



Health and Safety Policy

October 2020

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The Health & Safety At Work Act 1974 and subsequent regulations place obligations upon employers, their employees and the self-employed, in respect of measures to safeguard everyone involved in, or affected by work activities. The 1992 Management of Health and Safety at Work Regulations embodies further legal requirements

The school has responded and will continue to respond to regulations. All employees and contractors are required to be familiar with this policy and to act in accordance with its requirements.

All employees and contractors must work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees. It has been written to comply with Ealing Council's Corporate Health and Safety Policy.

General Policy Statement

The Governing Board aims to provide a safe and healthy workplace for all its employees, pupils and visitors.

This policy document will be circulated to all staff and they will be advised of the requirements placed upon them by adherence to its contents. Staff will also be referred to the more detailed health and safety guidance in the Staff Handbook.

Our Responsibilities

The Head Teacher aided by the Governing Body and the Facilities Manager are generally responsible for the oversight and effectiveness of the policy on a day to day basis.

The school will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and all other health and safety acts and regulations which apply to our activities.

Attention will be paid to provision and maintenance of:

- Safe equipment and systems of work
- Safe manual handling arrangements for the storage and transportation of articles and substances

- Sufficient information, instruction, training and supervision necessary to enable staff themselves to avoid hazards and to oversee pupils and visitors in their care that they too may avoid hazards. All should then be able to contribute positively to their own health and safety at work, if aware of safety rules and procedures.
- A safe place of work, learning and safe access to it.
- A healthy working and learning environment
- Adequate welfare facilities

The Head Teacher, Facilities Manager and members of the relevant Governing Board committees will together:

- Keep up to date with health and safety regulations and initiatives, also school specific issues.
- Consult with LBE Safety Officers when necessary and consult with and/or advise staff before altering health and safety procedures or allocation particular health and safety functions.
- Where necessary get expert advice in to help determine and assess risks to health and safety on the school site.
- Commit to the provision of sufficient health and safety information and training for employees.
- Refer to the co-operation necessary from everyone in order to achieve the objectives of the health and safety policy.
- Have responsibility for the safety of persons other than employees, not covered by their own employer's liabilities that are known to be on site on school related business.

The Organisation and Delegation of Health and Safety Responsibilities

Head Teacher's Responsibilities

The Head Teacher is directly responsible for:

- Day to day health and safety matters
- The planning and implementation of the policy and compliance with the health and safety law
- Providing the Governing Board with reports about health and safety matters within the school.
- Ensuring that all staff/employees fulfil their duties to co-operate with the policy.
- Bringing the policy, plus any amendments or additions, to the attention of all staff, including any new employees and supply teachers.
- Together with school, staff assess and control the risks to persons from hazards within the school and any of its activities, wherever they are undertaken.
- Ensure hazardous substances are properly used, stored and disposed of.
- Maintain first aid and accident reporting systems that are suitable for the school.
- Bring to the attention of the Governing Board and/or local authority any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person.
- Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are maintained.
- Ensure adequate fire drills are carried out and their results recorded.
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruders etc.
- Ensuring she/he knows of all the contractors and/or third parties entering the school to undertake maintenance, service or work contracts.
- Ensuring that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

- Seeking advice and/or expert opinion from outside agencies when appropriate
- Stopping what is considered unsafe practices, or the use of any plant, tools, equipment and machinery which s/he considers to be unsafe.
- Making arrangements for improvements to premises and plant, tools, equipment which are the school's responsibility.
- Reviewing as and when necessary the provision of first aid in the school, also the fire and evacuation procedures.
- Ensuring all students/work experience students etc. are aware of policies and procedures.
- Ensure all contractors comply with all relevant health & safety requirements and understand regulations before commencing work on site.
- Consulting with approved trade union representatives on all health, safety and welfare matters and co-operating with them in the execution of their duties.

The Leadership Team

Members of the Leadership Team may be delegated any of the duties of the Head Teacher provided that they are competent to do so

Governing Board

The Governing Board's role and responsibilities include:

- Consulting staff on health and Safety matters.
- The allocation of particular health and safety functions after consultations with staff.
- Taking all steps within their power to prevent personal injury, health hazards and damage to property.
- Extending protection to pupils, contractors and members of the general public from avoidable risks.
- The provision of safe equipment and systems of work.
- The safe handling, storage and transportation of articles and substances.
- The provision of adequate training, information, instruction and supervision to enable all staff and pupils to perform their work safely and efficiently.
- The promotion, development and maintenance of sound health, safety and welfare procedures and practices.
- The maintenance of safe access and egress from the premises.
- The provision and maintenance of a working environment that is, as far as is reasonably possible safe, without risks to health.
- The provision of adequate welfare facilities for staff and pupils.
- Ensuring that sufficient funds are available to provide necessary protective clothing and equipment.
- Maintaining a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the school.
- Ensuring that the school budget reflects the finance necessary to implement health and safety matters.
- Arranging specialist advice on specific health and safety issues when necessary.
- Ensuring that the school carries out risk assessments in all areas in accordance with COSHH (Control of Substances Hazardous to Health) Regulations.
- Ensuring that periodic reviews of practice and procedure take place within the school.

