

# **Simon Marks Jewish Primary School**

## **Health and Safety Policy**

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## **FOREWARD**

The Governing Body of Simon Marks Jewish Primary School recognises that making the appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities associated with the school is fundamental to the well being of the school.

This Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute our objective of continuous improvement of health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

Howard Pallis  
Chair of Governors

Gulcan Asdoyuran  
Headteacher

# **1 STATEMENT OF POLICY**

## **1.1 Scope**

This policy is specific to Simon Marks Jewish Primary School and to off-site activities organised by Simon Marks Jewish Primary School. It is supported by policies of Hackney Learning Trust, those of other service providers on the site and those of other contractors that from time to time work on the site.

The Health and Safety system will be integrated into the daily management of the school and will be continuously developed, maintained and implemented through a comprehensive range of documents which will include:

- This Health and Safety policy
  - Statement of Policy
  - Organisation
  - Arrangements for implementation
- Working policy documents
- Subject specific guidance, including that issued by the DFE, Hackney Learning Trust and HSE.

The policy recognises the legal duties and responsibilities owed to all users of the site, seek to ensure that the school complies with the law and fulfils its aims as set out below.

## **1.2 Aim**

The School aims to provide the highest standards of health and safety commensurate with the operation of an education establishment, reducing the numbers accidents, injuries and cases of ill-health.

## **1.3 Objectives**

The main objectives of this policy are as follows:

- To establish and maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures for staff and pupils and other site users
- To make arrangements for ensuring safety and avoiding risks to health in the use , handling, storage and transporting of equipment, articles and substances
- To ensure the provision of sufficient information, instruction and supervision to enable staff, pupils and other users of the site to avoid hazards and to contribute positively to their own health and safety.

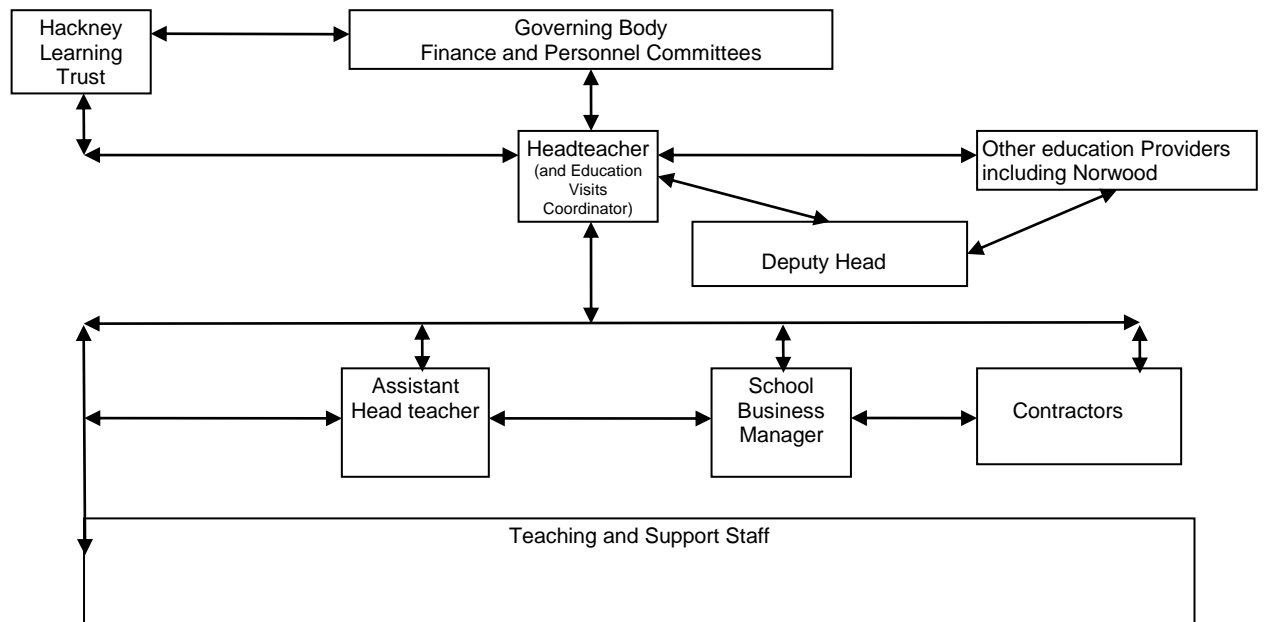
- To maintain safe access to and egress from the site and the safe movement of vehicles and people on the site.
- To ensure that educational visits are undertaken as safely as possible in accordance with guidance and regulations
- To formulate procedures for the use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises
- To formulate procedures to be followed in the case of accident
- To provide and maintain suitable and sufficient welfare facilities
- To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities
- To monitor and review the effectiveness of the health and safety systems with a view to continuous improvement.
- To ensure that staff are aware of the importance attached to health and safety and that management may invoke the school disciplinary policy in the event of non-compliance with the requirements of the policy.

