

St. John's C.E. Primary School



Policy: Health & Safety Statement

Reviewed: January 2017

Approved by Governors: 25th January 2017

Future Review: January 2018

The Governors of St. Johns recognise and accept their statutory responsibilities for providing a safe and healthy place of work and working environment, as far as is reasonably practicable, with adequate welfare facilities, for those employees appointed to provide an education service for the pupil of the school.

In addition, the Governors accept that it is their duty to ensure the safety of persons, not being employees appointed by them, who may be affected by their activities in providing such an education service, and who may be on the school premises.

The aim of the Governing Body is to motivate and empower the staff of the school to work safely and to protect themselves and others at all times.

The Governors are committed to supporting the implementation of the School's Health and Safety Policy through the provision of adequate financial and physical resources, and through training, guidance and the provision of expert advice, where required, ensuring the awareness and competence of the staff of the school.

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Chairman of Governors

Date

The Health and Safety Policy should be observed in conjunction with the framework policy of the Education Directorate of the London Borough of Enfield (July 1992).

The school policy is applicable to all employees of the London Borough of Enfield working at but excludes those persons working on the premises for the Direct Services Organisations, for whom the LA takes responsibility.

The Policy:

- a. Identifies those persons who are responsible, both within the establishment and within the Local Authority, for Health and Safety concerns, matters and strategies.
- b. States the procedures to be followed by all staff in making every attempt to ensure a healthy and safe working environment for themselves and all the other persons in the school at all times.
- c. Will be monitored, reviewed and revised, if necessary, by the Head Teacher who will provide an annual report, noting such changes, for the staff and governors as part of the whole school review process.

Responsibilities:

The Governing body is responsible for:

- a. Approving the School's Health and Safety Policy.
- b. Ensuring that the policy is implemented, in conjunction with the practices determined by the Education Directorate.
- c. Establishing financial priorities for delegated matters.

- d. Monitoring the effectiveness of the policy, reviewing it and agreeing strategies for improvement when necessary.

The Head Teacher is responsible for:

- a. The production of detailed plans for the achievement of the school's health and safety objectives, in conjunction with the policies of the Education Directorate.
- b. The establishment of standards of performance for planning, measuring, reviewing and auditing the implementation of the policies annually through meetings with the Health & safety Co-ordinator and Premises Committee.
- c. Making an annual report to the Governing Body on all matters relating to health and safety in the school.

This will result in termly inspections of school premises and security arrangements leading to an annual audit by two members of staff/Governors.

The Health and Safety Co-Ordinator, presently the Head Teacher, accepts the following responsibilities.

- a. To ensure that all members of staff have a copy of the Health and Safety policy.
- b. To monitor its implementation at all times.
- c. To report any causes for concern to the Governing Body immediately and suggesting appropriate measures to be taken when these are considered necessary.
- d. To assist in the co-ordination of the annual review to be made to the Governing Body.

Teaching and Non Teaching Staff:

- a. Ensure that the Health and Safety Policy is strictly observed at all times, as well as complying with current safety policies and advice on safe working practices given by the Education Directorate.
- b. Co-operate with the Headteacher when carrying out their legal responsibilities under the Health and Safety at Work Act (1974).
- c. Arrange for action to overcome any possible deficiencies by immediate consultation with the Headteacher particularly reporting any defective equipment or potentially dangerous working conditions.
- d. Study and comply with the schools published Fire Regulations and Emergency Precautions.
- e. Report every accident involving injury or damage to persons, equipment, furniture or buildings which might give rise to injury to persons using the premises in the incident log kept in the office.
- f. Ensure that appropriate protective clothing is worn if and when provided, operate all machinery with care, lift and handle goods and equipment carefully and observe all precautions in the use, handling or storage of dangerous substances or equipment.

The Governors in consultation with the Headteacher will take disciplinary action against any employee who fails to carry out the procedures stated in the Health and Safety Policy.

Performance Standards

These will be set by the Headteacher, through consultation with the Governing Body and the Staff. Standards will be reviewed annually and a written report will be produced by the Headteacher for all the governors and staff, as a part of the annual review process.

Funding and Resources

The Provision of resources will form a part of the consideration of the Governors Resources Committee.

Funding will come from the School Budget. Decisions relating to long term funding will form part of the annual planning of the Governors Resources Committee, working in conjunction with the whole Governing Body.

Emergency funding for minor works will be available at the discretion of the Headteacher, in consultation with the Co-Ordinator.

Assistance may be sought from the LA or the LDBS and advice will be taken from the LA officers as well as those working for the Fire and Police services, when requested.

