



Health & Safety Policy

2023-2024

STATEMENT OF GENERAL POLICY.

1. INTRODUCTION

1.1 The London Borough of Waltham Forest (LBWF) has a duty under the Health and Safety at Work etc Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors).

1.2 This statement should be read in conjunction with other local codes practise including those required by LBWF and information on health and safety matters on the HSE website.

1.3 The objectives of this statement are to ensure the following, as far as is reasonably practicable:

- a) Equipment and systems of work are safe and without risks to health;
- b) Safe arrangements for the use, handling, storage and transport of articles and substances;
- c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own and to others safety and health;
- d) A safe and healthy place of work, including safe access to and safe egress from it;
- e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks;
- f) Adequate welfare facilities.

1.4 This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.

1.5 Expert advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from LBWF Health and Safety Management.

2. THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS.

2.1 THE LOCAL AUTHORITY

The ultimate responsibility for health and safety in each establishment rests with the employer (LBWF). In practice functions are delegated.

2.2 THE GOVERNING BODY.

The Governing Body will work together with the head teacher to establish and meet health and safety objectives. Specifically, the Governing Body will act to:

- ❖ Act in accordance with the guidelines issued by the Council
- ❖ Ensure that adequate policies and procedures are in place; and
- ❖ Monitor the implementation of policies and procedures.

The Governing Body will address health and safety through Governors' Premises and Communications Committee meetings and more serious concerns will be referred to the full Governing Body.

It is recommended that the annual report required by LBWF is submitted to the Governing Body by the Headteacher regarding the school's health and safety performance.

2.3 THE HEADTEACHER

Main functions are:

- a) Day-to-day management of all health and safety matters in the school/establishment in accordance with the health and safety policy, local codes of practice, including those required by LBWF;
- b) Ensuring termly inspections and risk assessments are carried out;
- c) Submitting inspection reports to Governors.
- d) Ensuring appropriate action is taken;
- e) Passing on information received on health and safety matters to appropriate people;
- f) Carrying out investigations where necessary;
- g) Chairing health and safety forums (e.g. staff or governing body meetings);
- h) Identifying staff training needs;
- i) Liaising with governors and/or the Council on policy issues and any problems in implementing the health and safety policy;
- j) Co-operating with and providing necessary facilities for trades union safety representatives to carry out their function.

2.4 SENIOR LEADERS including Deputy Headteacher and Premises Manager

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy and local codes of practice, including those required by LBWF etc;
- (b) Drawing up and reviewing subject safety procedures regularly in accordance with the relevant requirements
- (c) Carrying out termly inspections and making reports to the Headteacher;
- (d) Ensuring action is taken;
- (e) Arranging for staff training and information;
- (f) Passing on health and safety information received to appropriate people;
- (g) Acting on reports from above or below in the hierarchy.

2.5 OTHER STAFF

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safety procedures are followed;
- (e) Ensuring protective equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing problems to the relevant manager's attention.

2.6 LEGAL DUTIES OF ALL EMPLOYEES.

The Health and Safety at Work Act etc. 1974 states:- "It shall be the duty of every employee while at work:

- (a) to take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far it is necessary to enable that duty or requirement to be performed or complied with"

The Act also states:-

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:-

- (a) to know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- (b) to observe standards of dress consistent with safety and/or hygiene;

- (c) to exercise good standards of housekeeping and cleanliness;
- (d) to know and apply the emergency procedures in respect of fire and first aid;
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- (f) to co-operate with other employees in promoting improved safety measures in their school;
- (g) To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive.

2.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS.

The safety of pupils in classrooms, and other teaching areas is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher and/or Site Manager before allowing practical work to take place.

Class teachers are expected:

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out;
- (b) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- (c) To give clear instructions and warning as often as necessary;
- (d) To follow safe working procedures personally;
- (e) To call for protective clothing, guards, safe working procedures, etc. when necessary;
- (f) To make recommendations to their Head, Deputy or subject coordinators on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.8 PUPILS

Are expected:

- (a) to exercise personal responsibility for the safety of self and classmates;
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- (d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety

2.9 STAFF HOLDING POSITIONS OF RESPONSIBILITY.

THE MANAGEMENT CHAIN

Level (1) Acting Headteacher Premises Manager (& School Business Manager when role is in place)

Level (2) (Deputy Headteacher) Early Years Leader SENDCo

Level (3) Teachers Finance and Office Staff Support Staff

DELEGATION OF FUNCTIONS

Level (1) - Day to day responsibility for all health and safety matters, - Liaise with Governors/LEA

Level (2) - Implement departmental/section procedures - Arrange for staff to be trained/informed - Check procedures are followed.

Level (3) - Check work area/equipment is safe- Check procedures are followed- Report defects - Carry out special tasks (e.g. first aid).

