

## Oriel High School – Health & Safety Policy

**Date Amended: September 2022**

**Date of Ratification: 05.10.22**

**Next Review Date: September 2023**

### **Purpose**

The Headteacher and the Governors of Oriel High School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace. Oriel High School is part of the Crawley Schools PFI scheme and is committed to working with the PFI provider BAM.

It is the intention of the Headteacher and the Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees and students. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. The provision is shared with BAM PPP and BAM FM as specified in the PFI contract. Reference should be made to the joint safety plan for areas of responsibility (Appendix 2).

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, staff, visitors, parents and contractors.

The establishment of an effective health and safety management system within the school will achieve these responsibilities. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that health and safety standards will be maintained only with the co-operation of the staff, students, BAM and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, the school and BAM FM will ensure that all staff, students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

### **Relationship to other policies**

This policy should be read in conjunction with all other relevant school policies including:

- Acceptable Use of ICT and E-Safety
- Child Protection & Safeguarding
- Off-Sites Visits
- Safer Recruitment
- Lone Worker

### **Roles and Responsibilities**

#### **The Headteacher**

The Headteacher, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of all the employees and students at the school. This is achieved by: -

- a) Detailing the organisational arrangements to determine how the policy will be implemented.
- b) Delegating responsibilities for the implementation of the policy to each member of staff.

c) Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety amongst staff and students by visibly demonstrating commitment to achieving a high standard of health and safety performance.

d) Appoint a competent person(s) to assist the school in applying the provisions of health and safety legislation.

One member of the Senior Leadership Team, usually the School Business Manager, will have specific responsibility for management oversight of Health and Safety and liaison with the PFI Partners and the Local Authority.

### **All Staff**

All staff will:

- Co-operate fully with this policy
- be familiar with, and follow, the procedures outlined in the Guidelines (Appendix 1), with particular reference to:
- Classroom safety
- Fire drill
- Sickness and medication Educational visits
- Take an active interest in promoting health and safety and suggest ways of reducing risk
- Report any dangers or risks to their line manager immediately.

### **Governing Body**

The Governing Body will ensure that:

- Adequate resources are available to enable the policy to be implemented.
- Systems are in place to provide effective health and safety management
- Others affected by the school's activities are not subjected to risks to their health and safety.

### **Visitors to the School**

Visitors to the school will:

- Sign in at the Reception and be given a visitor's badge to wear for identification.
- Be shown to their destination by the receptionist or met by a member of staff.
- Sign out when leaving the school and hand in their identification badge to reception.

### **Monitoring and evaluation**

The Buildings & Finance Committee will receive an annual report from the School Business Manager including:

- A list of any incidents affecting health and safety and how they were dealt with
- Any changes needed to keep the policy up to date.

## Appendix 1

### Guidelines for Health and Safety

#### Other Roles and responsibilities

##### Deputy Headteachers

The Deputy Headteachers will:

- Ensure that all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- Set a personal example and encourage a safe attitude towards work amongst all staff and students.
- Visibly demonstrate commitment to achieving a high standard of health and safety performance within the school and develop a positive attitude to health and safety amongst the staff and students.

##### School Business Manager

The School Business Manager will:

- Ensure that the school is organised as to eliminate hazards and minimise risk to members of staff, students and other users of the property.
- Set a personal example and encourage a safe attitude towards work amongst all staff and students.
- Visibly demonstrate commitment to achieving a high standard of health and safety performance within the school and develop a positive attitude to health and safety amongst the staff and students.
- Co-operate with the Trade Union Representative and Safety Representative.
- As member of the SLT, is contactable via a radio/mobile phone to deal with emergencies.
- Be responsible for ensuring that there is a trained educational visits co-ordinator at the school.
- Be responsible for ensuring that risk assessments are undertaken within the school.
- Be the link between the school and all PFI Partners.
- Keep a log of all activities relating to ensuring health and safety, including dealing with accidents and incidents.
- Liaises with the Health and Safety Department at the Local Authority
- Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.
- Holding relevant information on health and safety, which will include HSE guidance notes, West Sussex LA circulars and copies of this policy.
- Ensuring that relevant information on health and safety is circulated to relevant staff.
- Ensure that all accidents are reported to the Health and Safety Department at the Local Authority.