## 2 ORGANISATION

### 2.1 Organisational chart for health and safety

Local management of schools requires the school governing body, headteacher and staff and Hackney Learning Trust to work together to ensure health, safety and welfare objectives are achieved.

The following chart shows the main organisational linkages.



### 2.2 The Governing Body

The governing body is responsible for:

- Ensuring that the school has a clear written Health and Safety Policy statement that the policy is reviewed
- Ensuring the Health and Safety Policy is implemented and monitored within the school
- Ensuring that the school has considered its health and safety obligations and has made appropriate staffing arrangements and provision for meeting these obligations
- Ensuring that there are arrangements in place to plan, implement and regularly review
  - risk assessment and follow up action
  - emergency procedures and their regular testing
  - a positive health and safety culture as part of the school's strategic objectives and planning

- health and safety training for existing staff and induction training for new staff including temporary and supply staff.
- Ensuring that there are appropriate arrangements for receiving, considering and as appropriate disseminating and acting on guidance and information on health and safety received from Hackney Learning Trust, DCSF, HSE and other agencies.
- Ensuring that regular reports of accidents and dangerous occurrences are made by the headteacher in accordance with Hackney Learning Trust procedures and that any necessary alterations the premises, working practices and procedures considered and implemented.
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- Ensuring that all reasonable inspection facilities and information in relation to health and safety are provided on request to officers of Hackney Learning Trust and Hackney Council, Inspectors of the HSE and any other bono fide Health and Safety Officials.
- Ensuring that conformity to safety standards forms part of the school's purchasing policy
- Ensuring procedures exist for checking that facilities and items offered for use by the school are safe.
- Ensuring that school journeys and visits are planned, authorised and implemented in accordance with Hackney Learning Trust and DFE guidance and regulations.
- Ensuring that all health and safety arrangements take account of the requirements of staff and users with disabilities and pupils with special educational needs.

The Governing Body's Finance and Personnel Committee has delegated responsibility for the Governing Body's Health and Safety responsibilities, reporting to the governing body.

### **2.3 Headteacher's responsibilities**

The headteacher has overall responsibility for all school health and safety organisation and activity and will:

- Work in conjunction with the Governing Body to revise and update the Health and Safety Policy on a continuing basis
- Arrange for the annual review of procedures and systems which support the health and safety policy including emergency procedures, first aid arrangements, risk assessments, CoSHH records, Electrical Testing, accident reporting and follow up action and off-site visits.
- Report annually to governors on:
  - Health and Safety performance
  - Budgetary requirements for Health and Safety
  - Health and Safety concerns



- Ensure that problems in implementing health and safety policy are reported to the Governing Body and Hackney Learning Trust.
- Coordinate the implementation of Hackney Learning Trust's and school's health, safety and welfare procedures and those of the other service providers on the site
- Delegate responsibilities to other members of staff on a clear basis in accordance with the arrangements agreed in the Health and Safety Policy to ensure the comprehensive implementation of all health and safety requirements.
- Put in place procedures to monitor health and safety performance of the school
- Ensure that arrangements are in place for risk assessments of the premises and working practices to be undertaken on a regular basis
- Ensure that the headteacher is informed of accidents and hazardous situations and that Hackney Learning Trust, HSE and other service providers on the site are informed as appropriate.
- Stop any unsafe practices or the use of unsafe facilities or equipment and inform Hackney Learning Trust and other site service providers as appropriate
- Develop a health and safety training plan and ensure that existing staff are appropriately trained for their responsibilities in relation to health and safety and ensure appropriate induction training for new staff, including temporary and supply staff.
- Implement and review regularly the arrangements for consideration and dissemination of health and safety information including the particular needs of newly appointed and temporary staff, volunteer helpers and other service providers.
- Maintain an up-to-date master copy of health and safety policy and accompanying documentation.

