Robinson	Modern Foreign Languages Area Block 5.	All Faculty Heads are responsible for reporting hazards in classrooms and other work area.	3028
Head of History	Nikki Collins	Humanities Area Block 3.	"	3025
Head of Maths	Chris Hordern	Maths Area Block 3.	"	3029
Head of Business/IT	Stephen Henderson	Business and IT Area Block.	"	3026
Head of English	Daniel Talbot	English Area Block 1.	"	3023
Head of Design Technology	Rachel Swinburne	DT Area Block 2.	Also responsible for Technician support.	2009
Head of Science	Andy Smythe	Science Area Block 2.	Also responsible for Technician support.	3012
Head of Learning Resources	Cath Truluck	Reprographics areas throughout the school.		2016
Head of VMA	Deborah Lemmer	Visual and Media area including Art.	Also responsible for Art and Media Technician support.	3017
Head of PE	Richard Ankah	PE areas including Gymnasium and Dojo.		3030
Senior Technician Science preparation	Binod Neupane	All Science Technicians.		2021
Kitchen	Donna Perry	Upper and lower school kitchens.	All kitchen staff.	3049
Head of PA	Clare Gould	All PA areas in Block 6.	Also responsible for Drama and Music Tech support.	3022
Speech & Language	Martina Sobczak	Unit classrooms.		3027

Resource				
Centre for Deaf & Hearing Impaired Students	Jo Cameron	Unit classrooms.		3024
Support Unit	Lisa Sproat	Unit classrooms.		3032

Pastoral Leaders	Responsible for their respective areas and associated offices		
Year	Name	Area	Extension
Year 7	Jo Rawlings	Block 1	3005
Year 8	Andy Pape	Block 3	3006
Year 9	Mickael Brunoir	Block 3	3035
Year 10	Michelle Dedman	Block 1	3010
Year 11	Sharon Gallagher	Block 2	3008
Year 12	Heather Odd	Block 6	3015
Year 13	Fiona Lumsden	Block 6	3037
Head of Sixth Form	Jon Bradshaw	Block 6	3011

Responsibilities of the Key Health and Safety Manager

- i) To produce for the establishment for which he/she is responsible, a local statement indicating how the requirements of the Act will be implemented in the establishment.
- ii) To be available to the nominated local H & S contacts to discuss and seek to resolve health and safety problems which have not been solved locally.
- iii) To judge whether the steps which need to be taken to remove potential hazards are 'reasonably practicable' and lie within his/her executive authority and as appropriate take action, or contact G4S.
- iv) To report to the education authority those instances where their normal executive authority does not allow them to remove or reduce any hazard or where they have doubts as to the practicality of a proposed solution.
- v) To take note of health and safety bulletins and safety instructions issued from time to time by the education authority and to arrange for them to be distributed.
- vi) To be readily available to accredited Safety Representatives and to cooperate with Safety Representatives in carrying out inspections of the workplace with G4S.
- vii) To receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made, refer to G4S.
- viii) To keep an up-to-date list of all Safety Representatives in their establishment, both teaching and non-teaching (including Education Catering Staff).

Responsibilities of Local Health and Safety Contacts

Under the guidance of their Key health and Safety Manager:

1. To advise on the prevention of accidents.
2. To receive comments from the staff on potential hazards within the Local Contact's normal area of responsibility and to take steps to remove or reduce the hazard, so far as is reasonably practicable.

3. To report to the Key H & S Manager those instances where their normal executive authority does not allow them to remove or reduce the hazard or where he/she had doubts as to the practicability of the solution.
4. To ensure that all accidents occurring within their area of responsibility are investigated and reported.
5. To ensure that periodic but regular inspection of plant/equipment is carried out and that appropriate records are maintained. Refer to G4S for legacy equipment.
6. To inspect periodically sites and places of work where staff are working to ensure that safe practices and methods of work are being followed and that adequate and appropriate plant is being used.
7. As far as is reasonably practicable to ensure that staff are informed of health hazards, safety procedures, relevant regulations and are provided with appropriate advisory literature.
8. To advise on the use of protective clothing and equipment ensuring that such clothing and equipment is properly maintained and renewed when necessary.
9. To ensure that new employees are given every assistance in performing their duties in a safe manner.

