

# Health and Safety Policy



**ELT**  
**PARTNERSHIP**  
BE INCLUDED • BE CONNECTED

Version and Date		Action/Notes	Date to be Reviewed
6.0	31.03.2020	Approved by Board of Trustees	1 Year – March 2021
7.0	14.07.2020	Approved by Board of Trustees	1 Year – July 2020
8.0	13.07.2021	Approved by Board of Trustees	1 Year – July 2022

The ELT Partnership and its schools must demonstrate practical compliance with relevant health & safety legislation (health & Safety at Work Act 1974 and the Management of Health & Safety at Work regulations 1999) in order to meet the legal and moral duty to staff, pupils and members of the public on its premises, meet the expectations of other stakeholders who have an active interest in how we operate and the external bodies to whom we are accountable to.

This policy statement provides our organisation's strategic overview of the management of health and safety within the Trust. This policy will be reviewed annually but may also be amended at other times if changes to legislation or best practice require it.

### Board of Trustees

This policy supplements and should be read in conjunction with Schools Health Safety Framework Policy (SHSFP) produced by the London Borough of Enfield. It lays down the organisation and arrangements established by the Board of Trustees to implement that policy in each school within the ELT Partnership. This policy applies to all sites within the Trust.

Procedures and key documents will be inspected from time to time to ensure compliance.

### The scope of the Board of Trustees responsibilities encompasses:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- effective organisation at both school and Trust level to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the Trust and each school on health and safety matters
- provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- obtaining competent advice when that is not available within the Trust or school
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

### Lead Trustee - Health and Safety

The lead Trustee for health and safety who is on the Board of Trustees will:

- Ensure consistency across of policy adoption for all schools within the Trust
- Review this health and safety policy on annual basis

### Chief Executive Officer (CEO)

The CEO is responsible for the overall implementation of this policy throughout the Trust and will:

- (a) nominate a senior ELT Partnership manager as health and safety coordinator at Trust level
- (b) ensure managers meet their health and safety responsibilities

### **Chief Operations Officer (COO)**

The COO is responsible for ensuring compliance of the policy across the Trust on behalf of the CEO and will:

- (a) be the executive health and safety lead for the Trust
- (b) liaise with the lead Trustee for health and safety
- (c) monitoring implementation of the policy throughout the Trust
- (d) oversee the work of the Health and Safety Coordinator
- (e) ensure health and safety monitoring is undertaken at each school as detailed in the Headteacher responsibilities
- (f) reporting health and safety issues that cannot be resolved to the Trust Board

### **Health and Safety Coordinator – Trust Level**

The Trust health and safety coordinator is responsible for the overall coordination of health and safety throughout the Trust. Responsibilities include:

- (a) coordinating all aspects of health, safety and wellbeing policy and practice
- (b) disseminating health and safety information
- (c) liaising with safety representatives and chairing the health and safety steering group
- (d) ensuring health and safety matters raised by staff are dealt with appropriately
- (e) ensure risk assessments are carried out at Trust level and are reviewed at least annually
- (f) ensuring school level health and safety compliance
- (g) reporting 'reportable' incidents to the Health and Safety Executive
  - (i) managing the schools annual monitoring checklist
  - (v) making recommendations to the Headteacher about an independent audit
  - (vi) reporting health and safety issues that cannot be resolved to the COO

### **Headteacher (HT)**

Each HT is responsible for the overall implementation of this policy throughout their school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the HT will:

- (a) nominate a senior manager as health and safety coordinator at school level
- (b) ensure line managers meet their health and safety responsibilities
- (c) ensure the arrangements for consultation with staff are implemented
- (d) ensure effective communication of health and safety matters
- (e) ensure requirements with regard to staff competence are met
- (f) ensure health and safety standards, Trust health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out at school level and reviewed at least annually
- (h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
  - (i) incident reporting and investigation
  - (ii) specific equipment & premises inspections

- (iii) termly inspections
- (iv) ensuring that the termly inspection report is present to the Local Education Committee
- (v) monitoring of health safety action plans
- (vi) report to the Health and safety Coordinator of the Trust any health and safety issues that cannot be resolved.

**Senior Leadership Team – School Based**

The senior leadership team in each school will support the HT with regard to the overall management of health and safety in the school. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives
- (c) informing the HT about any health and safety issues that affect the school
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing health and safety reports.

**Health and Safety Coordinator – School Based**

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the HT. Responsibilities include:

- (a) co-ordinating all aspects of health, safety and wellbeing policy and practice within the school
- (b) liaising with safety representatives and attending the health and safety steering group
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures, including accident monitoring
- (e) coordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with
- (g) maintaining a central school file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
  - i. ensuring termly inspections are undertaken
  - ii. ensuring incidents are investigated
  - iii. managing the schools annual monitoring checklist
  - iv. making recommendations to the HT about an independent audit
  - v. reporting health and safety issues that cannot be resolved to the Trust’s Health and Safety Coordinator

**All Members of Staff**

All members of staff are responsible for:

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the Board of Trustees by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training

- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the Trust reporting procedures.

### **Safety Representatives**

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as “representatives of employee safety” in the Regulations), or a combination of the two.

### **Pupils and parents**

Pupils and parents are responsible for following the school’s health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **Visitors to the School**

A copy of the visitor protocol information is to be displayed in all school reception areas.

All visitors must report to the office on their arrival to sign in and collect a visitor’s badge.

All employees are responsible for asking any visitors without a badge, who they are and why they are on the premises. If concerns arise about a visitor’s presence on the premises, then a senior member of staff should be informed immediately.

If a large number of visitors are on the premises e.g. on a training course, health, safety and security procedures will be explained before the course starts.

