



# Health & Safety Policy

Person responsible for the policy	Shabana Khan
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# **Health and Safety Policy**

## **Introduction**

This policy outlines the key issues for creating and maintaining a safe working environment for staff, students and visitors to the school.

This Policy details the local arrangements for managing health & safety at Vicarage Primary School. It is a subordinate Policy to the London Borough of Newham's Corporate Health & Safety Policy, and should therefore be read in conjunction with this and the Corporate Safety Management System.

## **Statement of intent**

Vicarage Primary School is committed to ensuring high standards of health & safety in all its activities. We aim to not just comply with the minimum health & safety legislative requirements but the spirit of the law as well. Vicarage values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is **reasonably practicable**. We recognise the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits Vicarage's Governing Body and Senior Leadership Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

All staff are required to familiarise themselves with the contents of these pages and to be clear about their responsibilities. In particular, it is everyone's responsibility to be alert to health and safety issues and to report or act upon any hazard in accordance with the set procedures.

## **Responsibilities**

Overall responsibility for Health and Safety falls to the Headteacher (Shabana Khan) and Governors (Cllr Quintin Peppiatt, Chair), advised and supported by The Education Space- the Health and Safety Department of the London Borough of Newham. These responsibilities are delegated on a day to day basis to the Site Supervisor (Tony Dempster).

It should be noted however, that all staff, line managers in particular, have responsibility for monitoring their working environments and working practices in respect of health and safety. Matters of concern should be referred to the appropriate person as indicated in the line management structure.

## **The Governing Body**

The Governing Body is responsible for ensuring that:

- It considers the health & safety implications of its decisions
- Adequate resources are allocated to health & safety
- Health & safety standards are maintained by regular monitoring the school's performance at least termly
- A link governor is nominated for health & safety

## **All Employees**

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with Vicarage to enable us to carry out our responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using Vicarage's hazard reporting system. (***This is recording any hazards by way of the hazard book on the site supervisor's desk.***) The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with Vicarage's Health and Safety Policy and associated arrangements, and to co-operate with Vicarage on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

*Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.*

Note for female staff: Vicarage has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. Vicarage recognises that some prospective parents may not wish for information on their pregnancy to become public. We will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

**Head Teacher**

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The Headteacher is responsible for ensuring that:

- The health & safety decisions of the Director of Children's Services are complied with; Systems are established and maintained within Vicarage to ensure that health & safety is effectively managed;
- A competent Health & Safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- This Policy is brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the Council's health & safety guidance documents is kept in the administrative office of the School, that other copies are distributed to relevant members of staff and that a record of distribution is maintained;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable Vicarage's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he/she will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health & safety he/she will participate in at least one inspection per year

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in her absence.

### **Key responsibilities of all managers and supervisors**

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- Ensuring that they are and remain competent to undertake their role;
- Ensuring that work activities under their control are carried out, so far as is **reasonably practicable**, safely and without risk to health, and that adequate arrangements are made for welfare;
- Ensuring risks are assessed, the significant findings recorded and communicated to employees, and appropriate protective and preventive measures implemented;
- Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- Making suitable arrangements for consultation with employees and employee safety representatives;
- Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

### **Health & Safety Co-ordinator**

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

- Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
- Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
- Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
- Liaising with the Schools' Health & Safety Team; including the adoption and distribution of corporate policy and guidance within the School.

### **Site Supervisor**

The site supervisor is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard & accident reporting and asbestos control

### **Teachers**

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the head of subject or phase leader.

### **Safety Training**

Whilst other areas of staff development are important and desirable, Health and Safety training of staff is a legal requirement. This training takes a variety of forms including:

- Written instruction about responsibilities and procedures (particularly this document and related documents referred to herein)
- Information to all colleagues through staff bulletins, briefings and staff meetings
- Department-specific training as appropriate
- Staff attending on-site/off-site courses as appropriate

It is the responsibility of each individual, before undertaking any activity or using any item of specialist equipment, to ensure that they are appropriately trained and competent to do so.

### **Accident/near misses and assault/incident reporting and investigation**

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if someone working at height dropped a tool that could have hit someone but luckily didn't)

All accidents and near misses must be reported. Minor injuries to pupils are recorded in in the first aid logs. All other accidents are to be reported to Chris Watts who will record the incident using the Authority's on-line accident reporting system.

### **Hazard and unsafe acts & omissions reporting**

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book is located in main office on site supervisor's desk.

### **Risk assessments**

The School has assessed the risks relating to its operations. Where significant risks have been identified these and the necessary control measures have been recorded. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by subject leaders and the H&S co-ordinator.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

### **First Aid**

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times Vicarage is occupied. Details of first aiders are displayed on notices around the school. ***Refer to First Aid policy for full procedures, copy available on MLE***

### **Fire Safety Procedures**

Refer to the separate Fire Safety Procedures document.

## Stress

Vicarage recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or the business manager. Employees may also call the **Employee helpline** which provides a confidential advisory/counselling service to employees.

## Electrical safety

All portable electrical appliances must be tested regularly by law. This is the responsibility of LBN and carried out on a whole school basis. Only equipment which has been tested and passed as safe can be used. As such this equipment will bear a sticker indicating, for example, kettles and other items of equipment which are not for use by students. The only items which can be used which do not have a sticker are those items purchased as new since the last inspection. Details of all electrical equipment and its test status are held by LBN. No one should bring in, purchase or use electrical equipment which has not been approved by LBN. *Please see Business Manager for further information.*

## Maintenance of equipment

Maintenance of play equipment is carried out by specialist team, please report any issues to the Site supervisor by recording in his incident book/log kept on his desk in the main office.