NAME, POSITION & AREA OF RESPONSIBILITY.

Emma-Jane Kelly Acting Headteacher Level 1

Mark Harris Site Manager Level 1

Gina Nair SENDCo Level 2

Debra Pipe EYFS Leader Level 2

All other staff Level 3

3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

The school health and safety policy and risk assessments and Fire Policy form part of the school arrangements. These are disseminated to relevant staff and implemented.

3.1 SUPERVISION OF PUPILS

No class or group of pupils should be left unsupervised.

During lesson time, pupils are supervised by teaching staff & timetabled support staff.

During morning & afternoon breaks, there is a rota of staff for playground duties.

At lunchtimes, there are support staff and teachers for the dinner hall and playgrounds, with the Headteacher, Deputy Headteacher and SENDCo on hand to help deal with incidents.

When arranging a class trip off site, please consult the Head to ensure your adult : pupil ratio is safe and that your risk assessment form is completed and signed by the Head. Please follow the trip procedure in Staff Handbook.

3.2 PROVISION OF FIRST AID

The school designated First Aiders are:

Asima Altamash, Faiza Anser, Laura Bruce, Val Campbell, Gloria Jimenez, Shula Merry, Samra Nazir,

Debra Pipe, Loraine Sandy, Alison Spence, Waheeda Begum and Jackie Stoddart.

First aid boxes are provided in every classroom, the Medical Room and in each playground. The person responsible for checking and maintaining the contents of first aid boxes is Shulah Merry.

3.3 ACCIDENT/INCIDENT/DISEASE REPORTING AND INVESTIGATING

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed:

(a) First Aid should be rendered, but only as far as knowledge and skill admit. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and, where possible in a safe manner be removed from danger.

(b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service, e.g. by using a cab service, but it should be noted that this should always be on a voluntary basis. Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

(c) Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses.

Accident and incident reporting should be made direct to the AIR line service, tel. 0330 058 669. Any member of staff can do this and it should be done as soon as possible after the incident. This includes accidents, injuries, violence and aggression, occupational illnesses and incidents.

The service operates 24 hours a day, 365 days a year. Each report is allocated a unique reference number and information is then forwarded to the Head teacher and the SBM to ensure an investigation is carried out.

3.4 FIRE AND EMERGENCY PROCEDURES.

It is the duty of all members of staff to carry out the fire and emergency procedures as follows:

(i) Escape Routes

The Site team is responsible for ensuring that all escape routes are kept clear and reporting any building defects.

(ii) Fire Fighting Equipment

All firefighting equipment is serviced annually by: South East Fire Ltd.

The Site team is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held by the school (Fire Extinguisher Servicing Inventory 17th January 2022 on the shared folder on the school Site O drive).

(iii) Fire Alarms

Fire alarms are tested weekly by The Site team and recorded in the fire alarm log book. Fire alarms maintenance is the responsibility of the School and the system should be inspected/tested four times a year by the alarm contractor. Faults are reported to R&M Clarkson (previously Multi alarms)

on 01173 021 432.

(iv) Fire Drills

Fire drills will be arranged by the Premises Manager & Head teacher at least once per term. See Fire Policy and Procedures.

(v) Evacuation Procedures for Serious and Imminent Danger and Danger

It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety, with, if appropriate, those for whom they are responsible, when faced with a situation presenting serious and imminent danger.

3.5 HEALTH AND SAFETY GUIDANCE AND ADVICE.

Staff will receive copies of relevant health and safety documentation. All staff must ensure that guidance is adhered to. Copies of the Health and Safety, Fire Policy and risk assessments are available to all staff on the StaffShare drive in Health & Safety Folder.

3.6 TRAINING

It is the responsibility of Senior managers to identify the training needs within their area of responsibility and advise the Head teacher/Site Manager. All staff are encouraged to attend health and safety training courses applicable to their role.

3.7 MAINTENANCE AND REPAIRS.

The School Condition Survey itemises works requirements, together with cost estimates. All defects must be reported to the Site Manager who in turn will arrange, as appropriate, for repairs to be carried out.

(ii) Lightning protection should be arranged every 12 months by R.G.E Services Ltd

(iii) Gas Equipment is serviced annually by a CORGI Registered engineer. Cathedral Building Services

3.8 ELECTRICAL EQUIPMENT

(i) All portable appliances will be tested annually. (In 2022 PATTCO.)

(ii) All staff must visually check all electrical appliances prior to their use and report any defects to the Site Manager or Headteacher. All defective equipment must be taken out of use immediately. Privately owned appliances must not be used.

(iii) Fixed electrical testing is arranged by the school every 5 years and was last carried out by Cathedral Building Services in 2021 Over the whole site.

3.9 MACHINERY AND PLANT

(i) All machinery and plant must be checked for health and safety prior to being brought on site.

