

Highbury Grove School

Health and Safety Policy

Part I

Statement of Policy

The policy was adopted by the governing body of Highbury Grove School on 5 July 2016.

Review date: Autumn 2017

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Document	Policy document	Issue Date	July 2016	Version	1.0

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 activities is fundamental to the wellbeing of the school.

This Safety Policy, its supporting documentation and arrangements and monitoring 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.

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Part I

Statement of Policy

1.1 Scope

This Policy is specific to (insert name of school), it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), DfE and other agencies.

The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented and monitored via a comprehensive series of documents which will include:-

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek 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

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 via the Head teacher together with the school's Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. 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 as follows:-

- I. To establish and maintain a safe and healthy environment throughout the school
- II. To establish and maintain safe working procedures among staff and pupils

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- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances
- IV. To 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
- V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- VI. To ensure, as far as reasonably practicable, that education visits are undertaken as safely as possible
- VII. To formulate procedures for the use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises
- VIII. To lay down procedures to be followed in case of accident
- IX. To provide and maintain suitable and sufficient welfare facilities
- X. To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities
- XI. To 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.

1.4 Statement of Intent (to be signed and displayed in a prominent position)

Highbury Grove School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

Highbury Grove School will adopt health and safety arrangements in line with Islington Borough Council's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of education activities.

Highbury Grove School will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Signed: _____

Maggie Elliott, Chairman of the Governing body

Signed: _____

Tom Sherrington, Headteacher

Date of Policy: _____

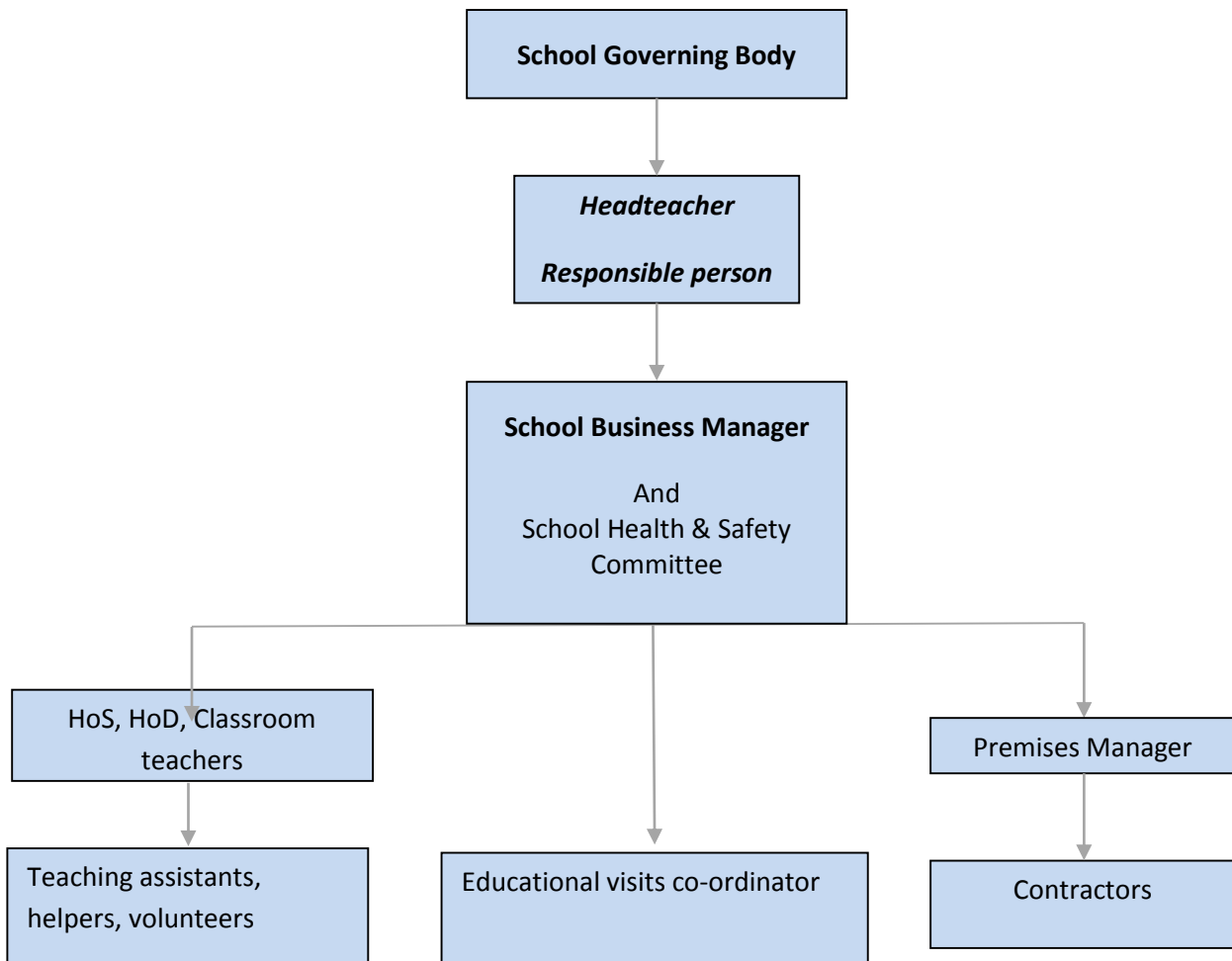
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Part II