Resources Committee of the Governing Board

Its main function is to review the measures taken to ensure the health and safety of employees. This is done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations. Their main duties include:

- To assist in the development of school safety rules and safe systems of work.
- The study of notifiable diseases an accident statistics and trends, so that management can make judgments on possible unsafe and unhealthy conditions, together with suggestions for corrective action.
- The consideration of any safety reports produced about the school.
- To monitor the effectiveness of staff safety awareness and training.
- To investigate accidents, potential hazards and dangerous occurrences on the premises.
- To investigate any health and safety complaint by an employee.
- To carry out inspections following accidents and also to carry out regular formal inspections of the workplace.

Facilities Manager

The facilities manager is responsible and accountable to the Head Teacher for:

- All matters relating to health, safety and welfare within the role
- Ensuring that he/she is familiar with the school's safety policy.
- Ensuring that COSHH assessments have been carried out and the assessment sheets are available to those who need to see them.
- Checking that cleaning staff are aware of the school's health and safety policy as it affects their work activities and that control measures are in place to prevent them from being harmed.
- Reporting to the Head Teacher defects or hazards brought to his/her notice.
- Ensuring that everything received from suppliers (machinery, equipment, substances etc.) is accompanied by adequate information and instruction prior to use.
- Informing the Head teacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Being familiar with Section C1 of the Health and Safety Manual and adhere to the procedures as described.
- Be familiar with and comply with all health and safety guidance and requirements of the local authority.

Managers, Subject Leaders, teachers and other support staff

Managers and Subject Leaders are responsible and accountable to the Head Teacher for all matters relating to health, safety and welfare within their areas of responsibility. Their responsibilities include:

- Checking the availability and necessity of protective clothing for any work within their subject area.
- Reporting to the Head Teacher all problems, defects and hazards in their equipment and working areas.
- Carrying out regular safety inspections of their working areas and equipment.
- Conducting the necessary risk assessments.
- Implementing the safety policy procedures, arrangements and practices whilst on the school premises.
- Ensuring safe working within their working areas.
- Ensuring that all pupils under their care have been instructed to work and operate safely.
- Reporting any hazards or risks which they encounter on the premises.
- Exercise effective supervision of pupils.

Everyone should:

- know emergency procedures for evacuation and in-vacuation and be aware how to deal with basic First Aid problems, including when and where to make referrals. Evacuation and In-vacuation Drill procedures should be displayed in a prominent place in each room.
- ensure that the pupils know what to do for the above procedures.
- to make recommendation to colleagues on safety equipment and machinery used in or around the school which are dangerous or potentially dangerous.

In addition, teachers should:

- integrate relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety, appropriate to age of pupils and activities being undertaken. This may involve a separate risk assessment.

Pupils will, within their expertise and ability:

- exercise personal responsibility for the safety of themselves and their fellow pupils
- observe standards of dress consistent with safety and/or hygiene
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes

Safety representatives

In accordance with the Safety Representative and Safety Committee Regulations 1977 the Council recognises the important role played by recognised Trade Unions and actively encourages and supports them in this role by a process of full consultation and by providing them with suitable and sufficient resources.

The trade unions are encouraged to appoint one safety representative for the site. The Council will allow Trade Unions representatives' sufficient time off with pay for them to carry out their functions effectively, and to receive appropriate levels of health and safety training. Safety Representatives are required to give the Council reasonable notice of their intention to carry out inspections, to provide written reports following inspections and to follow Council procedures when health and safety issues arise.

Obligations of the employer and the employee.

In order that the law be observed and responsibilities to pupils and visitors to the school are carried out, all employees – caretakers, cleaners, clerical staff, teachers, welfare assistants and kitchen staff, are expected to:

- Be aware of the special safety measures and arrangements to be adopted in their own working area and to ensure that they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To maintain standards of care and cleanliness.
- To know and apply emergency procedures in respect of fire and first aid.
- To co-operate with other employees in promoting improved safety measures within their school.
- To co-operate with the appointed safety representative and nominated Health Authority representative if and when required.
- To report hazards, defects, unsafe practices and any accidents or incident that they are aware of.
- To make suggestions to school leaders, about possible improvements in relation to health, safety and welfare.