Other visitors will be given a copy of the school’s health, safety and security Information for visitors

### **Contractors**

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

The Site Manager or project lead, prior to the commencement of work, must inform all contractors that they are obliged to comply with all Health and Safety regulations. Work on the premises can be ceased at any time if the work poses a health and safety risk to pupils, staff, visitors or contractors. The Headteacher should inform all employees and visitors of any contractors working on the premises and advise them of any Health and Safety issues. A record of contractors work on site will be recorded in the contractor’s book. The updating of this record is the responsibility of the Site Manager or project lead. All contractors working on site should sign the asbestos permission to work sheet to ensure they have checked the area they are working is free of asbestos material.

## **ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

### **Local Consultation**

Line managers will consult directly with staff on health and safety issues relevant to a particular department or work area.

There are weekly staff briefings/ meetings held at each school site where health and safety matters can be raised by all staff. If staff need to be made aware of a health and safety concern prior to a staff briefing they would be informed by email, text or by a notice in the staffroom.

### **Health and Safety Procedures**

The Local Authority Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures as found in the Health and Safety section on The Hub, Fire Log Book, and Responsible Persons Premises Log.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

### **Educational Visits**

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA.

### **Site Security**

Site managers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Site Managers, Headteachers and other named key holders will respond to an emergency.

### **School Security**

The gates are closed during the school day and any visitors are managed by the office staff. Visitors should report to the main office. All visitors on site must sign in and out.

### **Fire and Emergency Procedures**

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building and other checks are derived from risk assessment and follow from guidance in the Fire Log Book. This is held at each school site.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practiced at least once a term.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire the school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities

## **COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the school and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **Cleaning Schools**

The school will ensure that the cleaning staff on site are familiar with good health and safety practice. All health and safety concerns should be reported to the school representative or line manager immediately. The site manager or line manager is responsible for ordering appropriate materials and for using and storing them safely. It is the line manager's responsibility to ensure the cleaners on site are aware of health and safety procedures in the school. It is the Headteacher's and health and safety coordinator's responsibility to ensure that the site staff comply with the health and safety policy.

## **Gas Safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure that they have adequate ventilation.

## **Legionella**

A water risk assessment is completed at least annually or if there is a significant change have occurred to the water system and/or building footprint. It is the responsible of the school for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risks from legionella are mitigated by the following controls or checks that are in place e.g. temperature checks, heating of water, disinfection of showers, etc.

## **Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site.

## **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases, the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a reassessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

Formats for general risk assessment are available from the schools policy and guidance on risk assessment and includes specific guidance and advice e.g pupil risk assessment is available from the Local Authority Schools Health and Safety section on the Enfield School Hub.

## **Maintenance**

The Site Manager or health and safety lead is responsible for ensuring that any necessary inspections are carried out effectively and by a qualified and competent person. Maintenance records must be updated after equipment has been inspected. The Site Manager should ensure that the Safety Check Schedule is followed carefully. Any gaps in safety checks should be reported to the Headteacher. Any equipment deemed to be a risk should be immediately taken out of operation and reported to the Site Manager. Wherever possible equipment needing repair should be taken out of service and stored until repairs have been carried out. If this is not possible then a clear warning sign should be affixed to the equipment.

## **Equipment**

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

## **Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the site manager or health and safety lead immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person. All isolators switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **PE Equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager or health and safety lead.



## **Display Screen Equipment (DSE)**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

## **Lone Working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

## **Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

The site manager retains ladders for working at height. Pupils are prohibited from using ladders. Staff will wear appropriate footwear and clothing when using ladders.

Contractors are expected to provide their own ladders for working at height. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. Access to high levels, such as roofs is only permitted by trained persons.

## **Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help. Take the more direct route that is clear from obstruction and is as flat as possible.

Ensure the area where you plan to offload the load is clear. When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **Protective Clothing and Equipment**

It is each member of staff's responsibility to wear suitable clothing and foot wear for the building and the task being undertaken. It is each staff member's responsibility to ensure that they are wearing the appropriate protective clothing for any potentially hazardous activity.

## **Off-Site Visits**

When taking pupils off the school premises, schools must ensure that they follow the educational visits guidance.

## **Violence at Work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **Smoking**

Smoking is not permitted anywhere on the school premises or directly outside the school gates.

## **Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

## **New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her GP as this must be investigated promptly.

## **Occupational Stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **First Aid**

During school hours the school have qualified staff to give first-aid. Accidents and medical treatment given must be recorded and parents/carers informed where appropriate. A record of those trained in first aid should be displayed in the staffroom and a copy is available in the health and safety file. Arrangements are made within each school to dispose of medical waste appropriately.

## **Accident Reporting**

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the pupil's educational record.

Records held in the first aid/ accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## Reporting to the Health and Safety Executive

The school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The school will report these to the Trust and the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries

These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here:
- How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

## Notifying Parents

The school will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## Training

All staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## Monitoring

This policy will be reviewed annually and approved by the Board of Trustees.

All employees will be notified of any changes and opportunities to discuss this where relevant.

### Individuals with Specific Responsibilities in the Policy for the ELT Partnership

Responsibility	Name
Board of Trustees	John West – Chair of Trustees Sarah Turner – Chief Executive Officer Alex Monk – Lead Trustee for Health and Safety Karen Mautner Stephen Way Julie Rayson Kieth Carrano Vincent McInerney Vacancy Vacancy
Executive Officers	Sarah Turner – Chief Executive Officer Androulla Nicou – Deputy Chief Executive Officer/Chief Financial Officer Estelle Tierney – Chief Operations Officer
Health and Safety Coordinator – Trust Level	Ann Smith – Asset Business Manager

Individuals with specific responsibilities at school level will be held in the responsible person log at each school site within the Trust.

Signature of Chair of Trustees:	Signature of Chief Executive Officer:
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