Organisation



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2.0 Health and Safety Committee

The School Health and Safety Committee consists of representatives of key management, trades unions and employees.

Chair		School Business Manager (Health and Safety Co-ordinator)
Members	1	Office Manager
	2	Lettings Manager
	3	Educational Visits Co-ordinator
	4	Catering Manager
	5	Science Technician
	6	A, D & T Technician
	7	Premises Manager
	8	NUT Representative
	9	Unison Representative

Local Management of Schools requires the school staff and Governing Body to work together to ensure health, safety and welfare objectives are achieved.

2.1 General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Below outlines the responsibilities of key personnel within the school to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities.

2.2 Governors responsibilities

The governing bodies of the school are corporate bodies. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

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School Governors have responsibility for and are expected to:

Consider the nomination of a named health and safety governor;

- a. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the council's Health and Safety policy;
- b. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- c. Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the council's Health and Safety policy;
- d. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- e. Include sensible health and safety as a regular item on the governing body meeting agenda;
- f. Co-operate with advice and directions issued by the council relating matters concerning Health and Safety or establish and adopt other equally effective measures; and
- g. Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

2.3 Headteachers responsibilities

The Headteacher will liaise with the governing body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The head teacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- b. Put in place effective arrangements for managing real health and safety risks at the school;
- c. Staff and visitors are aware of procedures and the precautions to follow;
- d. That where health and safety functions are delegated, staff have the capacity to take on the responsibilities and have appropriate training and competencies, and clear lines of accountability are established;
- e. Consider nominating a person to act as a focal point for health and safety within the school;
- f. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the council, including those associated with the assessment and appointment of contractors;
- g. To co-operation with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;

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- h. Suitable and sufficient assessments are conducted for significant risks arising from the school premises and activities;
- i. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- j. That they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities;
- k. That Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- l. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;
- m. Employees have access to the Health and Safety Executive “Health and Safety Law – What you should know” poster or the associated leaflet.
- n. Consult and work with recognised TU safety representatives/ employee representatives.

2.4 School Business Manager / Health and Safety Co-ordinator responsibilities

The day to day responsibility for all school health, safety and welfare matters and activity rests with the School Business Manager / Health and Safety Co-ordinator who will:

- a. Be the focal point for reference on health, safety and welfare matters and to give advice or indicate source of advice
- b. Liaise with and report directly to the Head teacher on all matters of health and safety
- c. Ensure the day to day implementation of this Policy including the maintenance of appropriate risk assessments for school and seeking approval of the Head teacher for meeting the financial implications of identified control measures.
- d. Ensure that all certification and statutory inspections are kept up to date
- e. To investigate accidents, dangerous occurrences and near misses, ensure correct completion of the IRIS online accident reporting system
- f. Issue updates as required to all holders of health and safety policy documents.
- g. To liaise with Corporate health and safety in regard to health and safety matters

2.5 Premises Managers responsibilities

In addition to the responsibilities above Engie Premises Managers have specific duties laid down in the Local Authority Corporate health and safety policy. These are reproduced here;

Engie Premises manager (or equivalent) has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken and regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;

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- b. Where alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working in the premises and first aiders;
- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- e. Premises related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- f. Emergency procedures are established and maintained to the council standard;
- g. An emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a buildings emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. All building and service contractors are employed in accordance with the council's Procurement Code;
- l. Asset management are consulted before any arrangements are initiated involving contractors undertaking work regarding:
 - alteration to a buildings structure or its grounds;
 - substantial change to a buildings use (whether partially or wholly);
 - significant change to a buildings water or energy supply or environmental control systems; or
 - alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- m. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;
- n. An Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- o. Common areas are safety inspected at least once per quarter;
- p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- q. Systems for environmental control are regularly serviced and are without risk to health.

