

Health and Safety Policy

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FOREWORD

The governing body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the well being of the school.

This health and safety policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

Signed

Chair of the governing body

Signed

Head Teacher

PART 1

STATEMENT OF POLICY

1.1 Scope

This policy is specific to the school and off-site educational visits. It is supported by policies of other relevant organisations such as the local education authority, any direct service organisations and contractors working on site.

The health and safety system will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include

- 1) The Statement of Policy
- 2) Organisation
- 3) Arrangements for Implementation
- 4) Working Policy Documents
- 5) Subject specific Guidance periodically issued by the DfE, LA and HSE.

The policy recognises the legal duty and responsibility owed to all users of the site and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

1.2 Aim

The aim of this policy is to provide the highest possible standard of health and safety, commensurate with the operation of an educational establishment.

1.3 Objectives

It is the responsibility of the governing body to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. The day to day delivery is undertaken by the school's Head Teacher and managerial staff. Equally it is the duty of all employees to co-operate with management on health and safety matters. The governing body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are intended to

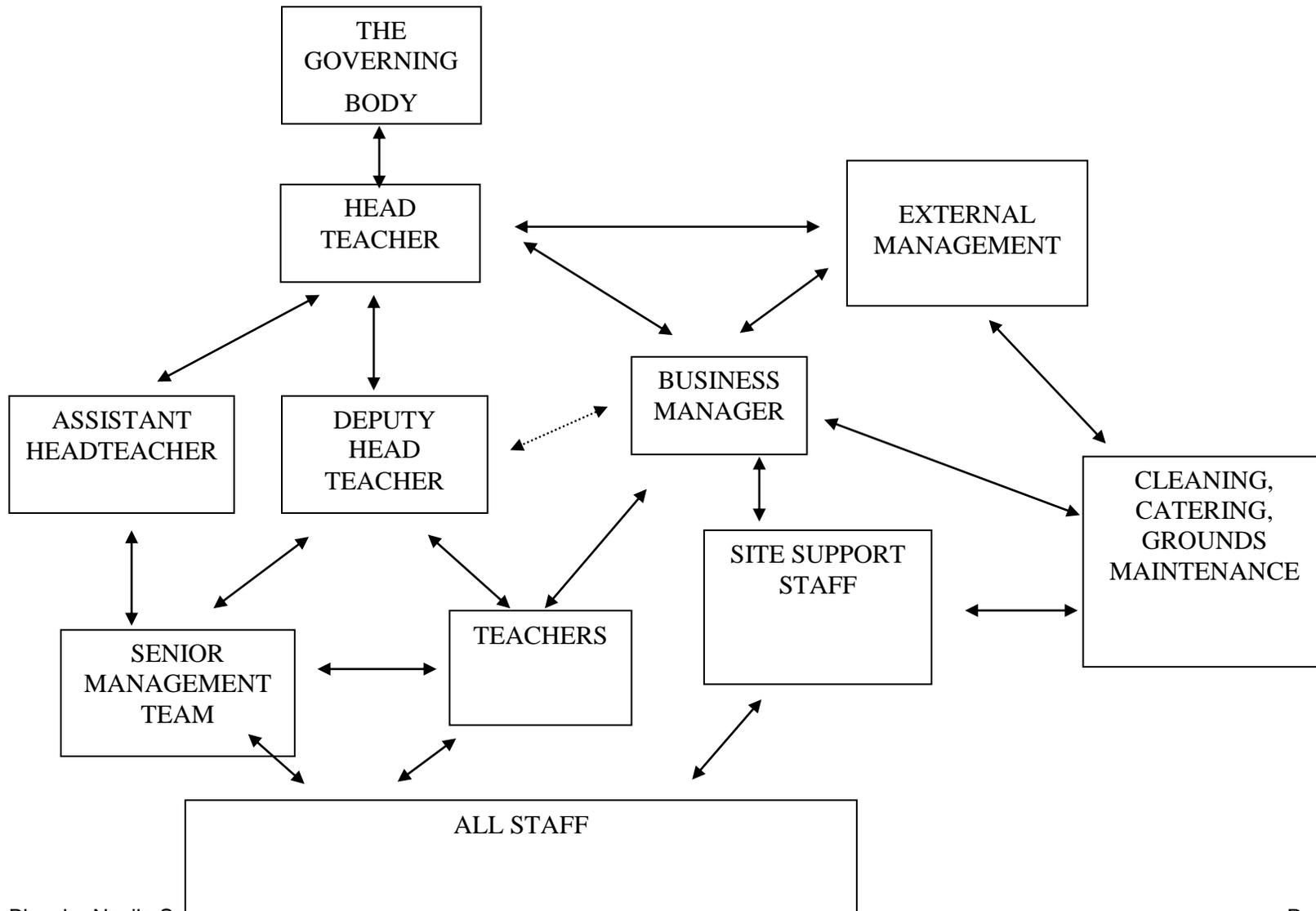
- 1) establish and maintain a safe and healthy environment throughout the school;
- 2) establish and maintain safe working procedures among staff and pupils;
- 3) make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;
- 4) ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;
- 5) maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;