##### As Trade Union Representative

To achieve the aims and objectives of the policy and improve health and safety performance, a cooperative approach between members, SLT, West Sussex County Council and all PFI Partners is vital. The role of the representative is to bring to SLT's attention unsafe conditions, unsafe working practices or unsatisfactory arrangements for welfare at school. Facilities, resources and assistance will be made available to allow the recognised representative to undertake his/her duties in a professional manner. The safety representative is entitled to undertake safety inspections at least twice a year.

The functions of the health and safety Representative are:

- a) To investigate potential hazards and dangerous occurrences in the workplace (whether or not they are drawn to his/her attention by the staff or students) and examine the causes of accidents at the school.
- b) To investigate complaints by any member of staff relating to their health, safety or welfare at school.
- c) To make representation to the SLT on matters arising from a) and b) above.

- d) To make representation to the SLT on general matters affecting health, safety and welfare of staff
- e) To carry out inspections.

### **Heads of Faculty (HoF) & Subject Leader**

Heads of Faculty Areas:

- With guidance from CLEAPPS, the HoF/SL in PE, Science and Technology are responsible for developing implementing and monitoring all health and safety aspects that are particular to their curriculum area.
- They are also responsible for carrying out risk assessments relevant to their undertaking and area of control.
- Ensure that there are safe systems of work and those members of staff and students use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.

### **All Staff**

All staff in the school are responsible and accountable to their direct line manager for the implementation of the school's Health and Safety policy. They are responsible for ensuring that they are familiar with all aspects of the policy and that all problems, defects and hazards that are brought to their attention are reported.

All staff must ensure that they:

- Check that their classroom/work area is safe.
- Check that all equipment is safe before use.
- Ensure safe procedures are always followed.
- Ensure that the correct protective equipment is worn.
- Report defect problems and hazards to their line manager and/or the School Business Manager.
- Follow safe systems of work.
- Carry out all necessary risk assessments.
- Lock all classrooms when they are left vacant.
- Take due care for their own health and safety and that of others.

### **Health and Safety Support from West Sussex County Council**

West Sussex County Council provide Health and Safety advice and support for Oriel High School. They will provide guidance and assistance in health and safety issues at all levels. Work in close liaison with the school, with the objective of ensuring a safe and healthy work place in line with this policy.

Responsibilities include:

- Advising the school on matters requiring attention.
- Advising the school on how to meet their health and safety responsibilities.
- Assisting in the formulation and implementation of safe systems of work, health and safety standards and codes of practice.
- Monitoring health and safety records.
- Providing health and safety training programmes.
- Disseminating information on accident prevention.
- Investigating further, where necessary, accident/incidents at work to establish basic and underlying causes, recommend remedial action to prevent recurrence and monitor performance.
- Providing meaningful information on accident statistics.
- Liaising with external agencies such as: Statutory bodies and other relevant organisations.

## **General Health and Safety Procedures**

### **Fire Precautions.**

- All corridors and stairways must be kept clear and fire doors unobstructed. No waste must be stored in stairwells or any other area likely to cause a fire.
- Fire equipment is checked annually by BAM FM.
- Smoking is not allowed on the school site.
- All fire escape routes and fire exits are marked and have emergency lighting.
- Fire risk assessments of the premises are undertaken by Local Authority/BAM FM every two years.

### **First Aid**

The school will ensure a sufficient number of suitably trained first aid personnel will be appointed to ensure first aid can be administered. First Aid boxes are held in Medical Room, Science Prep, PE, Technology, Food Technology departments.

The First Aider will:

- Attend to and monitor pupil illness/injury.
- Offer support where appropriate to staff or visitors.
- Maintain pupil records (Accident book) of all injuries.
- Inform parents/carers of any minor injury or illness either by telephone or text message.
- Maintain the school's first aid equipment and supplies.
- Keep their First Aid Qualification up to date.

