

ENFIELD GRAMMAR SCHOOL



HEALTH AND SAFETY POLICY

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Table of Contents

<i>Part 1: Statement of Intent</i>	3
<i>Part 2: Responsibilities for Health and Safety.....</i>	4
<i>Part 3: Arrangements for Health and Safety Implementing the Policy.....</i>	7

Part 1: Statement of Intent

The purpose of the Health & Safety at Work Act 1974 is to promote, stimulate and encourage high standards of health and safety at work. The Governing Body will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the Governors and Headteacher that the established health and safety policies, guidance and procedures issued by London Borough of Enfield shall be followed and developed locally to meet the specific needs of Enfield Grammar School. The aim is to ensure that health and safety becomes an integral part of managing school activity. This policy will be reviewed annually by the Governing Body, and employees will be consulted prior to any amendments being made.

The School is committed to managing health and safety and aims to provide:

- a safe and healthy working environment with adequate control of health and safety risks arising out of our activities
- an effective organization to implement the policy
- full consultation with our staff on matters affecting their health and safety
- effective communication throughout the School on health and safety matters
- information, instruction and supervision is provided
- all staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- competent advice will be obtained when that is not available within the School
- effective monitoring and review of the implementation of the policy and health and safety performance
- periodic independent auditing is undertaken
- adequate resources are provided to implement this policy

The Governing Body, as an employer, recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in the policy and work in accordance with safe working procedures.

This policy will be reviewed annually by the Governing Body, implementing new arrangements as necessary. The Governing Body will also monitor, review and evaluate the School's health and safety performance.

All employees will be signposted to a copy of this document, which is available on a shared employee area, at induction.

Part 2: Responsibilities for Health and Safety

Headteacher

The Headteacher is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for the maintenance and development of safe working practices and conditions for all staff, students, visitors and any other person using the premises or undertaking activities under the school's control. The Headteacher may delegate certain tasks to other members of staff.

In particular, the Headteacher will:

- a) Implement the Health and Safety policy.
- b) Nominate a senior manager as the Health and Safety Co-ordinator, namely the School Business Manager.
- c) Ensure subordinate managers meet their health and safety responsibilities. . Ensure the arrangements for consultation with staff are implemented and chair the safety committee
- 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, school health and safety procedures and codes of practice are implemented.
- g) Ensure risk assessments are completed and reviewed.
- h) Provide the Governing Body with regular reports to enable them to provide and prioritise resources for health and safety issues.
- i) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- j) Ensure health and safety compliance monitoring is undertaken, including:
 - Incident reporting and investigation.
 - Specific equipment and premises inspections.
 - Daily, weekly, monthly, termly and annual checks and inspections.
 - Ensure health and safety standards, school health and safety procedures/codes of practice are implemented
 - Make recommendations to the Governing Body in relation to external independent audits.
 - Report to the governing body any health and safety issues that cannot be resolved.

Senior Leadership Team

The Senior Leadership Team will support the Headteacher 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 everyday management activities/decisions.
- b) Considering the health and safety impact of new initiatives.

- c) Informing the Headteacher about any health and safety issues that affect the school.
- d) Agreeing strategic health and safety initiatives.
- e) Monitoring the overall implementation of the school's health and safety policy in their area(s) of control.

School Business Manager

The School Business Manager is responsible for the overall co-ordination of health and safety throughout the school on behalf of the Headteacher.

Responsibilities include:

- a) Co-ordinating all aspects of health, safety and wellbeing policy and practice.
- b) Liaising with safety representatives and attending the school's Health and Safety Committee.
- c) Disseminating health and safety information.
- d) Co-ordinating accident reporting procedures.
- e) Co-ordinating emergency evacuation and lock down procedures in conjunction with the Deputy Head for Inclusion.
- 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:
 - Ensuring heads of department undertake inspections and carry out risk assessments as required.
 - Ensuring accidents, incidents and "near misses" are investigated and remedial actions are completed in a timely manner.
 - Reporting 'notifiable' incidents to the Health and Safety Executive and the Governing Body.
 - Managing the schools monitoring checklists
 - Ensuring first aid records are maintained.
 - Ensuring that specific equipment/premises inspections are carried out.
 - Co-ordinating termly inspections of the school's premises.
 - Making recommendations to the Headteacher about an independent audit; and
 - Reporting health and safety issues that cannot be resolved to the Headteacher and/or the Governing Body.

Other Managers (including Heads of Department and Managers of support 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 school health and safety procedures/codes of practice are implemented.
- f) Ensuring risk assessments are carried out and reviewed where required.
- 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 school's annual monitoring checklist
 - (v) including health and safety in staff appraisals
- j) Reporting any health and safety issues which cannot be resolved to the School Business Leader.

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) Complying with the school's health and safety policy and procedures and co-operate with managers on health and safety matters.
- c) Reporting health and safety hazards and any inadequacies they identify in health and safety procedures via the Schools' Health & Safety & repair & maintenance email address.
- d) Undertaking any health and safety training and development identified as necessary.
- e) Operating work equipment in accordance with safe working procedures, instructions and training.
- f) Not making unauthorised or improper use of equipment.
- g) Understand emergency evacuation procedures and feel confident in implementing them.
- h) Ensuring a risk assessment is undertaken when carrying out projects or new activities.
- i) Reporting accidents, incidents and near misses in accordance with the school's reporting procedures. H&S issues and repair & maintenance issues should be reported to the site team.

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. 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

Part 3: Arrangements for Health and Safety Implementing the Policy

Consultation with Staff

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 Committee

The School has established a Health and Safety committee, which meets termly. It is chaired by the Headteacher and includes management and representatives from all areas of the School. The committee facilitates consultation on school wide issues. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

The Committee will be responsible for:

- a) Conducting termly health and safety inspection of school facilities.
- b) Identifying, resolving and reviewing operational risks.
- c) Reviewing safety documentation.
- d) Submitting reports to the Governing Body.
- e) Following upon any outstanding health and safety issues.