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2.6 Employees (including temporary & volunteers) responsibilities

Highbury Grove School reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time or temporary, have a responsibility to:

- a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;
- b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare;
- d. Carry out activities in accordance with training and instructions; and
- e. Inform your employer or a member of senior management team of any serious risks.
- f. In order to carry out the above, all employees must:
 - make themselves familiar with and comply with, relevant safety instructions at all times;
 - use approved personal protective equipment for the purpose for which it was supplied;
 - report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
 - use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
 - make full use of any system of work designed to reduce the risk of injury to themselves;
 - not work under the influence of alcohol or drugs; and
 - Discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

Therefore employees who wilfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.

2.7 Pupils/students responsibilities

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will

- a. Follow all instructions issued by any member of staff in the case of an emergency.

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- b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- c. Inform any member of staff of any situation which may affect their safety.

2.8 Staff Safety Representative responsibilities

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment,

Highbury Grove School recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. **Highbury Grove School** will therefore incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- a. To make representation to management in respect to health, safety and welfare issues affecting employees;
- b. To inspect the workplace each quarter year;
- c. To investigate accidents, hazards and dangerous occurrences;
- d. To attend safety committees; and
- e. To support the council in the promotion of a positive health, safety and welfare culture.

2.9 EVC coordinator

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Coordinator (EVC) who will support the Head of Establishment. In small establishments the EVC may also be the Head teacher or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial EVC training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

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The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via their establishment's own EVOLVE Resources section.

2.10 Catering Manager

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control is required to minimise them.

The Catering Manager is responsible for the safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises

The Catering Manager is responsible for ensuring that kitchen staff are competent in safe working practices in the kitchens, with particular regard to the following:

Hygiene - To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

Fire - Awareness of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

Training - Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen firefighting equipment

Food Hygiene Certification - Renewed every 3 years.

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Part III

List of Arrangements for Implementation

- 3.1 Communication of health and safety procedures**
- 3.2 Accident, Incidents, Dangerous Occurrences and Near misses**
- 3.3 Asbestos**
- 3.4 Control of contractors, agency workers or other employees**
- 3.5 Control of Substances Hazardous to health**
- 3.6 Display Screen Equipment**
- 3.7 Document Control**
- 3.8 Electricity at work**
- 3.9 Emergency procedures**
- 3.10 Fire Safety Management**
- 3.11 First Aid**
- 3.12 Legionella**
- 3.13 Lifting Operations and Lifting Equipment**
- 3.14 Management of health and safety**
- 3.15 Manual handling**
- 3.16 New and Expectant Mothers**
- 3.17 Noise at work**
- 3.18 Personal protective equipment**
- 3.19 Safety Representatives and consultation**
- 3.20 Site security**
- 3.21 Stress at work**
- 3.22 Training**
- 3.23 Violence and aggression**
- 3.24 Visitors**
- 3.25 Work Experience**

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3.1 Communication of health and safety procedures

Good practice in Health and safety procedures will be achieved by:

- Regular review of the Health and Safety policy (2 yearly reviews as a minimum)
- Effective communication of the Health and Safety Policy.
- Risk assessment for significant hazards.
- Effective and consistent monitoring of performance standards.
- Consultation between staff at all levels.
- Quick and effective response when deficiencies in work systems are noted.
- Annual Occupational Health, Safety and Fire self-audit.
- Relevant information, training and supervision for staff.
- Effective working with the Facilities Management team with clear communications and systems in place.
- New Staff Induction and repeat training to update current staff (annual)

It is the responsibility of every one to make these organisational arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general wellbeing.

3.2 Accident, Incidents, Dangerous Occurrences and Near misses

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

All accidents and incidents are reported, recorded on the council's accident/incident reporting system (IRIS) and investigated.

All notifiable incidents are reported to the Health and Safety Executive (HSE).

Appropriate corrective and preventive action is taken to ensure the safety of employees, contractors and members of the public.

