



HEALTH AND SAFETY POLICY

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ETHICAL LEADERSHIP

1. Thomas Tallis School Plan 2020-23 has five aims.

1	A powerful curriculum
2	The best teachers
3	Great learning and progress
4	Excellent personal development
5	A model for a better world

As part of aim 5 Thomas Tallis School has adopted the *Framework for Ethical Leadership in Education*. This means that we try to behave in a principled and correct manner in everything we do. Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. We therefore behave with **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. We demonstrate **trust, wisdom, kindness, justice, service, courage and optimism**.

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:

Name	Carolyn Roberts
Title	Head
Official Address	Thomas Tallis School, Kidbrooke Park Road, London, SE3 9PX
Telephone Number	020 8856 0115
Company G4S	Peter Hayes

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

Name	Jon Curtis-Brignell
Name	Cheryl Campbell
Title	Deputy Head teacher / Business Director
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	Ext. No.
Business Director	Cheryl Campbell	All non-teaching staff.		3040
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 History	Nikki Collins	Humanities Area Block 3.		3025
Head of Maths	Joanne Randhawa	Maths Area Block 3.		3029
Head of Business/IT	Stephen Henderson	Business and IT Area Block.		3026
Head of English	Michelle Hopkins/Dan Talbot	English Area Block 1.		3023
Head of Design Technology	Doric Sinclair	DT Area Block 2	Also responsible for Technician support.	2009
Head of Science	Andrew 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	Jon Nicholls	Visual and Media area including Art.	Also responsible for Art and Media Technician support.	3046
Head of PE	Jeffrey Springall	PE areas including Gymnasium and Dojo.		3030
Senior Technician Science preparation	Giovanna Moretto	All Science Technicians.		2021

Library	Charles Harvey		Also responsible for the Assistant Librarian.	2003
Kitchen	Donna Perry	Upper and lower school kitchens.	All kitchen staff.	3049
Head of PA	Jon Nicholls	All PA areas in Block 6.	Also responsible for Drama and Music Tech support.	3046
Speech & Language Resource	Jayne Naylor	Unit classrooms.		3053
SENCO	Jo Cameron	Unit classrooms		3024
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	3016
Year 8	Tamsin Wildy	Block 1	3021
Year 9	Mickael Brunoir	Block 3	3006
Year 10	Michelle Dedman	Block 5	3010
Year 11	Lucy Pollitt	Block 2	3035
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.
- ii) 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.

General Health and Safety Responsibilities of all Staff

1. The Health and Safety at Work Act (1974) states that: 'it shall be the duty of every employee whilst at work:
 1. to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
 2. as regards any duty or requirement imposed on his employer or any other person under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with
 3. The Act further states that: 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety'.
2. Employees should ensure that procedures are observed and carried out for the protection of pupils and all other visitors to the school, all employees should:
 - i. Know of, and observe, any specific safety measures relevant to their own working area and practices
 - ii. Observe the standard of dress which are deemed to be consistent with safety and hygiene in their working practices and areas
 - iii. Ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled
 - iv. Not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others
 - v. Maintaining a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within the school.
4. No children below Year 12 should be left unsupervised in a classroom.
5. All rooms should be locked when not in use.
6. When AVA equipment is in use staff should take all reasonable steps to ensure that no hazards are created by trailing wires.
7. Children should not be allowed to handle AVA or electrical equipment except in the course of an appropriate lesson, supervised by a teacher.
8. 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.

9. 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.
10. Staff have a general responsibility to enforce the school rules outside the classroom. Most of these rules have health and safety implications.

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 should email or phone G4S. The Local Contact will take steps to remove or reduce the hazards or report the situation in writing to the Operations 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.