- 6) ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible;
- 7) formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- 8) draw up procedures to be followed in case of accident;
- 9) provide and maintain suitable and sufficient welfare facilities;
- 10) develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities;
- 11) monitor and review the effectiveness of health and safety systems with a view to continuous improvement;
- 12) ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

PART II

ORGANISATION

ORGANISATIONAL CHART FOR HEALTH AND SAFETY



PART II ORGANISATION

Local Management of Schools (LMS) requires the school staff, governing body and the Council work together to ensure health, safety and welfare objectives are achieved.

2.1 The Governing Body

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.1 In particular the governing body is responsible for ensuring that

- 1) the health and safety policy is implemented and monitored within the school;
- 2) the school has considered its health and safety obligations and has made provision for meeting these obligations and complies fully with the Local Authority Health and Safety Annual Audit;
- 3) the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of health and safety from time to time governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- 4) proper arrangements are made within the school for complying with health and safety guidance and information distributed by the Council or central government and;
- 5) regular reports of accidents and dangerous occurrences are provided by the head and that any necessary alterations to working practices and procedures decided upon are implemented;
- 6) appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- 7) health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through;
- 8) all reasonable inspection facilities and information are provided on request to officers of the Council's Health and Safety Team, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- 9) conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- 10) procedures exist for checking that any items offered for use by the school are safe;
- 11) school journeys are arranged and properly supervised in accordance with Council and DfE Guidance;
- 12) suitable health and safety provision is made for pupils with special needs and the staff involved.

2.1.2 Planning and setting standards which include:

- 1) ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives;
- 2) ensure clear plans for coping with sudden emergencies are developed and maintained;

- 3) developing a positive health and safety culture;
- 4) ensuring that a training plan is developed which enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities and provides induction training for new employees including temporary, part time and supply staff.

2.2 Head Teacher's Responsibilities

The overall responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who will:

- 1) work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy;
- 2) co-ordinate the implementation of the Council's and governors' health and safety and welfare procedures in the school;
- 3) make clear any duties in respect of health and safety which are delegated to members of staff;
- 4) ensure that problems in implementing health and safety policy are reported to the Council;
- 5) ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations;
- 6) arrange annual review of the working documents and systems which support the policy, such as
 - emergency procedures;
 - provision of first-aid in the school;
 - risk assessments;
 - educational / off-site visits.
 - make appropriate recommendations to the governing body;
- 7) put in place procedures to monitor the health and safety performance of the school;
- 8) ensure that all known hazards are reported immediately to the Council and stop any practices or the use of any plant, tools, equipment etc., considered to be unsafe, until satisfied as to their safety;
- 9) make recommendations to the Council for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards;
- 10) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- 11) develop a health and safety training plan for all employees;
- 12) maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation;
- 13) report to the governing body;
 - a) annually on the health and safety performance of the school;
 - b) to secure funding for any identified health and safety costs;

- c) on any Health & safety issues of concern;

2.3 Responsibilities of Deputy Head Teachers

Deputy Heads shall deputise for the Head Teacher in all areas of health and safety.

2.4 Responsibilities of the Site Support Staff

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the School Business Manager, who will

- 1) be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice
- 2) liaise with and report directly to the head on all matters of health and safety
- 3) ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities and seeking the approval of the Head for meeting the financial implications of identified control measures.
- 4) ensure that all certification and statutory inspections are kept up to date.
- 5) to investigate accidents, dangerous occurrences and near misses, complete and send RIDDOR notifications (F2508) to the enforcing authority and the Council in consultation with the head.
- 6) issue updates as required to all holders of health and safety policy documents.

