HADLEIGH INFANT & NURSERY SCHOOL

Health and Safety Policy

2019 - 2020

Version	**2**
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Other contributors	**OneSource Health & Safety Team**
Policy produced (date)	**March 2019**
Policy approved by	**FGB**
Policy approved (date)	**15th March 2019**
Policy to be reviewed (date)	**March 2020**
Other related policies/documents	**Staff Handbook** **Staff Induction Pack**
Other paperwork attached	

Version History Log for this document

Version	Date Published	Details of key changes from previous version
2	March 2019	Chair of Governors changes(Page2/3) / Inserted H+S Governor (Page 3) / small changes made to roles within the school (Page5-7) / Updated Maintenance and Inspection Matrix (Page 8/9)
1	March 2018	New Policy created

Status of this document

This Policy details the local arrangements for managing health & safety at Hadleigh Infants and Nursery School. It is a subordinate Policy to the London Borough of Havering's Corporate Health & Safety Policy, and should therefore be read in conjunction with this and the Corporate Safety Management System.

Statement of intent

Hadleigh Infants and Nursery School is committed to ensuring high standards of health & safety in all its activities. It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits the School's Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

Signed Chair of Governors

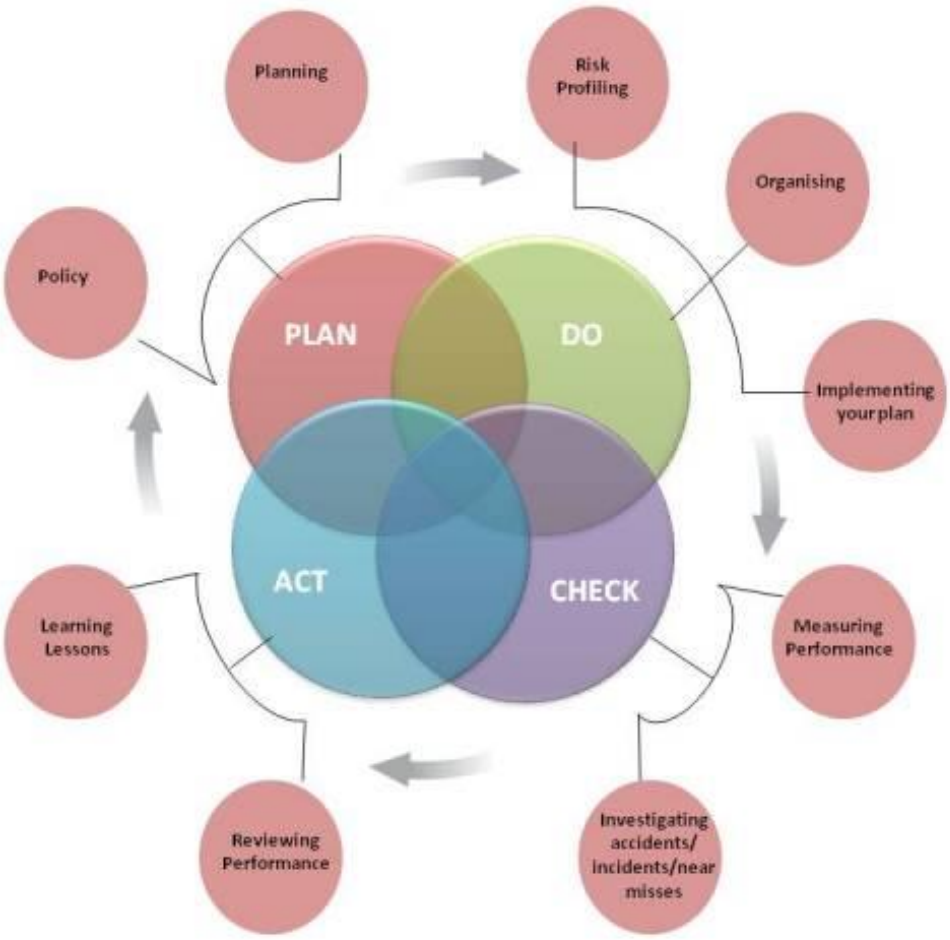
Mr. I. Holroyd

Signed Head Teacher

Mr. S. Proctor

Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



Key Roles

Head Teacher - Mr. S. Proctor

Chair of Governors - Mr. I. Holroyd

Health and Safety Governor - Mrs. S. Basnett

EVC - Mrs. D. Glanville

Site Manager - Mr. A. Aldridge

Senior Leadership Team - Miss. K. Ryan / Mrs. K. Strickland

Organisation

Governing Body

The Governing Body is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Health & Safety standards are maintained by monitoring the school's performance on a termly basis;
- At least one Health & Safety governor is nominated;
- This Policy is kept up to date by reviewing it annually.

Health & Safety Governors

Health & Safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health & safety performance (including against its SMS action plan)on behalf of the Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the Governing body each term detailing the findings of their activities.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Head Teacher

The Head Teacher is responsible for ensuring that:

- The health & safety decisions of the Director of Children's Services are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed;
- A Health & Safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he will ensure that adequate arrangements have been made to manage potential emergency situations
- New and existing employees receive appropriate and regular health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health & safety he will participate in at least one inspection per year;
- Read, understand and share information linked to health and safety issues.

Senior Management Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Head Teacher in his absence.

Key general management responsibilities include:

- Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- Ensuring that they are and remain competent to undertake their role;
- Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;
- Ensuring all accidents, near misses and acts of violence are investigated and recorded using the School's established systems;

- Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- Making suitable arrangements for consultation with employees and employee safety representatives;
- Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator;
- Read, understand and share information linked to health and safety issues.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and inspection matrix at the end of this section..

