

2018

'FROM GREAT TO AMAZING'

Health and Safety Policy



SUCCESS, UNIQUENESS, ENVIRONMENT, COMMUNITY

Revised September 2018

Review Frequency Annually

Implementation Process

- Staff (September 2018)
- Governors (Autumn 2018)

Signed  (HT)

Signed (COG)

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 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 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 adequate resources to implement this policy

The governing body will review this policy annually.

Responsibilities

Headteacher

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 (Site Manager and Deputy)
- (b) ensure all managers meet their health and safety responsibilities
- (c) ensure the arrangements for consultation with 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) 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 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 schools health and safety policy in their areas of control and agreeing the annual health and safety report.

School Health and Safety Co-ordinator

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) 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 phase leads, 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 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 when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

Whole school Health and Safety Procedures

Fire Evacuation

- Teachers and classroom staff to follow 'in case of fire procedures' (displayed in each classroom)
- Fire Marshals to check all designated areas and report to Chris Butler on roll call when completed
- All staff and visitors should assemble in the field
- No-one is to return to building without the permission of the Headteacher

Area	Fire marshal	In absence
Front Office Area, reception, toilet meeting room	Chris Butler	Christine Buchanan
FS/R/Y1 Include toilets, PPA, FS office	Gilly Conn	Jo Reilly
Y2, ICT, Y3, staffroom, toilets, hall, dining hall	Steve Maddock	Carolyn Bowery

Library, Y4, Y6, Y5, toilets, group room, offices,	Gill Sanders	Michael Mignott
Resource base, offices, toilets, sensory room, group rooms,	Jackie Lynch	Julia Williams

Training for fire Marshals to be completed every September and/or when a new fire marshal is appointed. Fire Marshals should be easily recognised by wearing red high visibility jackets.

Only Fire Marshals and Site Team should be in school building after fire alarm has been activated and should leave the building as soon as their checks are completed.

Fire Drills should take place termly and should be reported to governors through health and safety committee meetings

Evacuation and shelter

In the event of a bomb threat or other alert that could result in the school building not being safe for staff and pupils

- Staff should follow the above procedures for a fire alert
- Once assembled onto the field, SLT should walk with children and staff to Carterhatch Junior school, via the vehicle entrance
- Office staff should alert Carterhatch Junior school of the situation as well as Bishops Secondary school
- Once assembled at Carterhatch, text messages will be sent to all parents and they will be asked to collect from there if required

No-one should return to the school building without the permission of the Headteacher.

No Evacuations drills should take place. Headteacher will ensure that Cartherhatch Juniors are aware of our expectations to use their building in this circumstance.

Lock down

In the event that outside of the building there is a threat that does not warrant full evacuation and may pose more of a risk if staff and pupils are outside. This could be an intruder or a local threat.

Within the school we have 3 loud halers which can produce a 'Siren' sound. One is base in the office, one in deputy heads office, one in resource base.

Once alert has been raised, Headteacher or SBM will alert Jackie (Resource base) Gill (Deputy office) and Chris (Office) in their absence Julia (Resource base) Kelly (AHT office) and Christine (Office)

The Siren alert will be activated, ensuring that all classrooms and offices have heard signal.

Office staff will call over to the community rooms to ensure they are notified of alert, without putting themselves in any danger. No-one should leave the community rooms.

All outside doors should be closed immediately and locked, windows should be closed.

As much as possible normal practice should resume in class as to not panic the children.

Staff should be vigilant to any attempts to enter the building and should immediately advise the site manager or Headteacher.

Site team should check the perimeter of the site before lock down is lifted.

No-one is to enter or leave school buildings until Headteacher gives permission for the lock down to be lifted.

Loud halers should be used in music mode to inform staff that lock down is lifted

Lock down drills take place once a year and staff should ensure their understanding. This should be reported to governors through health and safety committee meeting.

All in circumstances in absence of Headteacher, Deputy Headteacher should make health and safety judgments.

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.

There is an established health and safety committee for the school, which meets termly. The committee facilitates consultation on local schools issues, such as policy, strategy and codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed. Items may be added to the Agenda at termly staff meetings or at any time in between by raising issues with the Headteacher.

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.

Heads of department and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

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 is available from the Schools Health and Safety Manual.

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

Responsibility	Name
Headteacher	Andrea Cassius
Senior Management Team	Andrea Cassius Gillian Sanders Kelly Pryor Gilly Conn Jackie Lynch Steve Maddock
Health & Safety Co-Ordinator	Andrea Cassius
Safety Coordinators	Chris Butler, Stuart Young and Gill Sanders
First Aiders Location of first –aid boxes Name, address and telephone number of nearest hospital.	<p>Charmaine Cooper</p> <p>A full list of all first aiders can be found in welfare room, staff room and school office.</p> <p>Medical Room</p> <p>North Middlesex University Hospital NHS Trust Sterling Way London N18 1QX 020 8887 2000</p> <p>Also Chesthunt minor injuries center and North Middlesex Hospital</p>
Fire Safety Manager/Evacuation Officer Location of Fire Log Fire Assembly Point	<p>Stuart Young</p> <p>Main Fire Alarm Panel</p> <p>Field next to Car Park</p>
Asbestos - appointed person for (AMS access)	Stuart Young
Procedures for reporting hazards (name or contact arrangements)	Stuart Young, Matt Theo, Chris Butler
Legionella Trained Person	Stuart Young
Premises Manager Site Manager	<p>Chris Butler (SBM)</p> <p>Stuart Young</p>

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	Main Fire Alarm Panel
School Policies	Shared Drive / Website
Asbestos Register	Site Manager's Office
SH St Training Programme	SBM Office
First Aid Book	Welfare Room
COSHH Assessments	Site Manager's Office
Accident/Incident Reporting Guide (IR1)	Welfare Room
Risk Assessments	SBM Office and shared drive
Safety Manuals Volumes 1 & 2	SBM Office
Responsible Persons Premises Log	SBM Office
Educational Visits Guide	Shared Drive
Legionella Risk Assessment	Site Manager's Office