



Health and Safety Policy & Organisation and Arrangements

1.0 Preface

This document has been prepared to give specific guidelines to all staff on how the duties and responsibilities under Section 2 of the Health and Safety at Work Act 1974 are to be administered by the school. It is the duty of all staff to carry out the policy and to be aware of their responsibilities.

2.0 General Policy Statement

It is the policy of The Great North Wood Education Trust and The Elmgreen School to maintain high health and safety standards in order to protect students, members of staff, visitors or others who may be affected by school activities. The school continues to operate within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools.

3.0 Responsibilities

3.1 The Governing Body

The Governing Body, under the delegated powers it exercises on behalf of the Great North Wood Education Trust, has responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken.

The governors also have particular responsibility for:

- Ensuring that decisions of the governing body take account of, and comply with, this policy.
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Health and Safety Policy and any legal requirements relating to health and safety.

- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term.
- Take all possible steps to ensure that the place of work and its environment is safe and without risk to health, for staff, students and visitors.
- Ensure that where plant and equipment, machinery etc. is used or where staff are concerned with the handling, storage or transport of articles or substances, safety requirements are met with the consequent avoidance of risks to health.
- Enable training, instruction, information and supervision as appropriate.
- Promote an attitude of safe working by all staff and students in all aspects of the school's work.
- Ensure that the circumstances of accidents and any dangerous occurrence or near miss are appropriately examined and recorded in order to reduce the likelihood, or prevent, a recurrence.
- Provide and ensure the use of approved equipment and protective clothing if required.
- Ensure with contractors working on site, as far as is reasonably practicable, that they carry out their responsibilities for health, safety and welfare; and to take into account, at tendering, planning and contract stages, means of eliminating injury and damage.
- Minimise the risk of assault to employees, through building layout, procedures, publicity and other appropriate measures.
- To provide information and other requirements as specified in the Health and Safety at Work Act.
- To promote health and safety arrangements through the Health and Safety Committee, chaired by the Director of Finance and Administration.

3.2 The Headteacher

The Headteacher is initially and ultimately responsible to the Governors for achieving the objectives of the Health and Safety policy. Specifically the Headteacher must:

- Ensure that the requirements of the health and safety legislation are met.

- Ensure that staff know and accept their individual responsibilities regarding health and safety, and are adequately trained to discharge those responsibilities both on site and on educational activities off-site.
- Advise the Governors on the resources and action required to meet statutory requirements and policy identifying any difficulties that might arise.
- Arrange consultations with appropriate staff to ensure their participation in promoting Health and Safety at work.
- Ensure the establishment and maintenance of a suitable health and safety programme to eliminate accident potential so far as is reasonably practicable and conform to statutory regulations and policy.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure that for any off-site event or trip, organised by or on behalf of the school, adequate arrangements are made for the supervision of the students involved. Safety of the staff and students and that these arrangements must at least meet any minimum standards specified by the Trust/School.
- Ensure that adequate communication is maintained to channel information concerning health and safety, which may affect any or all staff, and that the Health and Safety Committee discuss any important issues and makes recommendations.

In seeking to achieve these objectives the Headteacher has delegated the day to day management of these matters to the Director of Finance and Administration whilst retaining ultimate responsibility to the Governing Body.

3.3 The Director of Finance and Administration

- Ensure that under Section 4 of the Health and Safety at Work Act, proper concern is shown for the health and safety of all present on the site who are not employees, including students.
- Ensure that adequate first aid and fire-fighting and fire prevention equipment and facilities are provided and maintained at every appropriate point.
- Have responsibility for overall planning and organisation of fire safety matters within the school including arrangements for nominated members of staff to call the fire brigade and meet them on arrival.

- Ensure that adequate and appropriate plant and equipment is made available to ensure safe healthy working practices and that such plant and equipment is effectively maintained to a safe standard.
- Ensure that workers on site and hirers of our facilities undertake to conduct themselves in accordance with our policy and procedures so that no staff, students or visitors are put at risk.
- To provide advice and guidance to staff on Health and Safety and to ensure that advice is sought on any health and safety work matter for which clarification or assistance is required.
- Ensure that any recommendations or reports are presented to the Governors and that such reports are processed to ensure that any action or policy decisions that may be required are taken.
- To manage the work of the Premises Manager to ensure the implementation of the Health and Safety Policy and safe working practices.
- To induct new staff in the Health and Safety Procedures of the school.
- To make adequate arrangements for First Aid including nominating staff to undertake the required training.