Monitoring and Evaluating Health and Safety Performance

A member of the Governors Health and Safety sub-committee will undertake an annual inspection of the premises at the request of the Governors.

The Headteacher will monitor the school's performance relating to health and safety procedures, ensuring termly inspections in the line with Local Authority guidelines and tendering subsequent reports to the Governing Body.

Information will be collected regarding the efficiency, effectiveness and reliability of all health and safety procedures in an annual audit. This audit will be conducted by the Headteacher, in conjunction with the Site Manager and a representative of the Governing Body. A report will be sent to the Governing Body and this will be available to the LA Inspectorate's Audit, when required.

This report will be used as a basis for induction and training to increase health and safety awareness. If necessary, amendments will be made to this policy to incorporate improvements.

Health and Safety items are a standing agenda item at staff meetings once a month.

Full discussions between staff and governors will take place on at least one occasion in any school year, during the time set aside to formulate the School Plan, when procedures, needs and training will be topics for consideration.

Consultation and Communication

Advice on Health and Safety matters will be obtained by the Headteacher from the Education Directorate's Health and Safety Officer at the Civic Centre.

Information will be displayed on the Health and Safety Notice Board in the Staff Room and, where appropriate, copies will be duplicated and circulated to staff.

Appointed Trade Union Representatives of all employees will be consulted and informed of all developments and changes in procedure.

Health and Safety Training

The Health and Safety Policy will be on the website and in the Policy file in Reception.

Health and Safety in the School forms a part of annual Inset Work in the School and takes place in September, at the start of the school year, when the school organisation and its procedures are discussed fully, and new staff are initiated into schools Health and Safety Procedures.

Staff who have training needs, should identify these to the Headteacher who will discuss plans for implementing training programmes with the Management team. These will then form part of the School Development Plan. The advice and assistance of the LA will be sought in organising training programmes and staff will be instructed to attend relevant courses.

Personal Protective Equipment

Funding for personal protective clothing will be provided from the School Budget – Employees Clothing or ISA – where appropriate.

Guidance on First Aid Hygiene is contained in the Safety Bulletin No. 9/1987 and all employees have a responsibility for ensuring that this advice is understood and such procedures followed at all times.

It is the responsibility of the Headteacher to ensure that all staff are aware of what personal protective equipment is available and how it is to be used and it is incumbent upon all members of staff to ensure that it is to be used effectively.

Aggression at Work

The Headteacher will give full and careful consideration to prevent, as far as may be reasonably possible, the likelihood of any member of staff suffering as a result of any acts of aggression towards them from whatever source, particularly being aware of verbal abuse, threats, harassment or silence.

All staff should take adequate precautions to ensure that they do not put themselves at risk unduly.

Staff must support the Headteacher by:

- a. Ensuring that all visitors to the school comply with laid down procedures, i.e. reporting to the School Office on arrival and not proceeding to class areas of the school until this has been done.
- b. Reporting immediately to the School Office when they themselves leave or enter the school other than in routine circumstances.
- c. Advise immediately the sight of any ‘strangers’ in the school or its grounds.
- d. Advise the Headteacher of any circumstances, which could result in aggressive behaviour at a later stage.

In the event of acts, or possible acts of aggression occurring, the Headteacher will assess the situation and act accordingly, following discussion with the aggrieved party. This may involve initial consultation with the Chair of Governors, Officers of the LEA or the Diocese of Westminster, or the Police.

Stress and Mental Health

All members of staff should take reasonable steps to ensure that they do not put themselves at risk. If any member of staff is concerned about their own health, or that of another employee, they should discuss this concern with the Headteacher, as soon as possible.

The Headteacher will be responsible for any initial assessment of a situation following consultation. The LA's Occupational Health Service may be used to give support and or advice and the Authority's guidelines will be observed.

If the Headteacher is felt to be at risk, the Chair of Governors, or his representative will be responsible for the initial assessment.

Health Surveillance

All employees must have undertaken pre-employment screening before taking up the post. Documentation will be checked by the appointing authority.

While monitoring of health is the responsibility of the individual, the monitoring of health during employment is a management function where occupationally affected and Occupational Health can provide support where necessary.

The Headteacher, following the LA guidelines and in conjunction with the Governors and the LA, will decide whether or not further screening is appropriate if an employee is considered to be at risk. Again the Occupational Health Service may be consulted for advice.

Working at, or visiting other premises.

Other than in routine circumstances, no member of staff should leave the school without advising the Headteacher or the Administrative Officer of their departure and stating when they will expect to return.

All known absences and visits must be recorded by the Administrative Officer.

No member of staff may use a vehicle for school business unless they have 'use for work' car insurance.

No member of staff may remove a child from school without the permission of the Headteacher.