**An up to date list of qualified First Aiders is held by the school HR Administrator. The two primary First Aiders in the Admin office are Wendy Waters and Sam Brooks.**

### **Sickness and Medication**

A list of students with medical conditions is kept in the Admin Office and relevant staff are informed of the details. Any student who presents himself or herself as unwell should report to main reception where they will be seen by the First Aider on duty. Parents will be notified if collection is necessary.

In the case of a student who is well enough to attend school but requires medication, the student should hand into the Admin Office a day's supply of medication, in a labelled container, giving details of medication, dosage and student's name. Staff who administer medicines do so in a voluntary capacity. Parents retain the legal responsibility for administering medicines at all times.

### **Hygiene**

The school and the school grounds are cleaned by BAM FM an external company contracted by BAM FM on a three year contract. The BAM Helpdesk is the main contact for this contract.

### **Plant Machinery**

BAM FM have responsibility for certain items of plant as identified in the PFI Contract.

### **COSHH**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) is intended to protect persons from the harmful effects of hazardous substances used at work. It is the policy of the school and The PFI Partners to ensure that legal requirements are the minimum standard acceptable for the handling, storage, use and disposal of substances regarded as harmful to health.

To ensure compliance with statutory provisions the school and BAM FM will ensure, the risks associated with the use or generation of hazardous substances, are assessed by a competent person.

Responsibility for implementing the requirements of the policy will be exercised by the Heads of Faculty/Subject Leader. HoF/SL will ensure a full inventory of substances used by their department is compiled and the current manufacturer's data sheets are retained. HoF/SL are responsible for ensuring assessments are undertaken to ensure exposure is controlled, so far as is reasonably practicable, in a manner which does not constitute a risk to staff, students, visitors and the environment.

Trained personnel will be involved in the (COSHH) risk assessment process. The school will ensure sufficient numbers of trained (COSHH) assessors are appointed.

HoF/SL will ensure that where employees are expected to use, store, handle and dispose of substances they receive adequate information, instruction and training on the risks to health and the control measures required to ensure their health, safety and welfare.

BAM FM retains responsibility for chemicals used by their staff. School staff are not authorised to use BAM chemicals.

### **Mini Bus**

All drivers of the school mini buses have to go through an 'approved driver assessment' on mini bus management and usage, and be familiar with WSCC guidelines on mini bus usage in schools. Staff must supply a copy of their driving licence to the School Business Manager annually (September) before they are allowed to drive the school mini bus. Staff do not need to hold D1 on their current driving licence to drive the school mini-buses.

### **Electrical Equipment**

All portable electrical equipment must be recorded within the Curriculum Area so that it can be inspected annually. This inspection is organised by BAM FM  
Staff should not use their own electrical equipment in school.

### **Lifts**

A competent contractor engaged by BAM FM will undertake responsibility for the maintenance and inspection of the school lifts.

### **VDU**

The appointed competent person (School IT Network Manager) assesses all VDU workstations. Staff who spend the majority of their role at a workstation will complete a Display Screen Equipment (DSE) assessment.

### **School Visits**

Any member of staff planning to undertake a school visit, must adhere to the following:

- Complete a Staff Absence Form and email/pass to the Deputy Headteacher (HEV) for approval.
- Ensure that they familiarise themselves with the Oriel High School Educational Visits Policy which includes West Sussex County Council's Safety Guidelines. Complete OHS1 form and pass to Business Manager
- Ensure that any qualification requirements are met and that there are suitable and sufficient levels of supervision.

The school will ensure they have a designated and trained Educational Visit Co-ordinator (EVC).

West Sussex County Council's Outdoor Education Advisor must be notified of any Residential, Hazardous or Adventurous visits six weeks prior to the visit by the EVC.

All risk assessments must be completed in advance of the visit and given to the EVC to upload on to EVOLVE (the LA School Trips Management programme).

### **Manual Handling**

To meet the requirements of the Manual Handling Operations Regulations 1992 it is the policy of the school to ensure manual handling should be eliminated where possible. To ensure compliance with statutory provisions the school will assess risks associated with manual handling operations.