3.4 The Premises Manager

The Premises Manager reports to the Director of Finance and Administration. The Director will delegate responsibility for the day to day operation of those areas that the Headteacher has delegated to the Premises Manager. In addition the Premises Manager has a responsibility to:

- Ensure that the premises start each day in a condition appropriate as a healthy and safe working environment and that the minimum requirements for staff and visitor (including students) hygiene are met. The Premises Manager keeps under review the school site, its buildings, grounds, fittings and fittings mindful of possible hazards.
- Be the first line response to the marking, fencing off and making safe hazards that occur from time to time.
- Ensure that appropriate record keeping takes place including the keeping on file of forms (statutory or otherwise) relating to Asbestos, Fume Cupboards, Fire Fighting Equipment, Fire Alarms, etc.
- Maintain a system for the weekly checking of the fire alarm.

- Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Director of Finance and Administration on the results of this check.
- Manage contractors working on site through a permit to work scheme.
- Draw to the attention of staff, visitors, contractors any unsafe working practices and to ensure they are stopped.
- Take part in training opportunities provided by the governors, Trust/School or other relevant bodies. And to ensure the adequate training of premises staff.
- Ensure provision of protective clothing and equipment and training in its use.

3.5 Senior and Middle Leaders

The Senior and middle leaders share responsibility for promoting and implementing the school's Health and Safety policy, keeping it under review and drawing the Headteacher's attention to any areas of difficulty.

Specifically they have a responsibility to

- Ensure that all accidents occurring within his/her area of control are investigated and reported.
- Show proper concern for the health and safety of students and authorised visitors and bring to their attention the need to take reasonable care.
- Ensure all statutory registers are maintained.

3.6 Responsibilities of All Staff

General Responsibilities

Section 7 of the Health and Safety at Work Act 1974 requires employees to take reasonable care for the health and safety of themselves and others; and to co-operate fully with Governors in the furtherance of this policy statement.

Staff and students must not interfere or misuse anything provided by the Governors or others for the purposes of health and safety. Failure to comply with this requirement will lead to appropriate disciplinary action being taken.

Specific Responsibilities

Staff within the school have a responsibility for the health and safety of themselves and students under their control. In particular teachers and where appropriate support staff are responsible for:

- Undertaking lessons and school activities in accordance with any national, Trust/School or school guidelines relevant to the health and safety of the staff and students.
- Ensuring that they are familiar with the school fire procedure and their role in it.
- Maintaining good standards of housekeeping and cleanliness in the activities under their control.
- Ensuring where students need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced.
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used.
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues through the risk assessment process and any control measures adhered to.
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that students or others are not put at risk.
- Attending any required health and safety training provided by the school or the Trust/School
- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards.
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, Director of Finance and Administration or the Premises Manager as appropriate.

3.7 Visitors to the School Site

Visitors to the site must also comply with the governor's health and safety statement and procedures and have a duty not to interfere or misuse anything provided by the Governors or others for the purposes of health and safety. Visitors who fail to comply with this requirement may be barred from the school sites.

3.8 Students

All students at the school are required to act in accordance with any school health and safety rules and procedures. Specifically they have a responsibility to:

- Ensure they do not put themselves or others in danger.
- Follow the instructions given to them by staff.
- Never interfere with or misuse any safety or fire equipment.
- Report accidents.
- Tell a member of staff if they see something dangerous in or around the buildings.

4.0 Data Protection

The Trust and Governing Body will meet the duties and obligations set out in the Trust's Data Protection Policy in the use of personal data. Personal data will only be shared with external organisations such as the Health and Safety Executive where there is a statutory requirement so to do.

4.0 Review

4.1 The Governing Body considers health and safety to be a progressive matter and will periodically review its policy, organisation and arrangements. Any changes implemented would be brought to the notice of all staff. The policy will be reviewed annually.

Date of Policy: 25 June 2007

Approved by full governing body 10 December 2007

Reviewed and Approved: by Resources, Leadership and Management Committee: 14 November 2018

Next review: November 2019



Health and Safety Arrangements

This is an over-view of the arrangements. Where appropriate existing risk assessments and the more detailed procedures should be consulted.

