

BETHLEM & MAUDSLEY HOSPITAL SCHOOL

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

1. Statement of general policy

The governing body of the Bethlem & Maudsley Hospital School 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. The governors will actively work with the headteacher and staff to identify hazards, assess the risks and, where these cannot be removed, ensure that they are adequately controlled.

2. Responsibilities, delegation and organisation for managing health and safety

2.1 The governing body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The governors 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 school has a current health and safety policy.
- Ensure that the school complies with the Council's health and safety policies, both in schools and on all school activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Create management arrangements for health and safety and periodically monitor its effectiveness.
- Ensure that an annual audit and inspection is carried out by a qualified person.
- Have health and safety on the agenda at governing body meetings.
- Ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.
- Ensure the headteacher, as the key manager for health and safety, carries out the appropriate responsibilities.

2.2 Headteacher

The headteacher is responsible for the day-to-day running of the school and putting the health and safety policy into effect. The headteacher will assist in the development and maintenance of safe

Reviewed by JI – October 2020

Reviewed by Whole School Staff meeting – October 2020

Approved by Governors – November 2020

conditions for pupils, staff, visitors and anyone using the premises. The headteacher will, in particular:

- Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- Ensure that health and safety inspections are carried out routinely.
- Ensure that the emergency evacuation procedure is practised, at least once a term and that the 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 governors or the LA.
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appoint an educational visits co-ordinator from the school staff, to advise and co-ordinate external school visits.
- Attend health and safety briefings and training arranged by the LA.
- Report regularly on health and safety matters to the governing body.
- Ensure that competent contractors are appointed and to monitor their on-site safe working practices.

2.3 Senior Leadership Team (SLT)

SLT members 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.
- Routine 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.

2.4 Health and Safety Officers: Beckenham and Maudsley sites

- **Monthly checks on both sites are carried out by the Health and Safety Officers using the hospital's 'Monthly Health and Safety Inspection Checklist' (see link below) where criteria are appropriate to our setting.**



TEMPLATE-Monthly
Health & Safety Insp

Reviewed by JI – October 2020

Reviewed by Whole School Staff meeting – October 2020

Approved by Governors – November 2020

2.5 Educational Visits Co-ordinators

The Educational Visits Co-ordinators (EVCs) for the school are Ben Hughes, Sam Kenny and Ruth Mumford, who are responsible for:

- Liaising with the LA, through the headteacher, to ensure that appropriate educational visits meet the LA's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertaking the functions outlined in the DfE publication 'Health and Safety on Educational Visits: November 2018' and National Guidance from The Outdoor Education Advisers Panel.

2.6 Premises

No premises officer is attached to this school. Security and premises related issues managed by the hospital staff, appointed by the South London and Maudsley NHS Foundation Trust.

- The headteacher, or delegated senior staff, co-operate with the hospital works department, to ensure the effective monitoring of the condition of the premises.
- The headteacher, or delegated senior staff, report defects to the hospital works department and monitor that appropriate remedial action is taken.
- Hospital regulations and organisation govern the regular testing of fire alarms and extinguishers, and the recording of findings.

Pupils

All pupils are risk assessed individually each day following feedback from the hospital staff. Each pupil's day is planned following this risk assessment to ensure that they are safe and put into learning situations that they can manage. The pupils' learning environment is continually monitored for potential risks. Balancing the potential environmental risk with the pupil risk is carried out by the SLT each day for each pupil.

2.7 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 matters of which they are aware.
- Correctly use equipment, tools and protective devices, including personal protective equipment.

3. Arrangements for managing health and safety

Reviewed by JI – October 2020

Reviewed by Whole School Staff meeting – October 2020

Approved by Governors – November 2020

3.1 Risk assessment

The headteacher 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.

3.2 Fire precautions

This school is subject to the fire precaution policy of the South London and Maudsley NHS Foundation Trust.

3.3 Accidents, incidents and dangerous occurrences

All will be recorded and reported in accordance with Southwark LA's policy. The pupil accident book, employee accident book (BI 510) and HS1, HS3 report forms are kept in filing cabinet no. 1 in the general office. Incident forms are sent to Southwark by email via Egress.

Information concerning such occurrences will be passed on to the relevant hospital staff, where pertinent.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Unit. The headteacher or deputy headteacher will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

3.4 First aid

First aid support is provided to the hospital school Bethlem site by the Beckenham Hospital Minor Injuries Unit and the Maudsley site by King's College Hospital. The majority of the staff are also trained in first aid (to be reviewed July 2019).

3.5 Communication

All staff are made aware of communication channels within the school and within the authority for health and safety (see attached appendix A). The headteacher will ensure that all health and safety guidance and advice is kept together in the IT system in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures. The health and safety file is kept in filing cabinet in the general office.

3.6 Staff consultation

The governing body and headteacher recognise the valuable contribution to health and safety that

Reviewed by JI – October 2020

Reviewed by Whole School Staff meeting – October 2020

Approved by Governors – November 2020

can be made from all staff, particularly staff safety representatives.

3.7 Staff training

All staff attend annual fire training arranged through the Hospital's Fire Officer.

3.8 Shared accommodation

Some parts of the school buildings may be used by nurses and occupational therapists, working with children and young people during evenings, weekends and school holidays.

These buildings are owned by the hospital but allocated for school use. Nurses and occupational therapists work to a hospital (NHS) code of practice in health and safety matters.

It is the responsibility of the staff member who notes any difficulty to then pass this message on orally to both other disciplines as soon as possible, in addition to dealing with it through normal school health and safety channels.

3.9 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 who 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 their control. The headteacher will therefore ensure that where contractors are appointed directly by the school or by the hospital:

- (a) contract meetings are held to agree health and safety measures prior to works commencing and during the project;
- (b) contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises;
- (c) staff will ensure the safety of both pupils and contractors by ensuring that a staff member shall be present in any shared space.

J.I.

APPENDIX A

Reviewed by JI – October 2020
Reviewed by Whole School Staff meeting – October 2020
Approved by Governors – November 2020

BETHLEM AND MAUDSLEY HOSPITAL SCHOOL

COMMUNICATION CHANNELS FOR HEALTH AND SAFETY