Health & Safety Co-ordinator

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Head Teacher. They are therefore responsible for:

- Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
- Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Head Teacher;
- Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Head Teacher where they are unable to achieve resolution themselves;
- Liaising with the Schools' Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the School;
- Read, understand and share information linked to health and safety issues.

Site Manager

Is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the monthly test of the emergency lighting system;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking half termly inspections of the communal areas of the School to identify hazards with the Head Teacher or Health and Safety Governor;
- Regularly meeting with the Head Teacher to discuss Health and Safety matters;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not

limited to fire, hazard & accident reporting and asbestos control;
- Read, understand and share information linked to health and safety issues.

Teachers/ Support Staff

The health, safety and welfare of students in classroom and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary;
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the head of subject or team leader;
- Read, understand and share information linked to health and safety issues.

Educational Visits Co-ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with statutory policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

Midday Assistants

Midday assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

Competent Advice

The Schools utilises the oneSource Health & Safety Team as its source of competent health and safety advice.

Maintenance and Inspection Matrix					
Plant/Equipment/Service	**Maintenance/ Inspection type**	**Frequency**	**Scheduled for (month)**	**Current Contractor/ in-house**	**Responsible person** (task performance or contract management)
Asbestos Monitoring	Check	Variable	March	In-house	Site Manager
Boiler	Maintenance	Variable	-	Woodside Group	Site Manager
	Inspection	Annually	April	Woodside Group	Site Manager
Clinical waste disposal	Waste collection & disposal	Monthly	-	PHS	Site Manager
D&T plant/equipment	Safe condition	Annually	June	In-house	Site Manager
	Maintenance	Annually	June	In-house	Site Manager
Electrical (mains wiring)	Inspection	5 Yearly	April	EIAT UK	Site Manager
Electrical (PAT)	Inspection	Bi-Annual	April	Sparks Electrical	Site Manager
Electrical Gates	Inspection/ Visual check	Monthly	-	In-house	Site Manager
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually	June	In-house	Site Manager
	Visual check	Termly	-	In-house	Site Manager
Extraction Systems (Kitchens)	Maintenance	Quarterly	-	In-house	Site Manager
Emergency Lighting	Visual check	Daily	-	In-house	Site Manager
	Test	Monthly	-	In-house	Site Manager
	Inspection/battery test	Yearly	April	Meyer Fire	Site Manager
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period	-	In-house	Site Manager
	Inspection	Quarterly	-	Meyer Fire	Site Manager
Fire Doors	Inspection	Annually	-	In-house	Site Manager
	Visual Check	Monthly	-	In-house	Site Manager
Fire Extinguishers	Inspection	Annually	April	Meyer Fire	Site Manager
	Visual Check	Monthly	-	In-house	Site Manager
Fire evacuation doors	Visual Check	Monthly	-	In-house	Site Manager
Gas appliances	Inspection	Variable	-	Woodside Group	Site Manager
Heating System	Maintenance	Annually	April	Woodside Group	Site Manager
Intruder Alarm	Maintenance	Annually	-	SECOM	Site Manager
Ladders/step ladders	Inspection	6 months	April / Oct	In-house	Site Manager
Lifts/stairlifts	Inspection	6 months	April / Oct	Stannah Lifts	Site Manager
PE equipment (including recreational posts)	Inspection	Annually	Jan/Feb	Universal Services	Site Manager
Play Equipment	Inspection	Annually	Jan/Feb	Universal Services	Site Manager