Employees must promptly report all accidents, dangerous occurrences and near misses on the Online Accident/Incident Reporting System – IRIS <https://iris.info-exchange.com/schoolincident> Employees must assist with the Council with accident reporting and accidents investigations as required.

Please refer to Appendix 2: Key Stages in an accident, incident or dangerous occurrence

3.3 Asbestos

Asbestos management is facilitated through the contract with Engie contractors and there are specialist advisors employed to undertake asbestos management duties in accordance with the requirements of service-specific arrangements and relevant legislation.

3.4 Control of contractors, agency workers or employees of other employers

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

Contractors, agency workers or employees of other employers working within or on behalf of Highbury Grove School have similar responsibilities as council employees. They shall be

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required to co-operate with the school to ensure that risks associated with their activities are effectively managed.

Highbury Grove School shall co-operate fully with other employers to ensure that respective roles and responsibilities are clearly understood and all relevant information is effectively shared. Contractors or agency workers shall comply with council health and safety management arrangements, including those relating to the reporting and investigation of accidents and incidents.

Contractors must report all accidents and incidents to Engie Management, where the incident takes place on school premises and assist with the school with accident investigations as required. Contractors must report notifiable accidents / incidents related to their work in accordance with their own procedures. Contractors must ensure reporting lines are met as per Appendix 2.

3.5 Control of Substances Hazardous to health

The premises management team are responsible for the control of substance hazardous to health in conjunction with the relevant staff and contractors. The Science department are responsible for producing and maintaining COSHH Sheets, monitoring health and safety practice in science throughout the school, and the safety of the preparation rooms, workshops and all other areas in which they work

3.6 Display Screen Equipment

Highbury Grove School has adopted the Islington model policy which is held in the staff shared area.

3.7 Document Control

Highbury Grove School has adopted the Islington model policy which is held in the staff shared area.

3.8 Electricity at work

Highbury Grove School

3.9 Emergency procedures

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3.10 Fire Safety Management

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3.11 First Aid

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3.12 Legionella

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Legionella management is facilitated throughout the school via the Premises Management team and supported by Corporate Health and Safety Advisers who act as specialist advisers in relation to Legionella management. Premises management are appointed as the responsible person for legionella within school. Contracts and Repairs Team, Accommodation and Facilities manage the council's legionella contracts for risk assessments, six monthly inspections and repairs. Head teachers are responsible for legionella management within schools and can arrange risk assessments and inspections via Asset Management, Children's Services. The Corporate Adviser for Schools will monitor legionella compliance within schools by means of annual auditing and inspections. Corporate Health and safety will monitor the management of Legionella within the council by means of auditing of premises management and auditing of third party organisations who provide services to the council. Corporate Health and Safety provide training in Legionella management for premises managers and external bodies where required.

3.13 Lifting Operations and Lifting Equipment

Highbury Grove School employees are not expected to be involved with lifting operations and lifting equipment. These tasks are to be directed to the trained Premises team.

3.14 Management of health and safety

Highbury Grove School

3.15 Manual handling

Highbury Grove School

3.16 New and Expectant Mothers

Highbury Grove School has a service level agreement with Islington Schools HR and risk assessments are undertaken at first, second and third trimester intervals by the employee in conjunction with their line manager.

3.17 Noise at work

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3.18 Personal protective equipment

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3.19 Safety Representatives and consultation

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3.20 Site security

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3.21 Stress at work

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3.22 Training

Highbury Grove School new staff induction includes Health & Safety. Refresher training dates will be available to update current staff on an annual basis.

3.23 Violence and aggression

Highbury Grove School (PGI ?)

3.24 Visitors

Highbury Grove School

3.25 Persons on work experience

Persons on work experience or placement have the same responsibilities as employees. Highbury Grove School shall ensure that risk assessment arrangements and risk control measures take account of the relative lack of experience or immaturity of young persons.

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Part IV

Inspections, Monitoring, Audit and Review of Performance

4.1 Inspection

- a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- b) In addition Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Manager.

4.2 Monitoring Systems

- a) The School Health and Safety Committee will meet at least once per term and usually following termly inspection so that any issues can be addressed.
- b) The Head teacher will monitor the school's performance on health and safety issues.
- c) 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 the health and Safety issues arising.

4.3 Audit and Review of Performance

- a) 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.
- b) There will be a bi annual self assessment audit carried out in the years that a formal audit is not being carried out.