#### **2.4 Responsibility of the Assistant Headteacher**

The Assistant Headteacher shall deputise for the Headteacher in all areas of Health and Safety.

The assistant headteacher shall be responsible, as required by the Headteacher, for overseeing and monitoring the implementation health and safety practices, procedures and requirements in areas that they manage or line manage and for reporting back any problems to the Headteacher.

#### **2.5 Responsibilities of the School Business Manager**

The School Business Manager is responsible for implementing Health and Safety systems and arrangements and for coordinating health and safety arrangements for the school under the direction of the Headteacher. The School Business Manager will:

- Be the focal point for reference on health, safety and welfare matters and will be responsible for seeking appropriate advice on health and safety matters.
- Liaise with and report to the Headteacher on all matters of Health and Safety.
- Implement the health and safety policy and related procedures including risk assessment.
- Ensure that the recommended budget contains suitable provision for health and safety requirements
- Arrange for all certifications and statutory inspections to be kept up-to-date.
- Arrange for
  - the maintenance of accident reporting arrangements in accordance with requirements
  - the investigation of accidents and appropriate follow up action
  - the notification to Hackney Learning Trust, in consultation with the headteacher, of RIDDOR notifiable incidents and ensure that appropriate notification to the HSE takes place.
- Arrange for the consideration and dissemination of health and safety documentation and guidance and, as appropriate, for follow up action to be taken

## 2.6 Teachers

Teachers are responsible for:

- Ensuring the day to day implementation of health and safety requirements in their classroom and other areas of the building whilst they are using them, including checking equipment and the area being used.
- Assisting in identifying and managing the Health and Safety Requirements, and in establishing good practice training and development in any specialist areas for which they may have responsibility
- Ensuring that they only carry out activities for which they are competent
- Identify to the headteacher their training needs whenever identified to ensure the highest standards of health and safety are maintained.
- Ensuring that safe procedures are followed by themselves, other staff present and pupils and that they are competent to carry the procedures proposed safely
- Giving clear instructions and warnings to pupils as often as necessary
- Discontinuing a proposed activity if it is not safe to continue
- Contributing as appropriate to risk assessment of processes
- Notifying the Headteacher immediately of health and safety concerns and problems which cannot be resolved by referring them to the appropriate staff member – normally the School Business Manager or Premises Manager.

## 2.7 Support Staff

Support staff are responsible for:

- Ensuring the day to day implementation of health and safety requirements in relation to their area of responsibility and for any health and safety procedures and processes delegated to them by the headteacher.
- Reporting back to the headteacher or their line manager immediately any health and safety concerns
- Not using non-school mechanical or electrical equipment without the headteacher's prior permission in accordance with school procedures

## 2.8 Responsibilities of Other Organisations Related to the School Site

**Westgate Cleaning Services** manages the cleaning of the internal and external premises, currently every day. It is responsible for ensuring its own Health and Safety Policy and coherent and consistent arrangements with those of the school. The school and Westgate share fire evacuation and other key plans and exchange information about accidents and incidents to identify risks and minimise recurrence.

**Other contractors** operate on the school site from time to time in a variety of services from building works, catering services and the provision of supply staff to cover vacancies. Each contractor is required to have a Health and Safety arrangements in compliance with the law and to familiarise themselves with and abide by the terms of the school's Health and Safety policies, particularly in relation to emergency procedures. The school provides induction information/training including key health and safety information for those contracted to cover the roles of staff in the school.

## 2.9 Obligations of All Employees

All employees must:

- Know the health and safety organisation and arrangements in their own working areas and their own areas of responsibility and ensure that they are applied
- Observe standards of dress consistent and appropriate with health, safety and hygiene
- Exercise good standards of housekeeping and cleanliness
- Know and apply the procedures in respect of fire, first aid and other emergencies
- Use and not wilfully misuse, neglect or interfere with items provided for the health and safety of themselves or others
- Report all accidents, dangerous occurrences and near misses in accordance with the school's procedures.
- Report all defects to the School Business Manager or caretaker, and to their line manager and/or the Headteacher if appropriate.
- Cooperate with other employees in promoting health and safety arrangements in the school

- Cooperate with the appointed Trade Union Health and Safety Representatives and officers of the HSE and Hackney Learning Trust.