Responsibilities for implementing the requirements of the policy will be exercised by the HoF/SL. All reasonable steps must be taken by the HoF/SL to secure the health, safety and welfare of the staff in their department.

The Premises Officer staff are required to undertake the majority of manual handling in the school and all requests should be made to the BAM FM helpdesk via the school receptionist.

### 3. EMERGENCY PROCEDURES

#### Fire Alarm Procedures

On hearing the fire bell, instruct your students to leave the room and follow the green fire exit signs **to the nearest exit**.

- Coats, bags, etc should be left in the room.
- Staff are responsible for checking that the room is empty.
  
- On leaving the room, close the door. Ensuring the door is firmly closed behind you.
- Students should leave the building at the **nearest possible exit**. They should not take the shortest route to the assembly point if this involves walking through the building and/or re-entering the building/inner courtyard..
- Students should walk, not run and keep quiet when exiting the building.
- Assembly point is the Astroturf for Years 7-11 and the Tennis courts for Sixth Form.
- Members of the SLT have designated roles during a fire evacuation and these are clear to them..
- Students line up in Mentor Groups, in alphabetical order, in their allocated space. The Mentor or assigned person stands with their Mentor group.
- If a student is known to be missing this should be reported to the Head of Learning Community.
- Students are to stay in their mentor groups until they are instructed to return to their class by either the Head of Learning Community or a Senior member of staff.
- If staff have visitors to the school, they are responsible for ensuring that a) they are aware of evacuation procedures and b) they have evacuated the building in a case of emergency.
- The HR Administrator is responsible for ensuring supply staff are aware of evacuation procedures.

#### Other Emergency Procedures

If there is an emergency situation:

- 1 Students and teachers go to lessons/classrooms as usual. Staff will be kept informed of the situation and any updates by the Headteacher and Senior Team. Staff & students have been briefed on the schools' lockdown policy
- 2 If necessary in the event of an emergency such as severe weather conditions, structural damage which could cause danger to students and staff, breakdown in energy services, such as the heating system etc, the school will contact parents via the Parentmail messaging service and an announcement through BBC Radio Sussex and Heart FM, the school website and school Twitter. If the school needs to evacuate students off the school site, then staff will escort students to the playing fields in Furnace Green (access via footpath under railway bridge).
- 3 Parents/named adults who have arranged to collect students must report to the Reception and wait as requested until the student is sent for and registered.

## Appendix 2

### **JOINT SCHOOL HEALTH AND SAFETY PLAN**

FOR

## ***ORIEL HIGH SCHOOL***

It is the policy of Oriel High School, (Referred to in this document as 'the School'), West Sussex County Council and BAM FM Ltd to ensure the safety of all pupils, staff and others who use these premises.

This will be achieved by co-ordinating and meeting the Health & Safety Policy requirements of WSCC, BAM FM and the school. Both School staff and BAM FM will play their part in ensuring adequate standards of health, safety and welfare throughout the premises and site.

Signed by the Headteacher on behalf of the school staff: -

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

Signed by the Contract Manager on behalf of BAM FM

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_



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## **1. JOINT OBJECTIVES**

This "Joint Health and Safety Plan" describes arrangements for co-ordination and co-operation and outlines the safety responsibilities of each party. The specific responsibilities are outlined within the Service Delivery Plan.

## **2 HEALTH AND SAFETY RESPONSIBILITIES**

### **BAM FM Responsibilities**

BAM FM are responsible for all aspects of health and safety in the delivery of the Hard Services, Soft Services and Leisure.

Details of BAM FM's health and safety arrangements are contained in:

- The company Health and Safety Policy and Procedures Document ;
- The Contract Health & Safety Plan (this contains details of contract specific safety arrangements).

### **WSCC Responsibilities**

WSCC is responsible for the Health and safety of its staff and those affected by its activities, as outlined in the Health & Safety Policy. This extends to ensuring responsibilities are allocated for management of Health & Safety

### **School Responsibilities**

The school is responsible for health and safety in all its activities and arrangements will be contained in its Health and Safety Policy documents.