2.5 Specific Risk Areas

Grounds Maintenance

- 1) The Grounds Maintenance staff will have its own health and safety policies relating to their activities which must be followed on site and in addition site support staff will familiarise themselves with the relevant policies of the school;
- 2) In-house gardening, grass cutting and litter picking will be covered by this policy and will be the responsibility of the competent person named in Appendix 1

Contractors

Contractors will have their own health and safety policies relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements, especially in relation to Emergency Procedures

2.6 Classroom Teachers' Obligations

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- 1) check classroom area is safe
- 2) check equipment used is safe before use
- 3) ensure safe procedures are followed
- 4) give clear instruction and warnings to pupils, as often as necessary
- 5) report defects to the School Office

- 6) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head Teacher/School Business Manager
- 7) follow safe working procedures personally
- 8) carry out special tasks as assigned in Appendix 1 (this will identify any particular duties that teachers are responsible for if any).

2.7 Support Staff Obligations

- 1) Ensure safe procedures are followed.
- 2) Report defects to School Office.
- 3) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the School Business Manager/Head Teacher
- 4) Follow safe working procedures personally

2.8 Obligations of all Employees under the Health and Safety at Work Act 1974.

All employees are expected

- 1) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- 2) to observe standards of dress consistent and appropriate with safety and/or hygiene;
- 3) to exercise good standards of housekeeping and cleanliness;
- 4) to know and to apply procedures in respect of fire, first aid and other emergencies;
- 5) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- 6) to co-operate with other employees in promoting improved health and safety arrangements in the school;
- 7) to co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- 8) to report all accidents, defects, dangerous occurrences and near misses to the School Business Manager/ Head Teacher.

2.9 Site Support Staff Responsibilities

- 1) General responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Head Teacher and the Direct Service Organisation (DSO) Cleaning manager (when working for that organisation) for the application of the health and safety procedures and arrangements.
- 2) Establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).

- 3) Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Head Teacher/DSO Cleaning Manager (where appropriate) any defects which need attention.
- 4) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- 5) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- 6) Advise the Head Teacher (DSO Cleaning Manager where appropriate) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

2.10 School Health and Safety Representatives

The governing body and head recognise the role of health and safety representatives appointed by a recognised Trade Union. Where there are no union-appointed safety representatives the head will appoint health and safety representative volunteers in consultation with all staff. Health and safety representatives must be allowed to

- 1) investigate accidents and potential hazards.
- 2) investigate complaints by constituents about matters relating to health, safety and welfare.
- 3) make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- 4) carry out school inspection within directed time, but wherever practicable outside teaching time.
- 5) represent constituents in consultation with enforcement agencies.
- 6) receive information that inspectors are required to provide.

2.11 Visitors and Other Users of the School

Visitors and other users of the premises will be required to observe to health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

PART III – ARRANGEMENTS FOR IMPLEMENTATION

3.1 Distribution of Health and Safety Information

- 1) The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Head Teacher's office and one other complete copy will be kept by the School Business Manager. Staff are

encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.

- 2) Copies of the Safety Policy together with relevant documents concerning specific areas will be kept by the Head Teacher and School Business Manager.
- 3) All staff will receive copies of the Safety Policy (Parts I to III) and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- 4) The Head Teacher will issue updates, new guidance and approved revisions as soon as they become available.
- 5) All new staff including part time, temporary and supply staff will be provided with a copy of the policy (parts I to III) and will receive induction training which will include relevant health and safety issues.
- 6) The Health & Safety Law poster is displayed on the main notice board.

3.2 Accidents, Dangerous Occurrences and Near Misses

Immediate First Aid

Accidents involving injury or ill health effects will be notified immediately to the School Nurse or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head /Head Teacher.

Completion of Accident Book

Staff should ensure that all accidents involving injury or ill health effects are notified to the School Office with enough information to allow recording in the Accident Book.