Risk Assessments

1. A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the school's case to staff and pupils that could result from a business activity or situation and to identify action needed to reduce the level of risk.
2. It is the school's responsibility, through its management, to ensure risk assessments are completed and implemented. It is acknowledged that the best person to conduct the risk assessment will most often be the person who has best knowledge of the activity or procedure. Risk assessments can be completed with the assistance of the Operations Manager or Business Director.
3. Heads of Department should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and so far as is reasonably practicable, removed or adequately controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff.
4. Assisted by the Operations Manager and or Business Director, risk assessments are the responsibility of Heads of Departments, however, responsibilities for specific assessments are as follows:

Trips and Visits	Trip Leader (overseen by EVC)
Maintenance Activities	Site Manager
Fire Risk Assessment	Operations Manager/G4S
Pregnancy Risk Assessment	HR Manager/Line Manager
individual Classrooms	Head of Department/Teacher
Machinery/Equipment	Head of Department/Technician
Events	Event Organiser

Accidents and Injuries

1. An accident/injury report must be used to report all accidents involving persons on the internal school intranet site. Completed forms should be returned to the Operations Manager
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 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 School Business Director and 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

Block 1 PWT Office 1111
Block 2 0207 (DT Prep Room) 1212 (Biology Prep Room) 2230 (Physics Prep Room)
Block 3 LSU
Block 4 PE Office
Block 5 Main Office, Reception
Block 6 PA Office

2. Accredited First Aiders

A full list of First Aiders can be found at Appendix A.

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

Karen Hyland

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.

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.

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 (Carolyn Roberts). Please refer to Education Visits Policy.

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
Tina Wallace	NEU
Sam Shortt	GMB
Charles Harvey	Unison

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, The Business Director, the Operations Manger and the Key Health and Safety Manager.

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 in the corridor.

Covid 19: Minimising the risk

1. Full risk assessment conducted and reviewed on a termly basis. Provisions therein include but not limited to:
 - a. Strict social distancing guidelines adhered to, where reasonably possible within the requirements of a large secondary school.
 - b. Staff and students to practise regular hand hygiene, washing hands regularly for 20 seconds and using hand sanitiser.
 - c. Key Health and Safety Manager and Operations Manager to keep abreast of Government guidance and communicate updates to staff and parents as appropriate.
 - d. Limit number of external visitors to site.
 - e. Face to face meetings replaced with zoom meetings where possible.
 - f. Staff and students informed not to come to school if they exhibit coronavirus symptoms.
 - g. First Aiders to adhere to guidance in Covid 19 First Aid Policy.

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.
4. 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.

Appendix A – List of First Aiders

Vicky Cecil	Main Reception	2016
Karen Hyland	Main Reception	2001
Sharon James	Main Reception	2005
Dawn King	Main Reception	2000

All Midday Supervisor staff are sufficiently trained in first aid

Block 1		
Pastoral Welfare Team	Pastoral Office	2002

Block 2		
Jack Lloyd	Science	2030
Giovanna Moretto	Science Tech	2021
Danielle Roberts	ISA - SEN	2027
Richard Shrimpton	DT Tech	2008

Block 3		
Stella Anderson	Humanities	3025
Amina Begum	Humanities	3025
Abigail Cooper	Humanities	3025
Hannah Lees	Humanities	3025
Megi Neza	Maths	3029
Gemma Papworth	ISA - SCALI	3053
Sam Shortt	Humanities	3025
Gary Wells	LSU	3023
George Wright	Humanities	3025

Block 4		
John Alford	PE	3034
Francesca Ferrari-Jones	PE	3034
Andrew Muirhead	PE	3034
Jeff Springall	PE	3034

Block 5		
Charles Harvey	Library	2003
Anna Karaivanova	Main Office	2012
Kim Hannon	Main Office	3014
Andy Pape	Computer Science	3026

Block 6		
Jessica Clubbe	PA	3022
Courtney Courtney	Post 16 Admin	2019
Adam Morris	PA	3022
Allana Rider	PA	3022
Melanie Thompson	PA	3022
Tallis Off Site		
Richard Reid	TOFFS	07947 475327