Standards and guidance

Mandatory common standards and guidance are contained in the Health and Safety Management Manual, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department for publications, or relevant British or European Standards.

Competent professional health and safety support and assistance

Competent advice on health and safety issues is available to the school through the Health and Safety Lead Officer at Lambeth Council.

Health and safety committee

The school health and safety committee will be chaired by the Director of Finance and Administration and meet at least once per term. The committee will consist of appointed trade union safety representatives, other members of the teaching and support staff.

Fire safety and fire procedure

The fire procedure is displayed in every room. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises Manager

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear"

The Fire Safety Manager (Premises Manager) holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall

fire safety plan for the school, which designates responsibilities to individual members of staff.

Accidents and first aid

The school has 6 first aiders, the names of whom must be displayed on the standard first aid signs. A rota operates so that one first aider is on duty each day. Any injuries to students or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the medical room log or accident book. The first aider's to whom they are allocated maintain the contents of first aid boxes. Accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Trust/School procedures will be reported by the Director of Finance and Administration who may delegate this task.

Contractors

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. Contractors are controlled by Permits to Work and Hot Work Permit following receipt of a method statement. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Premises Manager or another member of staff, who has been allocated to deputise for this role. Where staff or students become aware of dangers caused by contractors, these should be immediately reported to the Premises Manager.

Health and safety training

Staff will be provided with adequate training Health and Safety training appropriate for their responsibilities.

Educational visits

The school has a policy and procedure for the organising of educational visits. Off-site visits will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations.

School and student security

A risk assessment has been undertaken for the school to establish the necessary security measures required for student safety. All staff and students are required to assist in maintaining good standards of security on school premises. Procedures are in place to deal with intruders and lone working.

Smoking

Smoking is not permitted anywhere on school premises. Smoking is taken to include use of any form of e-cigarette or vaping device.

Medical suitability for work and medical arrangements

Medical checks are undertaken for all new staff once appointed, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser.

Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member suffers from an ill health condition which is likely to effect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

Pregnant staff

A standard risk assessment for pregnant staff is held by the school. When a woman notifies the school that she is pregnant an individual risk assessment will be carried out. This will be reviewed during the course of the pregnancy. Where a woman finds she cannot continue with her existing duties alternative arrangements will be made.

Evening events and use of school premises by external bodies

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up by the Premises Manager in their role as Fire Safety Manager, in conjunction with the teacher responsible for the event. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used.

The use of the premise out of hours by external users is managed on behalf of the school by a third party, Schools Plus. The school remains responsible for the maintenance of the facilities and compliance with safety standards. Schools Plus are responsible ensuring an appropriate health and safety plan/risk assessment is in place. All applicants are required to complete a risk assessment of their planned activity as part of the booking process.

Electrical safety

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of students and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Premises Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated. All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due. The

Premises Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or students must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Manager or their staff. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Students and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where students are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Students must only change bulbs in such equipment when they have been authorised to do so by a teacher responsible for the activity and then only when the equipment has been electrically isolated.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Officer as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

Gas inspection

An annual Landlords and Gas Soundness inspection will take place annually and be carried out by a Gas Safe registered contractor.

Lifts

The Premises Manager will be responsible for setting up and monitoring a contract for the regular inspection and maintenance of the lift to comply with legislation. The Premises Manager will also ensure that they and their staff have received relevant training to comply with the Lift Operations and Lifting Equipment Regulations 1998(LOLER).

Water supply

The Premises Manager is responsible for ensuring that all water supplies, tanks, pipes, air conditioning units etc are regularly inspected and cleaned and certified free from any contamination.

Work at heights

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Premises Manager. School students must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall. The school uses a genie lift for working at heights and all Premises Staff have undertaken certificated training.

Work on maintenance or improvement of school premises or facilities by volunteers

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Premises Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

Health and safety inspection, monitoring and auditing

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Director of Finance and Administration working with the Premises Manager.

Inspections will be undertaken once a term and will cover each area of the school. The Health and Safety committee will review the inspection reports and necessary actions followed up.

The governors meeting will also receive from the Headteacher a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.

Serious Health and Safety concerns will be notified to the Trust Board.