



Health & Safety Policy

Version 7

Member of Staff Responsible: Lorraine Shaw

Ratified by Governors: November 2020

Review Date: September 2022 (This plan will be amended according to legislation/changes to better practice and will be updated as and when required)

Governing Body

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation and arrangements established by the Governing Body to implement.

The Governing Body is committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Education Services and Children & Families Services Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety documents available on the Schools Traded Services Site, Fire Log Book, Responsible Persons Premises Log etc are implemented. In view of this, the school's own safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot.

The Governing Body recognises its responsibilities as set out in the Local Management of Schools Scheme. We will endeavour to ensure the Education Services and Children & Families Services Framework Policy is implemented with regard to:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- an effective local organisation to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- obtaining competent advice when that is not available within the school
- risk assessments are undertaken, and the necessary controls implemented
- the effective management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

The governing body will review this policy annually.

Signed:

Chair of Governors

Date:

RESPONSIBILITIES

Head

The Head is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head will:

- a) nominate a senior manager as health and safety coordinator
- b) ensure subordinate managers meet their health and safety responsibilities
- c) *ensure the arrangements for consultation with and feedback from staff are implemented*
- d) ensure effective communication of health and safety matters
- e) ensure requirements with regard to staff competence are met
- f) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- g) ensure risk assessments are carried out
- h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- i) ensure health and safety monitoring is undertaken, including:
 - (i) incident reporting and investigation
 - (ii) specific equipment & premises inspections
 - (iii) termly inspections
 - (iv) monitoring of health safety action plans
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual (or ongoing) report is provided to the governing body
 - (vii) make recommendations to the governing body in relation to external independent audits
 - (viii) report to the governing body any health and safety issues that cannot be resolved.

Senior Management Team

The Senior Management Team will support the Head with regard to the overall management of health and safety in the school. This includes:

- a) providing leadership by ensuring health and safety is considered as part of every decision
- b) considering the health and safety impact of new initiatives
- c) informing the Head about any health and safety issues that affect the school
- d) agreeing strategic health and safety initiatives
- e) monitoring the overall implementation of the school's health and safety policy in

their areas of control and agreeing health and safety reports.

School Health and Safety Coordinator

The Health and Safety Coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) coordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with staff regularly and effectively
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (e) coordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with
- (g) maintaining a central file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
 - (i) ensuring heads of department undertake inspections
 - (ii) ensuring incidents are investigated
 - (iii) reporting 'reportable' incidents to the Health and Safety Executive
 - (iv) managing the school's annual monitoring checklist
 - (v) making recommendations to the Head teacher about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head/Governing Body.

Other Managers

(Including Achievement Leads and and Lead Non-Teaching Staff)

Managers are responsible for implementing this policy in their area of control.

This includes:

- (a) ensuring staff meet their health and safety responsibilities
- (b) considering health and safety in relation to staff's day-to-day activities and instructions
- (c) reminding staff about health and safety
- (d) assessing staff competence and reporting concerns to the School Business Manager
- (e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are reviewed and followed
- (g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) ensuring risk assessments are adequate in relation to directly managed staff
- (i) monitor and report:
 - (i) incident reporting and investigation
 - (ii) specific equipment

- (iii) inform termly inspections
- (iv) including health and safety in staff appraisals
- (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Headteacher.

All Members of Staff

All members of staff are responsible for:

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) cooperating with the Governing Body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training
- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken or help to complete one sought when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance to the School Business Manager, Headteacher or Site Supervisors in line with reporting procedures.

Safety Representatives

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as “representatives of employee safety” in the Regulations), or a combination of the two.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and safety committee

There is an established Health and Safety Committee for Schools, which meets termly. It is chaired by the Director of Education and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools' issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

Local consultation

The School Business Manager and Headteacher will consult directly with staff on health and safety issues relevant to the whole school, key stages or year groups.

Health and safety is on the agenda for each formal meeting and staff and managers must inform the School Business Manager or Headteacher about any issues or concerns. Health and safety updates, policies and procedures are shared with all staff via Teams and staff are encouraged to share their feedback and ideas for improvements at any time.

Evacuation and emergency procedure drills are shared with all staff and their feedback sought following each event. Feedback from these events are shared with all staff with Q&As provided to clearly show staff questions and answers for the benefit of all staff to understand why and how decisions and improvements are made

A Health and Safety Induction is carried out for all new staff, detailing their legal responsibilities and role as a key part of keeping the school community safe.

Governor representatives are involved in the school's health and safety compliance and procedures, and reviews the school's management of health and safety with school visits.

Health and Safety Procedures

The Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies, Guidance, Briefings and procedures as found on the Schools Traded Services Site, Fire Log Book, Responsible Persons Premises Log etc.

Educational visits

The role of the Educational Visits Coordinator, and arrangements for seeking approval - both within the school, for planning and safety during the visit, pre-visits, staff ratios, etc, is available from the Deputy Headteacher.

Fire and emergency procedures

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Incident Management Plan.

Risk Assessments

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases, the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

The School Business Manager is responsible for working with other line managers responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. Generic risk assessments should be checked and reviewed regularly with managers and staff.

Formats for general risk assessment are available from the Schools Policy and Guidance on Risk Assessment and includes specific guidance and advice e.g pupil risk assessment. All are available on the Schools Traded Services Site under Schools Health and Safety.

Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

Responsibility	Name
Head	Anna Theodosiou
Headship Team	Anastasia Neocleous Kirsty Munns Tom Crook
Health and Safety Coordinator	Lorraine Shaw
Other managers (<i>include heads of department, non-teaching managers such as the bursar, specialists such as premises manager and educational visits coordinator</i>)	Anastasia Neocleous Tammy Whyte Bryan Elwood Robert Hansraj Fateh Singh Nicole Baines Feyza Gur-Senel
Safety representatives	Lorraine Shaw Linda Warner (Governor representative)
First aiders	See Health & Safety Training Log
Appointed persons	Paula Nicholas
Location of first-aid boxes	Annexe: Community Room Main Building: Welfare Room, KS2 Staffroom, Main Office and each classroom
Name and address and telephone number of nearest hospital	North Middlesex Hospital, Sterling Way, London, N18 1QX 020 8887 2000
Fire Safety manager/evacuation officer	Anna Theodosiou / Bryan Elwood (see fire evacuation plan for other roles)
Location of fire log	Premises Managers Room – The Lodge
Fire assembly point	North Playground at year group muster points
Time of weekly fire alarm tests	Every week at 7.30am (different days each wk)
Asbestos- appointed person (for AMS access)	Bryan Elwood
Procedures reporting hazards (name or other contact arrangements)	Telephone Headteacher (ext 207) / School Office (ext 201 & 202) / SBM (ext 236) – LA to be notified as appropriate
Legionella trained persons	Bryan Elwood / Robert Hansraj
Premises Manager	Bryan Elwood / Robert Hansraj

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location
Fire Log Book	Premises Manager's Office
School Policies	Finance Office, School website, BHP Teams
Asbestos Register	Premises Manager's Office
H&S Training Programme	Finance Office
First Aid Book	Welfare Room
COSHH Assessments	Premises Manager's Office
Accident/Incident Reporting Guide (IR1)	Welfare Room (main building)
Risk Assessments	SBM Office, Staff Rooms and Teams
Responsible Persons Premises Log	Premises Manager's Office
Educational Visits Guide	Deputy Headteacher's Office
Legionella Risk Assessment	Premises Manager's Office