## **2.10 School Health and Safety Representatives**

The Governing Body and the Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Recognised Health and Safety representatives are allowed:

- To investigate accidents and hazards or complaints by constituents about matters relating to health and safety and to make representations to the employer about such matters or other issues affecting general health and safety in the workplace
- Carry out inspections, within directed time but wherever practicable outside teaching time, of the school premises
- Represent constituents in consultation with enforcement agencies
- Receive information that inspectors are required to provide.
- Have access to, the school's health and safety documentation and guidance records
- Be members of a Site Safety Committee within the agreed arrangements for its composition. A Site Safety Committee will be established if requested by the recognised trade unions. Otherwise the Headteacher will ensure that there are opportunities for staff to raise Health and Safety concerns through staff meetings and that staff are consulted and informed on school health and safety issues, draft policies and reviews of practice

## **2.11 Visitors and Other Users of the School**

Visitors and other users of the school will be required to observe the health and safety rules of the school. Volunteers helping in the school will be given induction information by the member of staff responsible for the activity on key health and safety procedures relevant to the activity including emergency procedures.

### **3 ARRANGEMENTS FOR IMPLEMENTATION**

#### **3.1 Distribution of Health and Safety Information**

The master copy of the Health and Safety Policy, risk assessments, COSHH assessments, working documents, codes of practice and guidance will be kept electronically on the school's computer. The School Business Manager can direct staff to the location of documents. Staff are encouraged to refer to these documents and to seek advice whenever they are considering health and safety issues.

Copies of the Safety Policy will be available to all staff as part of the school's policy's folder and its availability will be clearly indicated in the staff handbook, which will summarise the key points. Heads of department, will keep relevant documents concerning the specific area. Copies of the safety policy will be given to other main site service providers and on site contractors.

The School Business Manager will be responsible for updating the health and Safety Policy with agreed amendments and for ensuring its re-circulation to those indicated above.

All new staff will receive copies of the staff handbook indicating the availability of the Health and Safety Policy and new and temporary staff will receive induction training drawing attention to relevant health and safety issues.

The Health and Safety Law poster will be displayed in the school reception area.

#### **3.2 Accidents, Dangerous Occurrences and Near Misses**

##### **Immediate First Aid**

Accidents involving injury or ill-health effects will be notified immediately to the school office and to the nearest first aider (see Appendix 1) to facilitate first aid treatment. The headteacher must be immediately informed of any serious injury. Where the injuries are serious enough to warrant hospital treatment, the office will arrange to dial 999 or 020-8806-1123 Hatzola Ambulance Service for an ambulance to transport the patient to hospital, will inform next of kin (in the case of pupils, the parent or guardian in loco parentis). In the event, of the assistance of the school office and first aid support being unavailable and there being any doubt about the well-being of the victim, staff should themselves dial 999 to seek an ambulance for transport to hospital and also seek to contact the Headteacher and next of kin.

No child should be allowed to go to hospital without being accompanied by a responsible adult. Normally this will be the parent or guardian, but in the event that they are not available in time the pupil must be accompanied by a member of staff.

## **Completion of the accident book and other reporting**

Staff must ensure that all accidents involving injury or ill-health effects and any accident, dangerous occurrence or near miss are notified to the office. Normally this information should be given to School Admin Officer or in her absence to the School Business Manager. Enough information must be provided to allow the completion of:

- the school accident book (injuries and ill health effects)
- internal reporting form for accidents, dangerous occurrences and near misses. This form (obtainable from the above personnel) is expected to be completed by the person witnessing or first informed about the incident and should be returned the admin officer. The School Business Manager, as directed by the headteacher, will consider and investigate all such reports and propose appropriate action with a view to preventing further such incidents. Safety Representatives will be informed of incidents and may themselves investigate and offer comments and representations.
- RIDDOR report forms (for reporting specified serious incidents and injuries to the HSE). The School Business Manager will also consider, in liaison with the Headteacher, whether an incident is RIDDOR reportable and in such circumstances will consult Hackney Learning Trust Health and Safety Officer with a view to ensuring that an appropriate RIDDOR report is made within 10 working days. In the case of major incidents (including major injuries or fatalities) Hackney Learning Trust Health and Safety Officer will be notified immediately by telephone but, if unavailable, an email or fax will be sent and the HSE will be contacted immediately by the school by telephone.

### **3.3 Asbestos**

No work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.