- Undertake any necessary training, as directed by their line manager, to enable them to carry out their work without risk to health or safety;
- Employees at all levels of the Council are reminded that their failure to comply with this policy, either by their actions or inaction, may make them liable for action under the Council's disciplinary code.
- To complete H&S awareness training provided by the school

Health and Safety responsibilities which lie outside the school

The London Borough of Ealing is ultimately responsible for safety within the school. Its safety officers may make checks and are available to call in for advice if and when deemed necessary. The London Borough of Ealing does delegate some of its functions under the Health and safety at Work Act to the Head Teacher. However, the local authority still has the overall responsibility for and duty to comply with statutory requirements.

Kitchen and cleaning staff are required to comply with agreed procedures necessary in order to facilitate a safe and healthy environment for the staff, pupils and visitors.

When building or plant maintenance work is carried out by local authority personnel or by contractors, the responsibility for ensuring that a competent contractor is employed and for overseeing the planning and safe execution of the work rests with the employer and not with the Head. The organisation and arrangements for controlling such activities are with the relevant departments at the local authority.

Contractors & Partners responsibilities:

The health and safety arrangements for contractors must be outlined in more detail in local department health & safety policies and read in conjunction with this policy. All contractors, sub-contractors and partners will be required to:

- Comply with the Council's health and safety policies, practices and procedures, as applicable to their operations;
- Comply with the health, safety and hygiene conditions specified in the contract and with all statutory requirements;
- Employ persons competent to carry out their duties without risk to the health and safety of themselves and others;
- Duty holders are responsible for engaging contractors from the Council's approved contractor list, for the provision of professional services within their establishment are to take account during the planning stages, all relevant Health and Safety legislation;
- Duty holders are responsible for informing the relevant Department(s) within the Council of any health and safety concerns arising from contracted work;
- Duty holders must ensure that they establish on-site responsibilities and arrangements for the safety of employees, and other persons who may be affected by the work being carried out;
- They should also make Contractors aware of the Health and Safety arrangements relevant to the premises to which they apply;
- Duty holders should ensure a person is designated to take responsibility as the project manager for the Contract, and must ensure that the Contractor is aware of his/her statutory obligations.

The law places duties on a variety of people. Primary responsibilities are placed on those who create and/or have the greatest control of the risks associated with a particular activity. Those who create the risks at the workplace are responsible for controlling them.

Disseminating Health and Safety Information.

The Health and Safety Policy is available to all staff (all staff need to read and sign/email that they have done that). The Health and Safety manual is available for them to look at whenever they wish. Issues and new procedures which may need to be raised with staff will either go out in memo form, be communicated at staff meetings and/or added to the Staff Handbook. The Head Teacher will define the levels of responsibility at which people respond to and implement health and safety within the school.

Arrangements for carrying out Health and Safety Works.

The Head Teacher in the first instance, allocates personnel and any necessary financial resources which are within his/her discretion, to deal with either prioritized health and safety actions or small scale incidents.

Larger scale problems are discussed by the Head Teacher, the Leadership Team and referred the relevant committee of the Governing Board. There are prioritised lists of repairs and safety actions.

Procedures

There are regular checks around the site to see that standards are being maintained. All checks are monitored regularly.

The Head Teacher, accompanied by the Facilities Manager will make a check of the building, playground etc. They will produce a report which will then prioritise the necessary actions.

The members of committees of the Governing Board will be called in to check problems/potential problems around the site as and when necessary.

The Head Teacher and Facilities Manager will ensure that all maintenance, whether it is carried out in-house by the schools' own staff or by contractors is carried out in a safe manner and in accordance with all the appropriate codes of practice.

There are regular monitoring of all outstanding repairs, by the Facilities Manager, so that minor defects are not allowed to become serious hazards.

General Safety Inspections and Audits

The inspections should take place at least once a term, undertaken by the Facilities Manager.

A written report will be prepared as soon as possible. Any major items identified will be notified to the local authority and/or Governing Board together with a copy of the full inspection report.

Any smaller, manageable items will be dealt with by the Facilities Manager or appropriate contractors/specialists contacted by the Head Teacher.

Any findings which constitute a new or renewed risk assessment will be dealt with as soon as possible by the Health and Safety Post holder and /or Head Teacher, Facilities Manager, Link Governor, Staff Member or Union Representative.

Any hazards, defects, accidents or incidents reported by staff to the Head Teacher will be investigated and assessed immediately as and when they occur, or at the earliest opportunity, whether or not a General Safety Audit or Inspection has just taken place.

Auditing of the Safety System

The safety systems need to be regularly checked to ensure that they are up to date and effective. A safety audit, carried out by a safety adviser from the local authority, a school Governor, if knowledgeable enough or an independent auditor is to be part of our procedures, at least once every two years.

This will ensure that the system is effective. Management procedures shown in the safety policy will be checked to ensure that they are put into practice.

The auditor will check around the site to look for failings and note them. The report will be given to the Head Teacher for action.