	Visual check	Weekly	-	In-house	Site Manager
Trees (Zone 1)	Inspection	Annually	-	Local Authority	Site Manager
Water Systems (descaling)	Maintenance	Quarterly	-	In-house	Site Manager
Water Systems (infrequent use)	Flushing	Weekly	-	In-house	Site Manager
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually	Feb/Sept	Maintenance Sampling Woodside Group Immerse Water Service	Site Manager
Water Systems (temperature)	Test	Monthly	-	In-house	Site Manager
Water Systems - thermostatic mixing valves	Maintenance	Annually	Oct	Woodside Group	Site Manager

Arrangements

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures. The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an on-line resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety. All key personnel have access to this document at all times and are encouraged to use it.

Risk assessments

The School has assessed the risks relating to its operations. Where significant risks have been identified these and the necessary control measures have been recorded. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by either the Head Teacher and/or Site Manager. For some risks the School has adopted the control measures outlined in the Health and Safety Manual.

The Senior Leadership Team and Site Manager are responsible for ensuring that the staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced and checked by either a member of the Senior Leadership Team or the Site Manager.

Risk assessments will be reviewed at least annually.

Fire

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located in the filling cabinet located on the Site Manager's desk.

Hazard and unsafe acts & omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book/ form is located in the Site Manager's working area.

Accident & near miss reporting

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a site manager was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in bump books. All other accidents are to be reported to Mrs. J. Reader who will record the incident using the accident reporting system.

Communication

The School communicates information on health & safety to its employees using the following methods:

As part of the induction process;
Staff meetings;
Senior Leadership Meetings;
Staff notice boards;
Support Staff Meetings.

First aid

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. Contact details for paediatric first aiders are displayed on posters around the school. The majority of staff should be trained as first responders. If further treatment is needed, a paediatric first aider should be contacted.

Contractor management

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. Mr. A. Aldridge is responsible to monitoring contractors on the School site.

Employee competence

The School will ensure that employees are competent to perform their duties from a health & safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health & safety management training.

Staff are regularly provided with refresher training linked to aspect of health and Safety.

Stress

The School recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their Year Group Leader or a member of the Senior Leadership Team. Employees may also contact the school wellbeing service which provides a confidential advisory/counselling service to the School's employees. Further details for the school's well-being service can be found on the staffroom wall.

If you are finding the work load or expectations too much, please contact your Year Group Leader or a member of the Senior Leadership Team. Who will try to support you.

Monitoring of health & safety performance

A half-termly report is provided to the Governs at the full governing body meeting which includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.

Training

The governors are committed to ensure all staff are provided with appropriate levels of Health and Safety training. Full training will be offered on a 4-year cycle to existing staff with refreshers and changes provided on a regular basis. Any new member of staff will undergo Health and Safety training as part of their induction.