The school keeps and maintains a survey of all materials containing or which may contain asbestos. A copy of this survey is kept by the Caretaker. No work to the building may be undertaken by contractors or others without consulting this survey first.

If materials are known from the survey, or are discovered during the course of works, which are known to, or may, contain asbestos the advice accredited testers must be sought before works start or continue.

If the material known or suspected of containing asbestos has been affected by work undertaken, the area must immediately be evacuated and sealed pending tests. No work shall be undertaken or the area re-entered until testing and such remedial works have been carried out by certified specialist testing and asbestos removal contractors to make the area safe.

The Headteacher shall be immediately informed of all such incidents and s/he will arrange for the Hackney Learning Trust Health and Safety Adviser and the school safety representatives to be informed.

### **3.4 Contractors**

All contractors will observe their own health and safety policies and procedures.

The school ensures all contractors engaged in relation to the site and premises works have health and safety policies, procedures and competencies suitable to ensure safe conduct of the work proposed on a school site.

Such contractors must:

- Report to the caretaker or School Business Manager on arrival and sign the contractors on site log in the caretakers office
- Examine the asbestos survey log prior to commencing work
- Comply with the general requirements of the school's health and safety policy, particularly in respect of emergency procedures.
- Comply with the Construction (Design and Management) Regulations 1994
- Report to the caretaker or School Business Manager and sign out when leaving the site.

The caretaking staff ensuring that these procedures are adhered to by contractors and that contractors are aware of the general requirements of the school's health and safety policy as specified above.

All other contractors working on the school site shall sign in at the school's reception on arrival and sign out on leaving. The school finance and staff cover officer shall ensure that all contracted staff covering for school employees are aware of the general requirements of the school's health and safety policy, particularly in respect of emergency procedures. Other contractors shall be briefed similarly by the member of staff responsible for their engagement.

### **3.5 COSHH (Control of Substances Hazardous to Health)**

Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will be carried out by competent persons with the appropriate training, knowledge and experience. The assessments and actions will follow the guidance set out in the Approved code of practice.

COSHH risk assessments will be kept in the School Business Manager's office. Together with information about volumes and location(s) of storage

Commercially available chemicals should have a warning label and a safety data sheet if they are COSHH notifiable but a competent person should check the presence of other COSHH notifiable materials. In particular, biological agents (such as Legionellae), dust in harmful concentrations and substances produced in chemical processes are covered by COSHH.

As a general principle, it is the governing body's policy to consider safer alternatives to hazardous substances, where practicable.

### **3.6 Display Screen Equipment**

The Health and Safety (Display Screen Equipment) regulations require employers to minimise the risks for staff who habitually use Display Screen Equipment (DSE) as a significant part of their normal work.

Workstation risk assessments will be carried out by a competent person on all stations in accordance with the guidance on regulations No L26 issued by the HSE.

Eye tests will be facilitated for those staff falling within the regulations in accordance with the above guidance.

Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort, e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections etc. Such staff will be provided with access to the HSE leaflet "Working with VDUs".

Managers and staff should arrange work variation to enable and encourage regular breaks from DSE related work, by mixing it with other tasks, so that no more than 45 minutes out each hour is spent on DSE activities.

### **3.7 Electricity at Work**

The electricity at work regulations 1989 requires that electrical installations be maintained to prevent danger.

The School is responsible for the installation, testing and maintenance of the school's fixed electrical services in accordance with the regulations.

Fixed wiring is to be tested every 5 years and permanently wired equipment will be subject to annual testing by a competent specialist for the equipment concerned

Portable electrical equipment will be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable electrical equipment in offices and other low risk environments. The records of checks are maintained electronically.

Staff must always take note of the condition of plugs and flexes or any other sign of a fault each time equipment is used. Equipment suspected of being faulty should be removed from use immediately and labelled so that others do not use it in the meantime. The School Business Manager should be informed immediately.

Staff should inspect equipment visually and check that it works normally each time before issuing it for pupil use.

### **3.8 Emergency procedures including the Fire Plan**

The emergency plan is kept in the School Business Manager's office and by the appointed emergency planning team.

The school has a fire plan which lists the fire risk assessment and annual reviews and action taken, the responsibilities of staff for managing fire safety including regular maintenance and testing of safety equipment and escape arrangements,



and the twice termly holding of fire practice drills, The fire evacuation procedures are set out in the fire plan

### **First Aid**

A first aid box is maintained in the school office.