Communications

1. The Key Manager will make sure that Health and Safety Bulletins and other safety advice is circulated throughout the establishment as appropriate, communicate with G4S.
2. Any member of staff who becomes aware of a potential safety hazard would email/phone G4S. The Local Contact will take steps to remove or reduce the hazards or report the situation in writing to the Premises Manager. If action is not taken it should be reported to the Key Manager.
3. New members of staff must be fully briefed on health and safety arrangements by the appropriate line manager, drawing their attention to this statement.

Accidents and Injuries

1. An accident/injury report must be used to report all accidents involving persons on the school site. These are filled in online or can be found on the Learning Gateway (RIDOR). Completed forms should be returned to Sharon Bill.
2. The details of all accidents should be entered, either by the person concerned, the first-aider, the appropriate Local H & S Contact, the Key Manager, or a witness.
3. When a serious accident occurs, it is important that the site of the accident is left untouched until advice is obtained from the Council's Safety Unit. Union Safety Representatives also have the right to inspect the site of the accident to one of their members. For definition of a serious accident/incident see below. For indications of Safety Hazards in Schools see below.
4. If an individual is involved in an accident a trained first aider will be involved immediately. For more serious incidents, an ambulance will be called immediately. If in doubt about a person's wellbeing call 9-999. The parent/carer must also be contacted.
5. If a student needs to be taken to hospital they will be accompanied by an adult – either the parent/carer if they have arrived at the school or a member of staff.
6. The Accident must be reported to the Head either verbally or email he/she will ensure that follow up phone calls are made to the family.

First Aid

1. First Aid boxes are located in Reception
First Aid Room off Reception
General Office
Science Laboratories
Workshops
P.E. Department
G4S Office

2. Accredited First Aiders

Fully Qualified	Location	Ext.
Vanessa Cummins	Reception	3044
Diana Weber	General Office	3003
Richard Shrimpton	Design Technology Technician	2008
Patrick Robson	Maths Teacher	3029
Sam Sheedy	Director of KS3	3019
Rebecca Wells	Geography	2035
Linda Hafez	Counselling	2048
Binod Neupane	Science Technician	2022
All PE Staff	PE	3034

Appointed Persons

Susan McIntosh	Pastoral	2032
Jon Bradshaw	English	3037
Michelle Hopkins	English	3023
Richard Ankah	PE	3030
Nikki Collins	Humanities	3025
Mickael Brunoir	MFL	3028
Malvina Crook	MFL	3028
Sharon Gallagher	Maths	3049
Jeanette Harding	Maths	3049
Andy Wardell	Science	2030
Sarah Massarella	Design Technology	3009
Martyna Sobczak	Scali	3027
Vanessa Cummins	Executive Assistant	2000

3. The following person has been nominated for periodically checking and re-ordering first aid supplies for the first aid boxes: **Sharon Bill**

Fire Precautions

1. The procedure in the event of an emergency requiring evacuating the building is detailed in the Emergency Evacuation Policy.
2. In the event of an evacuation, no member of staff or student shall re-enter the building without the permission of the G4S nominated contact. Where there are members of the emergency services present, the senior member of staff shall seek such permission from the fire or police officer in charge, before re-entry is allowed.

Shared Accommodation

1. All responsibility for the building after 6:00pm is that of G4S in liaison with GLL. The shared time of 4:30pm to 6:00pm H&S hazards passed onto G4S in the usual way.

Electrical Equipment

1. Only approved electrical equipment should be used on these premises. All non-approved equipment brought on to the premises must be checked prior to use via G4S.

2. No member of staff or student should bring personal electrical equipment on to the school site.
3. All equipment is to be annually checked by an accredited company via G4S.

General Health and Safety Responsibilities of all Staff

1. No children below Year 12 should be left unsupervised in a classroom.
2. All rooms should be locked when not in use.
3. When AVA equipment is in use staff should take all reasonable steps to ensure that no hazards are created by trailing wires.
4. Children should not be allowed to handle AVA or electrical equipment except in the course of an appropriate lesson, supervised by a teacher.
5. Heads of Faculty, where appropriate, should produce written guidelines for students on Health and Safety. All staff and students should be aware of these rules. Copies should be given to the Key Health and Safety Manager and to the Safety Representatives.
6. Local Health and Safety contacts should delegate responsibility for inspecting particular areas to appropriate members of staff. Areas should then be formally inspected once each half term and hazards reported to the Local Health and Safety Contact. Lists of staff and areas of responsibility should be given to the Key Manager.
7. Staff have a general responsibility to enforce the school rules outside the classroom. Most of these rules have health and safety implications.