## Playground Safety

At break and at lunchtimes all students who wish to be outdoors, weather permitting, should be in one of the designated playground areas. These areas are supervised by teaching/support staff on duty and lunch-time supervisors. Staff on duty have specific areas to patrol and a clear brief of the tasks to be performed at that duty position. Children are NOT allowed on the play equipment before or after school as these times are unsupervised.

## Vicarage Visitors

All visitors should report to Reception and book in using the electronic system. Each person is issued with a visitor's badge which must be worn at all times whilst on the premises. The badge should be returned and the departure time noted as the visitor leaves the school. Visitors will not be given direct access to staff or pupils but will be asked to wait in the reception area whilst the person they are seeking is notified of their arrival. This also gives an opportunity for staff to assess whether it is advisable to make themselves or students available where there is no pre-agreed appointment.

## Contractors

All contractors are subject to the same “Signing in” and “Signing out” procedures as are applied to other visitors. It is required that all contractors supply and wear at all times their own identification badges. Where this is not possible (e.g. emergency repairs where there has been no pre-contract meeting) they should be issued with a school’s visitor’s badge.

For large contracts a site meeting is always held before the work commences. Present at such meetings are representatives from: the School Leadership Team, LBN, and the CDM. One of the main purposes of this meeting is to clarify all rules and establish limits for contractor activity. For contractors working during the school day must supply the school with their DBS certificate and photo identification (preferably company ID) on arrival. Contractors must be shown the asbestos register entries for the area they will be working in and are required to sign a declaration that they are aware of the asbestos, if any, and will not disturb it. The site supervisor is responsible for monitoring contractors on site.

### **Vehicle movement**

A speed limit of 5 mph applies to all vehicles using this site. Extreme caution is required at all times by drivers on these premises. No vehicle should ever be left unlocked and unattended. The school is not responsible for any vehicles or contents in vehicles parked on the site.

### **Smoking**

Vicarage Primary School is a non-smoking environment and follows Newham Council’s Smoke Free Policy for Schools. Copies of this document are available from Business Manager.

### **Manual handling of loads**

Staff are cautioned to take great care in all matters requiring the lifting and/or carrying of loads. No individual should lift or carry any load without first making an assessment of the risk and being satisfied that the load can be safely handled without injury to the handler or others. Care should be taken to ensure that students are not asked to handle unsafe loads. It must always be possible to see where they are going and to negotiate safely any obstacles such as stairs, kerbs, doors, etc..

Many injuries result from the incorrect lifting of loads and care should be taken to avoid this by using correct body position. If the moving of a load is thought to pose a risk, LBN should be asked to arrange its removal. Clearly the task may not be able to be done instantly.

## **Educational Visits**

Vicarage is keen to promote educational visits which enhance learning and procedures for the management of such visits are given in the staff handbook. The Educational Visits Co-ordinator for the school is Jahanara Bull-Mannan (Deputy Head Teacher).

## **Hired Coaches**

Staff responsible for organising trips using hired coaches should do the following:

- Only hire from reputable companies and obtain their risk assessment.
- Only hire coaches with seat belts fitted
- Ensure that all students use the seat belts and remain seated whilst the coach is in motion
- Ensure that the driver is not distracted
- Ensure that no litter is discarded
- Ensure that students enter and leave the coach only when it is safe to do so and under adult supervision

## **Dealing with violence to staff**

**All incidents must be reported.** In cases of verbal abuse and threatening behaviour normal disciplinary measures should be followed.

Where actual violence takes place, it **MUST** be reported on the London Borough of Newham School Incident Form (covering accidents, near misses, incidents and assaults). In addition to procedures which the school has at its disposal there should be a consideration in each case about whether the Police should be informed.

## **Lettings**

Vicarage is responsible for all lettings procedures, including Health & Safety, outside of the school day. ***Refer to the lettings policy***

Hirers are also required to sign a contract indicating their understanding of, and agreement to, all of the rules and regulations relating to the hire. In particular this lays down the maximum number of guests/participants allowed to use each space according to Fire Brigade regulations. It is the hirer's responsibility to ensure that all guests/participants are made aware of relevant safety information.

## **Monitoring of policies and procedures**

Policies and procedures are reviewed annually and amended as required. Changing legislation is communicated to all relevant parties as it is received. Monitoring records regarding the Building Management System (heating ventilation), PAT testing, Lift equipment and Legionella are maintained by LBN. The School communicates information on health & safety to its employees using the following methods:

- As part of the induction process;
- Team meetings/Departmental/Staff meetings;
- Staff circulars/newsletter;
- Staff notice boards
- 1:1s where required

### **Safety representatives**

Vicarage will appoint a Health and Safety representative to:

- Monitor all activities on this site from a Health and Safety perspective
- Carry out inspections
- Investigate accidents
- Meet regularly with the manager responsible for Health and Safety
- Advise on action in respect of risks

### **Inspections**

LBN are responsible for ensuring that all inspections (PAT testing, legionella, lift equipment) are carried out at the correct times, and that any recommended actions are undertaken. The Local Authority Health and Safety department can be consulted for advice on any matter either during or between inspections. There is a SLA in place to cover all statutory inspections.

### **Monitoring of health & safety performance**

A termly report is provided to the Governing body which includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;

### **Outcomes from fire drills.**

Each year the following are also reported to the Governing body:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;

- Training against needs analysis.

*This policy will be reviewed by the Governing Body every two years or when any major changes are made that will affect the policy.*

Related Documents:

- Lone Worker Policy
- Security Policy
- Educational Visit Policy
- Fire/Emergency Plan
- First Aid Policy