It is the policy of the governing body that there will be sufficient numbers of first aiders on the site at all times and that there shall be person with at least appointed persons training accompanying all trips and visit. Nearly all support staff have been trained in Emergency First Aid at Work. The names of these staff are also set out in Appendix 1.

The admin officer is responsible for ensuring that the first aid box is maintained fully equipped.

The first aiders are required to keep a record of treatment given. The School Business Manager will review the record as an aid to accident prevention.

## **3.9 Glass and Glazing**

Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.

Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

## **3.10 Inspections, Monitoring and Audit and Review of Performance**

### **Inspection**

General inspections take place once per term by the School Business Manager with the assistance of the Premises Manager and other staff as necessary and in consultation with any Safety Representatives.

### **Monitoring**

The Safety Committee if formed will meet at least once per term, usually following the termly inspection, so that any issues found can be addressed. Otherwise the headteacher will provide time at a staff meeting for health and safety concerns and issues to be raised.

The Headteacher will monitor the school's performance on Health and Safety issues.

The Governing Body Finance and Personnel Committee will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for any Health and Safety issues arising. The Finance and Personnel Committee will report any matters of concern to the governing body.

### **Audit and Review of Performance**

There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body Finance and Personnel Committee.

## **Performance Standards**

### **National**

The HSE sets performance standards on a national basis in its annual plan. The standards are set in relation to a baseline of 2000. Those currently relevant are as follows:-

- Reduce working days lost from injury and ill health
- Reduce incident rate of cases of work related ill health
- Reduce incidence rate of fatalities and major injuries

In addition the HSE has announced draft management standards relating to the management and reduction of stress at work. Stress is now the largest cause of sickness absence in the UK and in 2001 there were 2503 new legal actions against employers for compensation for causing stress.

The standards are:-

- at least 85% of employees say they :-
  - -can cope with the demands of their job.
  - -have a say in the way their job is done.
  - -receive adequate information and support
- at least 65% of employees say they:-
  - -are not subject to unacceptable behaviour
  - -understand their role and responsibilities
  - -are engaged frequently when undergoing organisational change
- systems are in place locally to respond to any concerns

### **Local**

The number of accidents is monitored at meetings of the Health and Safety Committee.

## **3.11 Management of Health and Safety**

The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice and Guidance L21 will form the basis of the School health and safety system. In addition the principles contained in HSG65 Successful Health and Safety Management will be given high priority and implemented wherever practical.

Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the School Business

Manager. These will be available to all employees electronically. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.

The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

### **3.12 Manual Handling**

Manual Handling causes over one third of all reported injuries. It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE (L23).

The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.

Training will be a key part of reducing the risks for those staff involved in manual handling.

### **3.13 New Plant, Machinery and Equipment**

The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER) and the ACOP L22. It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Headteacher who will ensure that all Health and Safety implications have been satisfied before permitting use.

### **3.14 Occupational Health**

#### **Access to Occupational Health services**

Hackney Learning Trust has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.

Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the Headteacher or the Head of Education Personnel Services who will respect the privacy of the individual concerned.

Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with Hackney Learning Trust.

## **Bullying**

Bullying of any employee or pupil will not be tolerated and will be regarded by the Governing Body as a disciplinary issue.

A useful Code of Practice has been produced by the Department of Enterprise, Trade and Employment for Northern Ireland entitled "Procedures for Addressing Bullying in the Workplace" and its contents will be followed by management in dealing with such incidents.

## **Drugs and Alcohol Policy**

Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy

Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

## **Health Surveillance**

It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

## **Health Promotion**

The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.

Assistance will be given wherever practical in relation to;

- smoking cessation courses
- encouraging healthy diet (healthy options available in school dining facilities)
- encourage staff to use the sporting and exercise facilities on site

## **Legionnaires Disease**

Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.

Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.

The advice in the Code of Practice will be followed on site. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae and annual testing will be carried out

### **New and Expectant Mothers**

The guidance issued by the HSE in their booklet “New and expectant mothers at work – A guide for health professionals” will be followed.

### **Smoking Policy**

The School Smoking Policy will be followed which means that smoking is not allowed on the school site.

### **Stress at Work**

Stress is becoming an increasingly important issue. The Department of Health has identified the annual cost to employers of 80 million days lost at £3.7bn and more than 2500 legal actions commence each year against employers.