8. School trips

Staff should always obtain parental consent before taking children out of school or sending them out on individual projects, fully informing parents of the circumstances which will apply. Please refer to Education Visits Policy.

9. School Journeys

Staff should ensure that they are aware of their responsibilities when accompanying a school journey. The leader of the journey has to take responsibility on behalf of the Key Manager (Louisa Coppins). Please refer to Education Visits Policy.

10. Minibus

Staff should ensure that they are aware of the regulations, and their personal responsibility when using the school minibus. Only staff who have been approved via the school's insurance are eligible to drive the school's minibus.

Safety Representatives

Under the Regulations on Safety Representatives which became operative on 1st October 1978 recognised Trade Unions can appoint Safety Representatives. Safety Representatives have the following major functions:

- (a) To investigate potential hazards and to examine causes of accidents;
- (b) To investigate employee complaints;
- (c) To make representations to the Key Manager on matters arising out of (a) and (b);

- (d) To make representations to the Key Manager on general matters affecting the health, safety or welfare at work of the employees;
- (e) To carry out inspections of the workplace, and
- (f) To represent employees in consultations with outside agencies.

The names of the Safety Representatives in this establishment are:

Name	Union
Stephen Henderson	NASUWT
Lynne Turner	ATL
Val Mitchenall	GMB

Health and Safety Committee

There is a strong emphasis in the Act on the need to keep employees and trade unions fully informed and to consult them on health and safety matters. For this purpose a Health and Safety Committee has been established.

The Committee comprises the representatives of the Professional Associations, Sheila Maskell and G4S, Lynne Wilkins and Sharon Bill.

Definitions of serious accidents or incidents

1. A serious injury results in death or serious injury, e.g.
 - (a) Fracture of skull, spine, pelvis, arm or leg;
 - (b) Amputation;
 - (c) Loss of sight of an eye;
 - (d) Dislocation of major joint or spine;
 - (e) other injury which at the time of the accident appeared likely to endanger life, cause prolonged or permanent incapacity for the work at which the person was employed, or substantially impaired his/her physical condition, including injury as a result of internal haemorrhage, burns (including chemical burns), scalds, asphyxia, electric shock, gassing or acute poisoning.

2. A serious incident involves e.g.
 - (a) Bursting or release of revolving vessel, wheel, grindstone or grinding wheel moved by mechanical power;
 - (b) Explosion or fire causing damage to the structure of any room or place in which persons are employed, or to any machine or plant.
 - (c) Electrical short circuit or failure of electrical machinery, plant or apparatus attended by explosion or fire.
 - (d) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas, liquid or solid.

Typical safety hazards in a school

1. More than 500 cc of 'meths' or any other inflammable liquid stored in an open room.
2. Flexes from audio-visual equipment, etc., left untaped over a floor.

3. Scissors, knives etc., not locked away when not in use.
4. No supervision in rooms where scissors, knives, cookers, technical machinery, are accessible.
5. Overloading of upper drawers/shelves of cupboards, filing-cabinets etc.
6. Re-charging of electronic products without a teacher or other responsible adult present.
7. Ground floor windows opening outwards where pedestrians pass.
8. Fire exits blocked in any way (furniture bolts etc.)
9. Possible access to boiler rooms.
10. Students and staff not wearing protective clothing/goggles where these are deemed necessary.
11. First Aid Kits not being immediately accessible to teachers in hazardous areas.
12. Children running on the corridor.

HIV and AIDS: minimising the risk

1. Materials soiled with blood, vomit or other bodily emissions should be discarded into the lavatory or into the sanitary bins found in the girls and women's lavatories as appropriate.
2. The mouthpieces of wind instruments should not be shared unless thoroughly washed in hot water and detergent. Reeds should never be shared.
3. Students should not give blood or cell samples in science lessons.
3. In accidents involving external bleeding the first-aider should use disposable gloves where possible. Splashes of blood should be washed off immediately with hot soapy water. Splashes into the eyes or mouth should be washed out immediately with copious amounts of water. Contaminated floor or furniture surfaces should be liberally washed with household bleach at 1:10 dilution.

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