When visiting other premises, staff should report to the school office or reception area and declare their presence and reason for being, or follow pre-arranged procedures, as appropriate.

They should conduct themselves as they would in their own school.

When taking equipment to use for work at other premises, staff must ensure that this equipment is adequately insured for this purpose and that permission has to be given, by the Headteacher, for the removal to take place. They must also have made the necessary preliminary enquiries to ensure that any equipment can be used safely elsewhere, with no risk to anyone or themselves, and that facilities elsewhere are adequate and safe.

Visitors to the School

The Headteacher will advise staff of expected visitors to the school.

All visitors must first report to the School Office to sign in on arrival and must sign out on departure. All visitors will wear a visitors badge and staff are to challenge any person on the premises who is not wearing a badge. Visitors are those persons who are not employed in the school on a regular basis as teaching and non-teaching members of staff.

It is the responsibility of all members of staff to ask for identification from anyone unknown to them. The police should be telephoned immediately if there is any doubt about a person's identity or there is a refusal to co-operate with such request.

Visitors to the school should be advised of any circumstances, which could put their health and safety at risk. This is the responsibility of the Administrative Officer, or the School Site Manager in supervising their arrival.

Reference should be made to such eventualities as building works, window cleaning, floor cleaning or any other form of property maintenance.

No member of staff may invite a visitor to the school without the permission of the Headteacher.

The Deputy Headteacher, acting for the Headteacher, is responsible for the welfare and conduct of all Supply Teachers and of all other visitors.

The Headteacher will advise pupils on Work Experience and other visiting Students e.g. Students from Enfield College, about health and safety procedures before any placement in school begins.

The Site Manager, liaising with the Co-Ordinator, will ensure that no possible health and safety hazards are created by any letting of the premises outside of session times.

Contractors working in the Establishment

Those working in the school, other than teachers, are the responsibility of the Site Manager, whose duty it is to supervise their work at all times, giving clear instruction of the school's requirements and ensuring that all necessary safety precautions are strictly observed. If there are in excess of three people working on site for thirty or more consecutive days then the Site Manager will ensure that Form F10 has been completed a week ahead of the planned start date.

The Headteacher is responsible for the contract arrangements, following consultation with the appropriate officers of the LEA or the Diocese or both. All appropriate health and safety regulations and requirements must be discussed and arrangements finalised at pre-contract meetings and these must be strictly observed throughout the work taking place.

A Site Agent should be appointed by the contractor to whom reference can be made by the Headteacher in the event of any problems arising and as a means of minimizing any possible hazards.

The Site Manager will supervise all contract work on a day to day basis and report to Headteacher daily on his observations. He must advise contractors of location of toilet facilities, if these are available to them, where and how to report any accident, location of First Aid and Fire Extinguishers.

The Site Manager must ensure that contractors are aware that smoking is not allowed at this school in the vicinity and that this is to be observed by them. The Site Manager will also ensure that no nuisance or disturbance is caused by the use of radios by contractors.

All contract work will be supervised, or monitored, by the appropriate representatives of the LEA, the Diocese of Westminster or the School Architects and Surveyors who will consult the Headteacher on their visiting premises.

The Headteacher will terminate any work on the site, if it is considered to a Health and Safety hazard, reporting such action to the appropriate authority.

The Health and Safety Officer of the LA will be called to advise on any decisions to be made should there be any possibility of risk to staff or pupils in the school.

Cleaning and Maintenance

There are maintenance contracts in place for Electrical & Mechanical Maintenance, including burglar & fire alarms, fire extinguishers etc. IT Equipment, Printer/photocopier and P.E Equipment.

The School Site Manager will report to the Headteacher any difficulties which arise relating to the Cleaning or Maintenance of office and classroom equipment. Similarly the Administrative Officer or Site Manager, in

consultation with the Head teacher where necessary, will deal with any problems arising in the maintenance of office and classroom equipment.

The Headteacher will ensure that all maintenance routines are carried out observing correct Health and Safety Procedures.

Workplace Hazards and Risk Assessment

Advice will be taken from the LA's Health and Safety Officer relating to hazards associated with equipment and chemicals.

Chemicals will be locked away when not in use and manufacturer's directions or instructions for use closely followed.

Any potential risks or dangers associated with the use of any equipment will be communicated to the staff through training and discussion at staff meetings. The Headteacher will ensure that this takes place.

Notices will be placed on any equipment, which may present any element of concern in its use, clearly stating procedures to be adopted.

All members of staff are responsible for reporting possible hazards and for ensuring that appropriate action is taken to ensure that no person is put at risk as a result of their failing to notify the Co-Ordinator.