## **3 EMERGENCY PROCEDURES**

With the co-operation of BAM FM, where necessary, The school will develop emergency procedures for the following:

- Fire Plan
- Lockdown
- Bomb threats
- Breaches of security
- Adverse weather conditions
- Business Continuity/Critical Incident Plan

The following procedures will be developed jointly:

- Hazardous building defects
- Loss of essential services

## **4 FIRE SAFETY**

The school and BAM FM have a joint responsibility for fire safety.

The Headteacher has overall responsibility for fire safety during school hours and outside of school hours Monday – Friday 7.30am – 6pm. BAM FM are responsible for maintaining the school fire precautions - means of escape (physical), fire alarm and detection, emergency lighting and fire fighting equipment.

The Headteacher is responsible for arranging fire drills for students, school staff and visitors, assessing and controlling fire hazards associated with school activities, and ensuring that school activity, students, staff and visitors do not interfere with the schools fire precautions.

The School and BAM FM are responsible for providing their respective staff with instruction in fire safety and emergency procedures.

Both the School and BAM FM staff have a responsibility to follow and adhere to the Fire Plan and report any fire hazards immediately to their supervisor/line manager (see section 7 below)

The School Premises staff will continue duties that assist BAM FM with the maintenance of the sites as detailed below:

- Weekly Fire Alarm Tests
- Weekly Fire Extinguisher Checks
- Weekly Means of Escape Checks
- Monthly Fire Extinguisher Checks
- Monthly Emergency Lighting Checks

The School & Council will be responsible for undertaking annual Fire Risk Assessments in-line with the Service Delivery Plan.

## **5 FIRST AID**

BAM FM and its Service Partners are responsible for ensuring adequate first aid provision (first aid kits, trained first aiders and information/notices) for their own employees, contractors and visitors.

The School are responsible for ensuring first aid provision for students, its own employees and visitors.

All partners agree that, where possible, their trained first aiders will provide treatment to each other's employees, visitors or students in circumstances where the other partner does not have trained staff available due to leave or sickness. This arrangement should also provide cover during temporary periods whilst one partner's staff await training.

## **6 ACCIDENT REPORTING**

Injuries to students, staff and visitors shall be reported using the West Sussex County Council reporting system. Also reported to BAM FM where relevant.

BAM FM shall maintain their own records regarding all injuries to BAM FM staff, service partners, contractors and their visitors.

West Sussex County Council shall monitor all accident reports and where there is a possibility that an injury has been caused due to an act or omission on the part of BAM FM, the report and investigation shall be sent to the BAM FM Contract Manager.

West Sussex County Council will notify the Health & Safety Executive of any Incidents or accidents involving students, school staff or visitors that are a result of the school's undertakings/activities

## **7 HAZARD REPORTING**

Any hazards in the premises observed by school staff that are the responsibility of BAM FM should be reported to the site staff and Helpdesk (by telephone or e-mail). The site staff will make the situation as safe as they are able to and report to the help desk either that remedial action has been carried out or that assistance is required.

For example, a teacher may notice that some flooring has been damaged and is a trip hazard. The caretaker would make safe and notify the help desk that further remedial work is necessary.

Hazards observed by BAM FM staff, for which the school is responsible, will be reported to the Helpdesk and the Business Manager. This will either be by telephone or e-mail, dependant upon the urgency.

## **8 WORKING AT HEIGHT**

BAM FM are responsible for ensuring that all BAM FM staff have received Ladder Training and have access to suitable equipment. BAM FM are also responsible for ensuring that all contractors working for BAM FM are sufficiently trained and have the required equipment. The school will ensure that it's employees who work at height will receive a toolbox talk or appropriate training e.g. lifts and keep a record of this.

## **9 METHOD STATEMENTS**

The School are also responsible for ensuring that any relevant Method Statements relating to works that may impact on BAM FM or works that may affect the fabric of the building should be provided to BAM PPP in advance of the works so that they can be reviewed and accepted by BAM PPP

## **10 RISK ASSESSMENTS**

BAM FM are responsible for ensuring that they have received all relevant Risk Assessments associated with any works that BAM FM or their Subcontractors are undertaking within the School site.

