

Health and Safety Policy



ENFIELD
LEARNING TRUST

Version and Date		Action/Notes	Date Approved by Trust Board	Date to be Reviewed
3.0	08.12.17	Reviewed by Margaret McAlpine – Lead Trustee for H&S	12.12.17	1 Year - 2019

This policy will be reviewed annually but may also be amended at other times if changes to legislation or best practice require it.

The 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 Trustees to implement that policy in each school within the Enfield Learning Trust (ELT). 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 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
- Receive reports from LGB Health and Safety Links and report back to Trust Board on key issues
- Review this health and safety policy on annual basis

Health and Safety Link - Local Governing Board

Each school will have a health and safety link on its Local Governing Board will:

- Ensuring the school is providing a safe environment for children by monitoring compliance with this health and safety policy
- Ensuring that school based inspections are carried out
- Undertake necessary health and safety training as and when required
- Make regular reports to the Lead Trustee

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 manager as health and safety coordinator at Trust level
- (b) ensure subordinate managers meet their health and safety responsibilities
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- (g) ensure risk assessments are carried out at Trust level
- (i) ensure health and safety monitoring is undertaken at each school as detailed in the Headteacher responsibilities

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 on behalf of the CEO. Responsibilities include:

- (a) coordinating all aspects of health, safety and wellbeing policy and practice
- (b) disseminating health and safety information
- (c) monitoring implementation of the policy throughout the Trust
- (d) liaising with safety representatives and attending the safety committee
- (e) ensuring health and safety matters raised by staff are dealt with
- (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 Head teacher about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head/governing body.

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
- (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) monitoring of health safety action plans
 - (v) ensuring an annual (or ongoing) report is provided to the governing body
 - (vi) make recommendations to the local governing board in relation to external independent audits
 - (vii) report to the local governing board and Trust any health and safety issues that cannot be resolved.

Senior Leadership Team

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 safety committee
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (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 and/or local governing board

Other Managers

(Including heads of department, managers of non-teaching staff)

Managers are responsible for implementing this policy in their area of control. This includes:

- (a) ensuring staff meet their health and safety responsibilities
- (b) consulting with staff on matters affecting their health and safety
- (c) communicating health and safety information to staff
- (d) assessing staff competence and ensuring appropriate training and development
- (e) ensuring school-wide health and safety standards, and Trust health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are carried out
- (g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) undertaking risk assessments in relation to directly managed staff
- (i) implementing monitoring arrangements, such as:

- (i) incident reporting and investigation
- (ii) specific equipment / premises inspections
- (iii) termly inspections
- (iv) the schools annual monitoring checklist
- (v) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/HT.

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 schools 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.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Enfield Local Authority Health and Safety Committee

There is an established Enfield Local Authority Health and Safety committee for Schools and Children's Services, which meets termly. It is chaired by the Chief Education Officer, and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

ELT has a Service Level Agreement with the Enfield Schools Health and Safety Department.

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 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 Fronter, 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.

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.

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 re-

assessment 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 Fronter.

Individuals with Specific Responsibilities in the Policy for the Enfield Learning Trust

Responsibility	Name
Board of Trustees	John West – Chair of Trustees Sarah Turner – Chief Executive Officer Androulla Nicou – Deputy Chief Executive Officer/ Chief Financial Officer Margaret McAlpine – Lead Trustee for Health and Safety Ann Ball Tony Wilde Matthew Newstead Alex Monk Karen Mautner
Central Executive Team	Sarah Turner – Chief Executive Officer Androulla Nicou – Deputy Chief Executive Officer/Chief Financial Officer Estelle Tierney – Chief Operations Officer Paul Barraclough – Director of Teaching and Learning/ Executive Headteacher

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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