Risk Assessments for all areas of school life are located in the Health and Safety file and reviewed annually.

Expectant mothers, though not required to notify the Headteacher of this, should be aware that notification can assist in reducing any associated additional risks.

Electrical Safety

The school is responsible for carrying out safety checks on all electrical equipment in the school and for providing RCD protection. This work is carried out as part of the Mechanical & Electrical maintenance contract and copies of all documentation is available from the Site Manager..

Plugs may only be fitted by a member of staff who has been awarded the Electricity at Work Regulations 1989 Certificate of Competence.

Extension leads may only be used as a temporary measure to overcome immediate difficulties in providing adequate electrical supply.

THE USE OF ADAPTERS IS PROHIBITED.

Staff may not use privately owned equipment without approval from the Head teacher or Site Manager. This cannot be given without evidence of recent satisfactory testing being available. Faulty equipment must be taken out of use immediately by any member who identifies this and the defect reported to the Site Manager who will arrange for repairs to be undertaken.

Fire Prevention and Emergency Evacuation

Notices relating to the emergency evacuation procedures are displayed in all classrooms, corridors and other offices.

The Head teacher and Site Manager must ensure that this is the case.

All staff are responsible for ensuring that these procedures are adopted whenever the alarms are sounded.

Fire drills are carried out on a termly basis and results reported in the Headteachers Termly Report for the Governors.

The alarm must be sounded by any member of staff who discovers a fire and the building will be vacated immediately.

The Fire Brigade will be called by the Office Manager or deputy, and the Fire Officer or deputy will decide if the use of an extinguisher is appropriate.

In the event of a 'Bomb Warning' the school will be evacuated and the Police informed.

Fire and Burglar Alarms are checked as part of Maintenance Contracts on a biannual basis. It is the responsibility of the Site Manager to ensure that these are carried out. Certificates of all testing must be kept by the Site Manager.

The Head teacher and Fire Officer must continually check that all Fire Exits are clear, that corridors and lobbies are free from encumbrance and that all doors are unlocked while the premises are occupied by the staff. The Headteacher and Site Manager is also responsible for ensuring that no storage facilities or the storage of equipment present a possible fire hazard.

First Aid Arrangements

The Administration Officer is responsible for giving First Aid to injured persons.

The Administration Officer is responsible for this provision and for observing the Borough Policy – 'Education Department First Aid and Welfare Policy statement' in carrying out this role.

The Administration Officer must ensure that all supplies are correctly labelled, stored and locked away from others. In their absence a First Aid trained member of staff will accept responsibility for administering First Aid.

Correct protective clothing will be worn at all times.

In absence of the Administration Officer during Lunch Break, First Aid trained staff will offer First Aid for very minor injuries or ailments, using facilities in the office. All ailments and minor injuries treated, and particularly bumps or knocks to the head, will be noted in the record book in the office, and the member of staff will speak to those children who have received knocks and bumps on the head during the lunchbreak, at the start of the afternoon session.

Parents of children who have had bumps or knocks to the head during the day at any time will be given a letter via their child advising them accordingly, so they can look out for signs of possible concussion.

The Headteacher or Deputy must be informed of any major problem or accident immediately.

Accident and Ill-Health Reporting Procedures

All accidents to staff should be reported to the Headteacher or their representative, immediately. Advise staff, where appropriate, and if necessary, summon additional assistance. Headteacher will call for ambulance. Complete accident reporting in Red Book in Medical Room AF1 (white) to be completed by the Admin Officer or Headteacher.

Headteacher will forward the form to the LEA within 3 days.

Complete Form AF1 using procedure stated above, if injured party is retained in hospital over 24 hours or as a result of accident in school, for a period exceeding 3 consecutive days.

Investigation and or remedial action may be taken at the discretion of the Headteacher. The LA Health and Safety Officer may be called for consultation and advice.

Where staff absence is to take place, such information should be conveyed to the Headteacher no later than 8.30am on the day in question and, preferably, earlier than this if possible, using the answering machine.

All staff suffering from ill-health should ensure that the Headteacher is notified of any developments in their condition on a daily basis.

Purchasing Policy

The staff purchasing new equipment should seek advice from the Headteacher, or LA and Diocesan Advisors.

The Health and Safety Advisor work in conjunction with the Headteacher and the Senior Management Team, ensuring that all purchases are suitable for use in the school and conform as required by British Standards, as appropriate.

All staff will be responsible for ensuring that no equipment is used by them, which could constitute a health and safety hazard to anyone in the school.

Live Animals / Science

No live animals will be brought into the school without the knowledge of Health and Safety Co-Ordinator who will liaise with the Science Co-Ordinator before agreeing to such eventualities.