

London Borough of Enfield

Health and Safety Policy

Highfield School

June 2018



	Name	Signature	Date
Prepared by:	Jane Hill		
Checked and Reviewed by:	David Wilson		
Approved by:			
Document Title:	Health and Safety Policy for Highfield Primary School		
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This plan will be amended according to legislation / changes to better practice and will be updated as and when required.

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 that policy.

The governing body is committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Education Children's Services & Leisure Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety Manuals, 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 an 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 Children's Services & Leisure Department's 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. Including adequate resources to implement this policy

The governing body will review this policy annually.

Signed:

Chair of Governors Di Wren

Date: 26th June 2018

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 staff are implemented; the health and safety governor as part of the premises committee.
- (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) implementing the schools annual monitoring checklist
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual 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 leadership 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 schools health and safety policy in their areas of control and agreeing the annual health and safety report.

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) co-ordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the safety committee
- (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) liaising with E.V. Coordinator as appropriate;
- (i) 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 schools 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 line managers, managers of 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) consulting with staff on matters affecting their health and safety
- (c) communicating health and safety information to staff
- (d) assessing staff competence and ensuring appropriate training and development
- (e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are carried out
- (g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) undertaking risk assessments in relation to directly managed staff
- (i) implementing monitoring arrangements, such as:
 - (i) incident reporting and investigation
 - (ii) specific equipment / premises inspections
 - (iii) termly inspections
 - (iv) the schools annual monitoring checklist
 - (v) including health and safety in staff appraisals
- (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Head.

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) co-operating with the governing body by following the school's 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, the school health and safety coordinator or site manager as appropriate
- (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 when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

Safety representatives

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the **Safety Representatives and Safety Committees Regulations 1977** (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and safety committee

There is an established health and safety committee for Children's Services and Leisure, which meets termly. It is chaired by the Assistant Director 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

Line managers will consult directly with staff on health and safety issues relevant to a particular department or work area.

At present the school does not have a safety committee alternative arrangements are made for consultation on school-wide issue as and when these arise.

Health and Safety Procedures

The Education Children's Services & Leisure Health 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 and health and safety guidance and procedures as drawn up in the Health and Safety Manuals (Volume 1 and 2), Fire Log Book (volume 3), Responsible Persons Premises Log etc. These are available in hard copy and from the schools extranet.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

Educational visits

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, risk assessments, pre-visits, staff ratios, etc is covered in the 'Requirements for Educational Visits 2008 guide issued by the LA.

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 Fire Log Book.

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.

Phase Leaders, other line managers and class teachers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control, for example school trips.

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

Responsibility	Name
Head	Maria Kemal
Senior leadership team	<ul style="list-style-type: none"> • David Wilson • Sarah Shaugnessey • Helen Wren • Louise Cater
Health and safety coordinator	Jane Hill
Other managers (<i>include heads of department, non-teaching managers such as the bursar, specialists such as premises manager and educational visits coordinator</i>)	<ul style="list-style-type: none"> • Jane Hill • Catherine Moens
Safety representatives	
First aiders	See separate list
Appointed persons	See separate list
Location of first-aid boxes	Canteen, Welfare Room, small container (cotton wool and gloves in each classroom)
Name and address and telephone number of nearest hospital	<p>North Middlesex Hospital Sterling Way, London N18 1QX</p> <p>020 8887 2000</p>
Fire Safety manager/evacuation officer	Jane Hill
Location of fire log	Site Managers Office
Fire assembly point	Back of playground by Tables
Time of weekly fire alarm tests	Thursday 4.15
Asbestos- appointed person (for AMS access)	Jane Hill
Procedures reporting hazards (name or other contact arrangements)	<p>All staff for hazards noticed in school</p> <p>Jane Hill for specific hazards such as asbestos</p>

Legionella trained person	Jane Hill/Jordans
Premises Manager	Maria Kemal (Headteacher)
Site manager	Jane Hill (Site Manager)

Documents relating to this Policy are listed below along with the

locations in which they can be found:

Document	Location (eg office, web address)
Fire Log Book	Site Managers office
School Policies	Head Teacher's Office/Reprographics Room/Class Rooms
Asbestos Register	Site Manager's Office
SH St Training Programme	Staff Room/ On line
First Aid Book	Welfare Room
COSHH Assessments	Site Manager's Office
Accident /Incident Reporting Guide (IR1)	On line system/details kept in Welfare Room
Risk Assessments	Shared Staff Drive/Site Managers Office
Safety Manuals volumes 1&2	Site Managers Office
Responsible Persons' Premises Log	Deputy Head Teacher's Room
Educational visits guide	Staff Room