The Health and Safety committee will provide termly reports to the Resources and Management Committee.

Governors and members of the Health and Safety Working Party may, if necessary, conduct termly walk rounds.

Health and Safety Procedures

The school has drawn up health and safety procedures and arrangements covering school-wide issues. These were drawn up based on a risk assessment and include the following required control measures.

Display Screen Equipment

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 by a qualified optician and a contribution towards corrective glasses provided if required specifically for DSE use. The eye test and contribution is available through the healthcare cash plan offered to all staff.

The School Business Manager will ensure annually that staff assess their workstations for DSE use via a self-assessment tool and report any concerns that this raises or other workstation discomfort.

Educational Visits

All proposals for educational visits will be accompanied by a detailed risk assessment that will look for hazards, who may be at risk, control measures and any issues from previous visits. All educational visits must be approved by the Headteacher and all overseas trips must be approved by the Headteacher and the Chair of Governors.

At the end of each visit, an issue log will be completed and any issues relating to health and safety will be evaluated and changes made, if appropriate.

Traffic Management

Speed limit and caution signs are clearly displayed. Parking areas are clearly marked and no parking is allowed in unmarked bays.

Delivery vehicles will be allowed in at certain times of the day and, where possible, a staff member will be available to supervise access and delivery.

Management of Contractors

The School Business Leader and Site Manager will lead on arrangements for the selection, management and monitoring of competent contractors, including arrangements for securing competent advice when that is not available within the school. Contractors will be required to confirm their compliance with the School health and safety requirements and processes.

First Aid

The School's Training Co-ordinator will ensure that all first aiders receive relevant refresher courses and that enough members of staff are trained to ensure there is adequate cover at all times.

Adequate first aid boxes will be provided and the Welfare Officer will audit the contents and seek replenishment.

The first aid boxes are located in the following places:

- - Upper School Welfare Office
- - Lower School Office

Defibrillators are located at the following places:

- - Upper school office
- - Lower school office
- - Ball hall
- - 3G pitch pavilion

A list of students who have medical requirements is sent to all staff electronically and held on the School's management system, which all staff have access to.

The School must receive written parental consent before any medication can be administered.

Please refer to the Medical Needs Policy for further information.

All accidents at work and work related ill health must be reported to the School Business Leader for further investigation and remedial and/or preventative actions to be carried out. Accidents at work must be recorded in the accident record books, which are located in the lower and upper school offices.

Evacuation - Fire and Emergency Procedures

To implement emergency procedures in case of fire or other significant incidents

1. Ensure that emergency plans are developed and brought to the attention of all staff and non-staff members who access the premises.
2. Ensure a fire risk assessment is carried out.
3. Ensure that all staff members are trained in fire safety.
4. Ensure that those with delegated roles are adequately trained.
5. Ensure that emergency plans are tested and improved when required

Evacuation procedure notices are posted in every classroom and throughout the school including what action to take on discovery of an incident.

The School's Evacuation Policy outlines:

- a) The role of the person in charge (Evacuation Officers).
- b) The roles of all staff.
- c) How the evacuation will be conducted.
- d) Arrangements for ensuring everyone has left the building.

The fire, evacuation and lock down procedures are made available to all staff on the shared Google filestream area for staff and are issued to new joiners.

The School Business Leader will review these procedures at regular intervals.

Emergency exits, fire alarm points, firefighting equipment and fire assembly points are all clearly marked and unobstructed at all times.

The Site Manager is responsible for daily checks for any obstructions on exit routes/fire exits.

Fire drills are carried out twice per year (ensuring ALL staff members participate in at least one) and the results are logged by the Premises Manager.

The emergency lighting system and fire alarm call points are checked regularly (Monthly) by the premises team.

Alarms, emergency lighting and fire extinguishers are checked annually by the school's contractors.

Smoking, including the use of e-cigarettes, is not permitted on the School's property or in the immediate vicinity, including anywhere where staff may be observed by parents and students.

Lone working

Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- 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 training, knowledge and experience to do the work. In addition:

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 will ask for assistance.

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

COSHH

Safe Handling and use of Substances

The Heads of Science, Art and DT will be responsible for identifying all substances that require COSHH assessments and are responsible for ensuring that COSHH assessments are carried out. Risk assessments are in place for all hazardous substances.

An inventory of all chemicals and flammable substances kept on site by the relevant Heads of Department and notified to the School Business Leader and Site Manager.

The Heads of Department will check that new substances can be used safely before purchasing.

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.

Asbestos

An asbestos survey is carried out annually and all areas where asbestos has been identified are clearly labelled and logged. The Site Manager is responsible for ensuring that the identified operational controls are conducted.

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.

Lettings

Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Smoking

Smoking is not permitted anywhere on the school premises.

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 antenatal carer and 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 antenatal carer and 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 antenatal care and GP as this must be investigated promptly.

Training

Induction training will be provided to all employees through computer based training packages and for subject specific training, by their Head of Department.

Health and safety training records are managed and held centrally by the School Business Leader.

Risk Assessments

The School carries out and documents risk assessments for all activities presenting significant risk. Risk assessments are available for all staff to view and are held centrally by the School Business Leader. Risk assessments are reviewed regularly.

The Heads of Department are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control; they are encouraged to seek advice and support from the School Business Leader.

Heads of Department are responsible for ensuring that risk assessments relating to educational visits are completed using the forms held by the Finance team and entered onto the School's visits software.

Reporting to the Health and Safety Executive

The School Business Leader 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 Business Leader will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.