

London Borough of Enfield

Health and Safety Policy

**Hadley Wood School**

January 2018

	Name	Signature	Date
Prepared by:	Paul Bishop		Sept 2013
Checked and Reviewed by:	Paul Bishop		October 2016
Approved by:	John Griffiths Head of Occupational Health & Safety		Oct 2016
Document Title:	Health and Safety Policy for .....Establishment.....School		
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**This plan will be amended according to legislation / changes to better practice and will be updated as and when required.**

## Statement of Intent

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation and arrangements established to implement the policy

Hadley Wood School are committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Schools and Children's Services Health and Safety Framework Policy, and its health and safety procedures eg Fire Log Book, Responsible Persons Premises Log, and various specific policies and guidance etc are implemented. In view of this, the establishment's own safety policy has been devised to complement that of the Schools Health Safety Framework Policy and provide those details that a Local Authority policy cannot.

We recognise our responsibilities and we will endeavour to ensure the Schools and Children's Services department's Framework policy is implemented with regard to:

a safe and healthy working environment with adequate control of health and safety risks arising out of the establishment's activities

an effective local organisation to implement the policy

full consultation with staff on matters affecting their health and safety

effective communication throughout the 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 establishment

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

The management team will review this policy annually.

Signed:



Manager

Date Jan 2018

## **Responsibilities**

### **Head of Service/Manager**

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

- (a) nominate a senior manager as health and safety coordinator
- (b) ensure subordinate 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, establishment health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (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) quarterly inspections
  - (iv) implementing the establishment annual monitoring checklist
  - (v) health and safety in staff appraisals
  - (vi) ensuring an annual report is provided to the management team
  - (vii) make recommendations to the management team in relation to external independent audits
  - (viii) report to the Assistant Director any health and safety issues that cannot be resolved.

### **Senior management team**

The senior management team will support the Head of Service/Manager with regard to the overall management of health and safety in the establishment. 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 Head of Service/Manager about any health and safety issues that affect the establishment
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the establishment's health and safety policy in their areas of control and agreeing the annual health and safety report.

## Health and safety coordinator

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the establishment, on behalf of the Head of Service/Manager  
Responsibilities include:

- (a) co-ordinating all aspects of health, safety and wellbeing policy and practice
- (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 file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
  - (i) ensuring heads of department undertake inspections
  - (ii) ensuring incidents are investigated
  - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
  - (iv) managing the establishments quarterly monitoring checklist
  - (v) making recommendations to the Head of Service/Manager about an independent audit
  - (vi) reporting health and safety issues that cannot be resolved to the Head of Service/Manager.

All adults 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 establishment-wide health and safety standards, and establishment 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) use of an quarterly monitoring checklist
  - (v) including health and safety in staff appraisals
  
- (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/ Head of Service/Manager.

## 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 management team by following the establishment's 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 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 councils reporting procedures.

### Premises/Site Managers

In addition to requirements designated in manager or staff roles, site managers are responsible for ensuring premises related maintenance, repairs and other works are carried out to required standards. Where tasks relevant to health and safety (e.g. fire alarm testing) have been delegated the site manager should be suitably competent and trained as necessary.

### 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

### Health and safety committee

There is an established 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 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.

### Local consultation

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

### Health and Safety Procedures

The Schools and Children's Services has drawn up health and safety procedures and arrangements covering issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures) e.g. Fire Log Book, Responsible Persons Premises Log etc. These are available on FRONTER.

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

### Educational visits (where educational visits apply)

The role of the educational visits coordinator, arrangements for seeking approval - both within the establishment, and where appropriate from the LA, risk assessments, pre-visits, staff ratios, etc is covered in the 'Guidance for Offsite Visits and Related Activities 2014'.

## **Fire and emergency procedures**

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Fire Log Book

## **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.

Heads of department and other 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 FRONTER.

**Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety**

<b>Responsibility</b>	<b>Name</b>
Head	Beverly Benson
Senior management team	<ul style="list-style-type: none"> <li>• Fran Worby – EVC coordinator</li> <li>• Paula Bertram</li> <li>• Fabienne Burns</li> <li>• Lyndsey Albon</li> </ul>
Health and safety coordinator	Martin Jackson – Site Manager
Other managers:	<ul style="list-style-type: none"> <li>• Jill Rose – Office Manager</li> <li>•</li> </ul>
Safety representatives	Niki Michaelides - HLTA
First aiders	See separate list.
School Welfare	Charmaine Obika
Location of first-aid boxes	Welfare room and KS1 building
Name and address and telephone number of nearest hospital	Barnet General Hospital Wellhouse Lane Barnet EN5 3DJ Tel: 02082164600
Fire Safety manager/evacuation officer	Martin Jackson
Location of fire log	Office
Fire assembly point	KS2 Playground – far side against fence
Time of weekly fire alarm tests	Tuesday 7.30 am
Asbestos- appointed person (for AMS access)	Martin Jackson Beverly Benson also trained
Procedures reporting hazards (name or contact arrangements)	Book in office

Legionella trained person	Martin Jackson Beverly Benson
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Documents relating to this Policy are listed below along with the locations in which they can be found:

<b>Document</b>	<b>Location (eg office, web address)</b>
Fire Log Book	Office
School Policies	Office
Asbestos Register	Office
SH&ST Training Programme	Office
First Aid Book	Welfare Room
COSHH Assessments	Office
Accident /Incident Reporting Guide (IR1)	Office
Risk Assessments	Office
Responsible Persons Premises Log	Office
Educational visits guide	Office
Legionella Risk Assessment	Office