4.4 Third Party Monitoring/Inspections

- a) The school will be subject to third party inspection and monitoring as follows:
 - As part of Ofsted requirements
 - Provided by Corporate Health and Safety
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

4.5 Policy Implementation and Review

Policy effective from **1st September 2015**

Next policy review date **1st August 2016.**

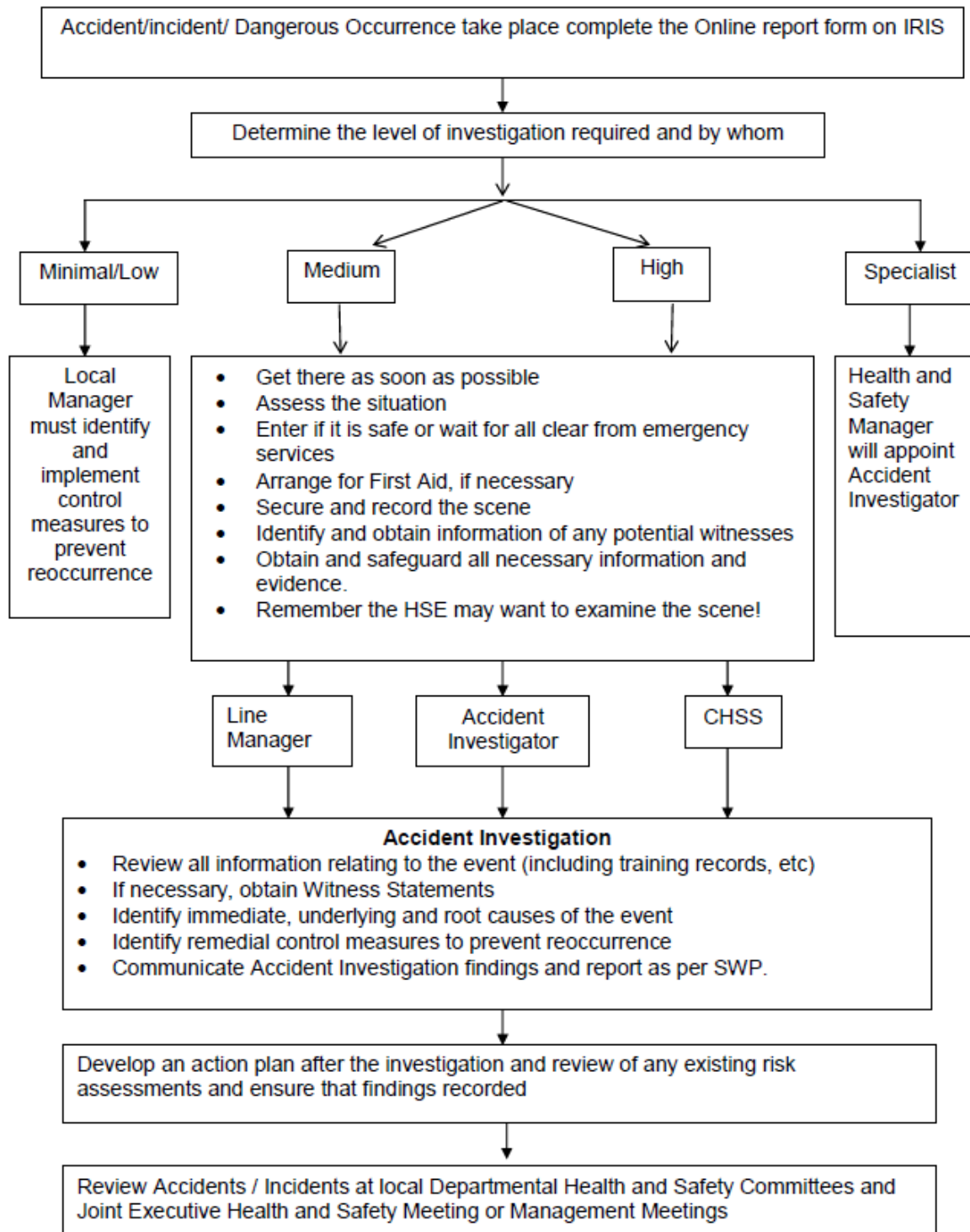
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Appendix 2:Key stages in an accident, incident or dangerous occurrence

Management and Investigation



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