(ii) The Site Manager and Headteacher must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.

(iii) The boilers are the responsibility of the School. Boilers are serviced annually by Cathedral Building Services.

3.10 CONTRACTORS ON SITE.

The Site Manager will be responsible for Contractors entering or working within the School. He/she will be responsible for monitoring the work.

If a contractor's activities create a risk to health and safety to staff, pupils visitors etc the Headteacher should issue any instructions necessary to reduce the risk. The Project Officer should then be notified and deal with the situation accordingly.

3.11 ASBESTOS.

Copies of the asbestos survey are in the shared folder on the school Site O Drive the survey shows no Asbestos in the school buildings. The School may arrange for an update via the Building Consultancy (NPS) 020 8523 6222

Staff are made aware of the presence of asbestos material to ensure that it is not interfered with in any manner, and for monitoring purposes.

The asbestos survey report is to be made available to contractors who should only begin work when it is established that asbestos material is not present.

Advice on action to be taken on discovery of damaged or disturbed asbestos containing materials should be sought from LBWF Surveyors. NPS. In the meantime, the area should be cordoned off to keep staff and pupils safe.

3.12 RISK ASSESSMENT.

(Refer to LCOP 15 Risk assessments).

(i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.

(ii) The Headteacher/site manager will ensure that a risk assessment of the premises methods of work and all school/establishment – sponsored activities is conducted as required. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.

(iii) Generic risk assessments (i.e. one risk assessment applicable to more than one person or workplace or applicable to similar tasks) are produced by LBWF. e.g. Control of substance hazardous to health (COSHH) manual. Such assessments are adapted into the school/establishments working practises.

(iv) LBWF highlight particular areas of concern at key times in the year, such as arrangements for inclement weather. At these junctures, the school should put in place relevant guidelines to all staff.

(v) Reporting Of Hazards.

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to the Head and/or the Site Manager and to the appropriate person, if the hazard was due to poor planning of an activity and the risk assessment updated accordingly.

(vi) Control Of Substances Hazardous To Health (COSHH)

All substances/equipment used within the establishment must comply with COSHH. Risk Assessments for new substances must be provided. A copy of all risk assessments and safety data sheets will be held by the School, in the shared folder in the school's Site O Drive, also in the cleaners cupboard and Site Managers office.

3.13 SCHOOL TRIPS/VISITS

It is the responsibility of the teacher taking pupils on a trip, to produce a risk assessment ahead of the trip and that it is agreed with the Headteacher in advance of the trip going ahead. These should be kept by the relevant teacher for future reference.

3.14 PE EQUIPMENT AND PLAY EQUIPMENT

PE equipment and play equipment shall be inspected annually by a suitable contractor. In 2022 this was carried out by Playdowns Ltd. Regular visual inspections will be undertaken by the Site Manager & class teachers. Any defective equipment must be taken out of use immediately and reported to the Site Manager or Headteacher.

3.15 CLEANING ARRANGEMENTS

The school is cleaned by the staff employed by the school.

Safe working procedures for cleaning staff are devised by the Site Manager.

These procedures are held in the Site Manager's office. Problems related to cleaning are dealt with by the Site Manager.

3.16 SITE SECURITY

All visitors must report to the main Offices where they will be asked to fill in the visitor's book. They will be provided with a lanyard and/or visitor sticker to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Site Manager and/or a member of the Senior Management Team immediately.

3.17 PROTECTIVE CLOTHING AND EQUIPMENT

Where protective clothing and equipment is provided, it must be used by both staff and pupils at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

3.18 EXTERNAL LETTINGS

External lettings are dealt with by the Site Manager and Headteacher.

When the premises are hired to persons outside the employ of the school employer, it will be a condition for all hirers, contractors and others using the school premises or facilities they are familiar with this policy and will comply with all safety directives of the school management. They will not without prior consent of the school management:

- (a) introduce equipment for use on the school premises;
- (b) alter fixed installations;
- (c) remove fire and safety notices or equipment;
- (d) take any action that may create hazards for persons using the premises or the staff or pupils of the

school.

The Headteacher and school management draws attention of all users of the school premises (including hirers, contractors and others) that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. Where necessary, health and safety information will be passed on to the letting groups e.g. contact personnel, safety rules, emergency procedures, hazard-reporting etc.

Currently, (September 2023) there are no external lettings arrangements.

3.19 CONCLUSION

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is seen to be taken, this should be reported to the Headteacher and if actions remain outstanding reported to the Chair of Governors.

If an improvement or prohibition notice is served by an enforcing officer the Headteacher/Site Manager should immediately advise and comply with the requirements of the notice.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher/Site Manager and Governing Body.

Policy Adopted by the Finance & Premises Committee November 2023

Chair of Governors signature:

Date:

Headteacher signature:

Date:

Interim review 6 months as site review underway.