Internal Reporting and Investigation

A member of staff who witnesses or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the School Business Manager. The School Business Manager will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

Compliance with RIDDOR regulations

- 1) The School Business Manager will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 2) Guidance is given in L73 issued by HSE. The School Business Manager will complete the necessary report form online via the HSE website (F2508) and, following consultation with the Head Teacher, send it to the enforcing authority (HSE) within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

- 3) The Council Health and Safety Team (38 Station Road, Wood Green N22 7BF) will also be copied into all accident reporting involving RIDDOR.

3.3 Contractors

All Contractors will:

- 1) observe their own health and safety policies and procedures
- 2) report to the School Business Manager and sign in at Reception on arrival
- 3) comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures
- 4) Comply with the requirements of the Construction (Design & Management) Regulations 2015
- 5) report to the School Business Manager and sign out at reception when leaving.

3.4 COSHH – Control of Substances Hazardous to Health Regulations 1994-2002

- 1) Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP L5).
- 2) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994-2000 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- 3) COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- 4) Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- 5) As a general principle it is the policy of the Governing body that wherever possible safer alternatives be considered when purchasing hazardous substances.

3.5 Display Screen Equipment

- 1) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- 2) Workstation risk assessments will be carried out by competent persons on all stations in accordance with the Guidance on Regulations No L26 issued by the HSE.
- 3) Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance. (No L26)

- 4) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE Leaflet “Working with VDU’s”.

3.6 Electricity at Work

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- 1) Fixed installations will be inspected and tested by the Council’s Building Services Department at 5 yearly intervals and in the event of a fault developing.
- 2) Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their Leaflet “Maintaining portable equipment in offices and other low risk environments”
- 3) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the School Business Manager.

3.7 Emergency Procedures

Evacuation

- 1) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- 2) In the event of a suspected fire the alarms will be operated but in other cases such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- 3) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in **Appendix 1**.
- 4) The Head Teacher will determine when it is safe to re-occupy the buildings.

Fire

- 1) All fire appliances will be checked at Least annually by specialist maintenance personnel.
- 2) All fire stop doors must be free swinging at all times so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- 3) The fire alarms will be tested on a weekly basis by the Site Team using a different call point each time and the results should be recorded.
- 4) Fire Drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.
- 5) Appropriate members of staff will be trained how to use relevant fire appliances. Senior Management Team will identify fire training needs and will incorporate that information into the Health & Safety Training Plan.

- 6) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 1.
- 7) The school is inspected annually by a Fire Prevention Officer to ensure compliance with relevant fire legislation including the Fire Precautions (Workplace) Regulations 1997. Fire risk assessments will be carried out using a competent person from the LA or Fire Authority

Bomb Threat

- 1) In the event of a warning the Head Teacher and/or the School Business Manager will instigate emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- 2) Any suspicious objects should be reported to line managers or directly to the School Business Manager or Head Teacher. Under **no** circumstances should the object be touched or moved.

First Aid

- 1) First Aid boxes will be maintained at the sites specified in Appendix 1 to this part.
- 2) It is the policy of the Governing body that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in Appendix 1 to this part. Below 50 employees only an "Appointed Person" is required, between 50 and 100 employees 1 First Aider is required and 1 per 100 thereafter. In consideration of Pupil safety, it is recommended that additional First Aiders in the ratio of 1 per 250 pupils be provided.
- 3) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required or if legal action is considered by those involved in an accident.

3.8 Glass and Glazing

- 1) Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- 2) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

3.9 Inspections, Monitoring and Audit and Review of Performance

Inspection

- 1) General inspections take place once per term by the Site Support staff and Head Teacher with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- 2) In addition, Teaching staff will carry out monthly checks on their area of operation and report any problems to the School Business Manager.

Monitoring

- 1) The Health & Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- 2) The Head Teacher will monitor the school's performance on Health and Safety issues.
- 3) The Governing body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

Audit and Review of Performance

There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing body.

3.10 Lifting Operations and Lifting Equipment

- 1) Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice L113 issued by the HSE, which will be complied with.
- 2) The School Business Manager will ensure that the statutory inspections take place when due.
- 3) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

3.11 Management of Health and Safety

- 1) The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice and Guidance L21 will form the basis of the School health and safety system. In addition, the principles contained in HSG65 Successful Health and Safety Management will be given high priority and implemented wherever practical.
- 2) Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the School Business Manager. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.
- 3) The Governing body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply

with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.12 Manual Handling

- 1) Manual Handling causes over one third of all reported injuries. It is the policy of the Governing body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE (L23).
- 2) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- 3) Training will be a key part of reducing the risks for those staff involved in manual handling.