BAM FM are also responsible for ensuring Risk Assessments have been undertaken to cover activities of their own staff on site and these assessments will also identify risks to others not in BAM FM's employ.

The School are responsible for ensuring that they have received all the relevant Risk Assessments associated with any works that they are undertaking within the School site.

The School are also responsible for ensuring that any relevant Risk Assessments relating to works that may impact on BAM FM or works that may affect the fabric of the building should be provided to BAM FM in advance of the works so that they can be reviewed and accepted by BAM FM.

The School are also responsible for ensuring Risk Assessments have been undertaken to cover school activities and the use of the premises and grounds. These assessments will also identify risks to non-staff members.

## **11 PERMITS TO WORK**

BAM FM are responsible (where required) for the provision of a Permit To Work for Staff and Contractors that they manage.

## **12 MANUAL HANDLING**

A substantial proportion of a caretaker's duties include the moving, shifting and carrying of objects. Manual Handling activities will be avoided where practicable. Where Manual handling activities are necessary, these operations will be assessed and the assessments documented and controls implemented to reduce the risk of injury.

When requesting the removal of furniture, such as filing cabinets and desks, the School shall ensure that all files, books, personal material etc, are removed so that the weight of the furniture to be carried is reduced.

Caretakers will then move the contents of furniture in separate containers.

All caretakers will receive Manual handling training which will be refreshed every year. School staff for whom manual handling forms part of their duties e.g. technicians will be given a toolbox talk on manual handling and a record will be kept.

### **13 HAZARDOUS SUBSTANCES**

The School and BAM FM shall ensure that all hazardous substances used for educational purposes and for the cleaning and maintenance of the school are selected, stored, used and disposed of in a manner that minimises risk.

The School shall ensure that if BAM FM staff are required to work with hazardous materials used by the school, hazard data is provided so that an assessment can be carried out and all appropriate controls put in place. In particular this applies to materials used in science laboratories. Spillage of hazardous educational materials in science laboratories shall be cleaned up and disposed of by the School science technicians in accordance with the Risk (COSHH) Assessment.

Hazardous Substances used for educational purposes (science) will be managed in accordance with CLEAPSS 'L196: Managing Risk Assessments in Science'.

### **14 ELECTRICAL SAFETY**

The school is responsible for the safety of all PAT Tested electrical appliances and equipment that they provide for use by students, school staff and visitors.

BAM FM and its Service Partners are responsible for the safety of all electrical appliances and equipment that they provide for use by their respective staff.

BAM FM are responsible for ensuring that all electrical appliances and equipment used by the School and BAM FM has received sufficient PAT Tests.

Any new electrical equipment brought on to the site by the School shall be notified to the Helpdesk who will PAT Test the equipment in a timely manner. Defective/damaged equipment and electrical faults are to be reported to the helpdesk.

### **15 FIXED AND LOOSE EQUIPMENT**

Responsibility for fixed and loose equipment is defined in the Project Agreement.

### **16 VISITORS AND CONTRACTORS**

All visitors to the school shall sign in at the reception office and wear a visitor badge at all times.

Those visiting BAM FM, including contractors, will be met by BAM FM staff, where they will be required to sign in on the BAM FM register.

Contractors will be issued with the Site Safety Rules. These contain the "do's" and "don'ts" for contractors working at the School and inform them of the emergency procedures, first aid arrangements and welfare facilities.

Contractors must wear identification at all times.

BAM FM will provide the School with CRB numbers for any BAM FM staff, or Contractors sent to site, were this is not possible appropriate arrangements will be made with the School for the School to provide suitable supervision.

BAM FM will work with the School to monitor and supervise contractors to ensure that they observe the site rules and work in a manner that does not present a risk to students, school staff and visitors.

Notwithstanding the above, the School and BAM FM will work in line with the Service Delivery Plan or to an agreed alternative arrangement, save that the Service Delivery Plan arrangements will prevail when required.

## **17 TRAINING**

BAM FM are responsible for ensuring that all BAM FM staff and Contractors are suitably trained for their relevant duties or required works.

The School are responsible for ensuring that School staff and Contractors are suitably trained for their relevant duties or required works. With regards to the Caretakers this includes all of those training requirements detailed within the Service Delivery Plan.

## **18 OTHER ARRANGEMENTS**

### *Security*

There are no specific joint responsibilities over site security. However, all parties should ensure that all staff and contractors, in undertaking their duties, take adequate care to ensure that security risks are minimised, e.g. ensuring that doors / gates are not left unlocked when areas are empty and reporting any issues. The school has a site security risk assessment that has been agreed with BAM FM.

## **19 COMMUNICATION ON MATTERS AFFECTING HEALTH AND SAFETY**

### **Facilities Management Meeting**

A bi-weekly meeting shall be held between BAM FM, and the School, where health and safety issues shall always be an agenda item.

### **Operational Working Group**

A termly meeting shall be held between BAM PPP, BAM FM, West Sussex County Council and the School Business Manager to review service delivery issues and health and safety matters can be discussed.

Action	Organisation Responsible	Person Responsible
<b>Emergency Procedures</b>		
Developing emergency procedures	School & BAM FM	Headteacher & Contract Manager
Contacting emergency services during school hours	BAM FM	Premises Officers
Contacting emergency services (out of school hours)	BAM FM	Premises Officer
<b>Fire Safety</b>		
Fire risk assessment		
Inspecting and testing fire alarm and detection system (Weekly)	School /BAM FM BAM FM	Headteacher/Facilities Mgr Headteacher
Means of Escape (Weekly)	School/BAM FM	
Inspecting Fire Extinguishers (Weekly) I		
Arranging fire drills - school hours	School/BAM FM	Headteacher/BAM staff
Arranging fire drills - outside school hours		
Fire safety training - school staff and students	School	Headteacher
Fire safety training – BAM FM staff	BAM FM	Facilities Manager
Statutory Maintenance of the Fire Alarm System (Quarterly)	School BAM FM	Headteacher Facilities Manager
Statutory Maintenance of the Emergency Lighting System (annually)	BAM FM	Facilities Manager
Providing and maintaining first aid kits for BAM FM staff	BAM FM BAM FM	Contract Manager Contract Manager
Providing and maintaining first aid kits for school staff and students	BAM FM	Contract Manager
Administering first aid to BAM FM staff and Supplier Partners	School BAM FM	Headteacher Contract Manager
Administering first aid to school staff, students and Third Party Users	BAM FM, school & Supplier Partners	BAM FM and supplier partner first aiders - School first aiders where available by agreement with the Headteacher
Accident Reporting and investigation – BAM FM staff and sub-contractors – BAM FM procedure	BAM FM	BAM first aiders
Accident Reporting and investigation - school staff and students - WSCC procedure	School	Business Manager Headteacher
<b>Risk Assessment (including manual handling and display screen equipment assessments)</b>		
Conducting and reviewing risk assessments – BAM FM activities	BAM FM &	BAM FM Managers &
Conducting and reviewing risk assessments - school activities		

Conducting and reviewing COSHH assessments  
- BAM FM activities

BAM FM & BAM FM Managers &  
Supplier Partner Supplier Partner  
managers  
School Business Manager