3.13 Occupational Health

Access to Occupational Health services

- 1) The LA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
- 2) Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the School Nurse who will respect the privacy of the individual concerned.
- 3) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the LA.

Legionnaires Disease

- 1) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- 2) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- 3) The advice in the Code of Practice will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school year. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by the Caretaker or the Council's Building Services Department.

New and Expectant Mothers

The guidance issued by the HSE in their booklet “New and expectant mothers at work – A guide for health professionals” will be followed.

Smoking Policy

The School Smoking Policy will be followed which means specifically that smoking is not allowed in any building where there is a risk of others being affected by passive smoking.

Violence at Work

Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

3.14 Off site Educational Visits/Activities

- 1) In the last few years there have been a number of fatalities associated with educational holidays, visits or activities, some of which have led to high profile litigation. It is therefore imperative that the guidance manual issued by the LA is strictly adhered to.
- 2) A good practice guide has been issued by the DfEE entitled “Health and Safety on Educational Visits” which must also be followed.
- 3) All visits to sites which involve overnight stays must be assessed and approved by the LA.
- 4) Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Head Teacher at least 10 working days before the visit is due to take place.

3.15 Personal Protective Equipment

- 1) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.
- 2) The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- 3) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

3.16 Safety Representatives/Safety Committee/Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.

- 1) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.
- 2) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989

- 3) The Governing body will fulfil these obligations through the Head Teacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

3.17 Site, Building and Staff Security and Safety

Site

The site should be securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras will provide a deterrent to unauthorised access.

Staff

- 1) All staff will wear personal badge identification which includes a photograph.
- 2) Staff working either in isolated parts of the building and/or out of normal hours should follow the HSE advice on "Lone Working" where applicable.

Visitors

Visitors must sign in at reception and will be issued with a visitor's badge which must be returned on leaving the site.

3.18 Training

- 1) All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing body.
- 2) The Training Plan will cover:

Induction Training

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

Management Training

The Governing body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

Specialist Training

The Head Teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

Fire Training

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

3.19 Visitors

- 1) Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
- 2) In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

PART III – APPENDIX 1
COMPETENT PERSONS AND RELEVANT LOCATIONS
Secondary Department

Blanche Nevile Primary follow Highgate Primary School

RESPONSIBILITY	COMPETENT PERSON	LOCATION
First Aid Appointed Person	Eileen Smith	School office
First Aid Box Locations		School office Cooking room Science room Staff room
First Aiders	Eileen Smith	Secondary Department
	Okan Demirci	
	Melissa McNally	
	Claire Bissell	
	Haider Ali	Primary Department
	Maria Barke	
	Jo Woolf	
	Nick Ansell	
Accidents Notified to	Deborah Lissowski, School Business Manager	School office
Accident Book Kept by	Deborah Lissowski, School Business Manager	School office
RIDDOR Notifications by	Deborah Lissowski, School Business Manager	School office
Fire Marshalls	Heulwen Rees Richard Walker Teresa Willis	
Assembly Points		Basketball pitch, Fortismere School
Emergency Procedures	Head Teacher	
Statutory Inspections i) Boilers ii) Lifts iii) Fire Alarms iv) Fire Fighting Equipment	Pinegrand (Part of J Roots) Omega City Lifts Honeywell - Gents Chubb	
Out of School Visits	Head Teacher	
Risk Assessments	Head Teacher, Deputy Head	
COSHH Assessments	SOS	School office
Manual Handling Assessments	Safe Smart	

Work Station & DSE Assessments	Safe Smart	
Electrical Safety/Emergency Lighting	J Roots Limited	
Caretaking Cleaning	Fortismere Site Team SOS	
Grounds Maintenance (grass cutting, litter picking and gardening equipment)	ASM (Amenity Sports Management Limited)	
Catering	Fortismere School	
School Business Manager	Deborah Lissowski	
Occupational Health	Head Teacher	
Safety Representatives	Heulwen Rees Teresa Willis Deborah Lissowski Eileen Smith	