BAM FM & Contract Manager &  
Supplier Partners Supplier Partners



Action	Organisation Responsible	Person Responsible
Conducting and reviewing COSHH assessments - school activities	School	Name or position of responsible person
Legionella assessments	BAM FM	Contract Manager
Legionella control scheme - responsible person	BAM FM	Contract Manager
Testing local exhaust ventilation from fume cupboards and craft, design and technology equipment	BAM FM	Contract Manager
<b>Equipment</b>		
Assessing new and existing BAM FM work equipment	BAM FM	Contract Manager
Compiling work equipment register & establishing maintenance and inspection regime for BAM FM Equipment	BAM FM	Contract Manager
Compiling work equipment register & establishing maintenance and inspection regime for School Equipment	School	Headteacher
Inspection and maintenance of work equipment for BAM FM Equipment	BAM FM	Contract Manager
Inspection and maintenance of work equipment for School Equipment	School	Headteacher
Compiling electrical appliances register	BAM FM	Contract Manager
Inspection and maintenance of electrical appliances (BAM FM Equipment)	BAM FM	Maintenance Manager
Inspecting and maintaining new and existing school equipment	School	Headteacher
Inspection and maintenance of electrical appliances (School Equipment)	BAM FM	Contract Manager
<b>Training</b>		
Developing and reviewing the safety training programme – BAM FM	BAM FM & Supplier Partners	Contract Manager & supplier partner manager
Developing and reviewing the safety training programme - school staff	School	Headteacher
Personal Protective Equipment & Work wear		
Assessment of PPE and work wear requirements - BAM FM staff	BAM FM & Supplier Partners	Contract Manager & Supplier partner managers
Provision and issue of PPE and work wear - BAM FM staff	BAM FM & Supplier Partners	Contract Manager & Supplier partner managers
Assessment of PPE and work wear requirements - School staff/Pupils	School	Headteacher
Provision and issue of PPE and work wear - School staff/Pupils	School	Headteacher
Statutory inspections	BAM FM	Contract Manager
<b>Active Monitoring of safety standards</b>		
Safety tours of the premises	School & BAM FM	Headteacher & BAM FM
Monitoring contractors	BAM FM	Contract Managers
Monitoring school activity safety	School	H&S Coordinator

## Appendix A

This appendix offers a description of the duties which school site staff are continuing to provide in support of the provider's maintenance of the site. It is intended to provide a guide to best practice as the time of writing.

This guidance should be reviewed on a periodical basis, not less than annually, taking account of changes in legislation, and advice from the school, provider and council's health and safety partners.

### Weekly Fire Alarm Tests:

- 1) Site staff should test the operation of the fire alarm in a test environment once a week. The 'test' is to cover 100% (over 13 weeks) of the fire alarm system installation, including main-panels and repeater-panels if installed.
- 2) Site staff should report any faults identified to the helpdesk; namely:
  - (a) inoperable sounders, or
  - (b) smoke or heat heads identified as faulty on the panel[s].

Reference should be made to the manufacturers manuals within the health & safety (H&S) file and operational & maintenance (O&M) manuals;

### Weekly Fire Extinguisher Checks;

Site staff should visually check and record that the schedule of extinguishers and fire-fighting equipment as provided (including blankets and hose-reels if installed) are:

- a) located appropriately,
- b) have not been tampered with or discharged (partially or fully) and
- c) are correctly identified by signage and visible to building users.

Site Staff should report any faults identified to the helpdesk;

### Emergency Lighting Tests:

Site staff should undertake a monthly visual inspection of 100% of the emergency lighting throughout the School and associated buildings to identify that:

- a) all emergency lighting is operational when tested (i.e. that it is illuminated), and,
- b) that the illumination provides a clear unimpeded line-of-sight to an emergency escape route or of the emergency escape route.

Site staff should report any faults identified to the helpdesk. Reference should be made to the manufacturers' manuals within the H&S File O&M manuals;

**Weekly Means of Escape Checks:** Site staff should undertake visual checks of all identified means of escape routes to identify that:

- a) Means of escape signage is visible and sited as per the requirements of the Fire Risk Assessment
- b) Means of escape route is free from congestion, and provides an unimpeded route of egress from the building for all building users;
- c) Fire doors are inspected for integrity of:
  - (i) intumescent strips,
  - (ii) glazing,
  - (iii) material integrity, and
  - (iv) that upon activation of the Fire Alarm the fire doors return to a closed-position providing a sealed barrier to prevent the spread of smoke and/or flame;
- d) Site staff should inspect the final exit doors to ensure that unimpeded egress from the building is available and that the point-of-exit externally provides a route free from hindrance or obstruction for all building users to make their way to an agreed muster point;
- e) School staff should visually inspect for integrity all evacuchairs.

**Reviewed by: Ryan Sallows (School Business Manager) (BAM FM Manager) : September 2022**