The HSE has issued guidance in HSG218 Tackling work-related stress: A manager’s guide to improving and maintaining employee health and well-being. It has also issued in conjunction with the Education Service Advisory Committee a guidance document entitled “Managing work-related stress: A guide for managers and teachers in schools”. It is the policy of the Governing Body that this guidance be followed.

Other useful publications from HSE that employees can refer to are “Work Related Stress – A short guide” and “Tackling work-related stress – A guide for employees”.

### **Violence at Work**

Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

## **3.15 Off site Educational Visits/Activities**

In the last few years there have been a number of fatalities associated with educational holidays, visits or activities, some of which have led to high profile litigation. It is therefore imperative that the guidance manual issued by Hackney Learning Trust is strictly adhered to.

A good practice guide has been issued by the DfEE entitled “Health and Safety on Educational Visits” which must also be followed.

Any member of staff wishing to organise an off-site visit must follow the school policy and procedure which include required arrangements for risk assessment of the activity. The Headteacher who is the Education Visits Coordinator will oversee the preparation and will approve all arrangements for visits off-site. All visits to sites which involve overnight stays must be assessed and approved by the Governing Body and Hackney Learning Trust. This will be arranged by the school Education Visits Coordinator as part of the school procedure.

### **3.16 Personal Protective Equipment**

The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.

The circumstances where these regulations apply are fairly limited within school premises. These include first aid, P.E, Science & Technology and some caretaking tasks, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.

Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### **3.17 Safety Representatives/Safety Committee/Consultation**

Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.

The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non union employees.

Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989

The Governing Body will fulfil these obligations through the Headteacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

### **3.18 Site, Building and Staff Security and Safety**

#### **Site**

The site is securely fenced and strategically placed CCTV cameras provide a deterrent to unauthorised access. The school has a security guard to manage access to the school during school hours.

#### **Separation of Vehicular and Pedestrian movement**

The Headteacher will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians

The Headteacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.

### **Buildings**

Each building is provided with access locks in order to reduce unauthorised access. It is important that entry doors are closed and not wedged open.

### **Staff**

Staff working either in an isolated part of the building and/or out of normal hours should follow the HSE advice on "Lone Working" where applicable.

### **Visitors**

Visitors must sign in and out at reception and will be issued with a visitor's badge which must be returned on leaving the site.

## **3.19 Statutory Inspections and Examinations**

Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be arranged by the School Business Manager to be carried out at statutory intervals by competent persons. The register of these will be held by the School Business Manager who will confirm that arrangements for inspection and examination are made by the due dates.

## **3.20 Supervision of Pupils**

The Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.

The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.

All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.

Staff supervising pupils in lessons will be responsible for ensuring that pupils behaviour is safe and in accordance with the school code of conduct

## **3.21 Training**

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Headteacher on behalf of the Governing Body

The Training Plan will cover:-

### **Induction Training**

Every effort must be made to ensure that all new staff, including cover staff, receives appropriate induction training which should include making them aware

of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

### **Management Training**

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

### **Specialist Training**

The Headteacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

### **Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

## **3.22 Visitors**

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.

In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

## **APPENDIX 1 COMPETENT PERSONS AND RELEVANT LOCATIONS**

<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>	<b>LOCATION</b>
<p>First Aid Appointed Persons</p> <p>September 2017 - retraining due September 2019</p>	<p>Helen Goldman</p> <p>Sue Zion</p> <p>Bianca Kehinde</p> <p>Sabiha Pathan</p> <p>Sophie Jones</p> <p>Wayne Anthony</p> <p>Elizabeth Johnstone</p> <p>Louise Morgan</p>	<p>Throughout school</p>
<p>First Aid Box Locations</p>	<p><b>Site First Aid box Site</b></p> <p><b>First Aid box for use</b></p>	<p>School Office</p>



<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>	<b>LOCATION</b>
	<b>during out of hours school</b> <b>Travelling first aid kits for visits and trips</b>	KS1 and KS2 areas  School Office
First Aiders	All support staff & Nursery Teacher	School Office
Accidents Notified to	Sue Zion	School Office
Accident Book Kept by	Sue Zion	School Office
RIDDOR Notifications by	Sue Zion	School Office
Fire Marshals	School Business Manager Security Guard Head of Kitchen Phase Leader Phase Leader Nursery Leader	School Office Entrance Kitchen KS1 Area KS2 Area Nursery Teacher
Assembly Points	Headteacher	Cage
Emergency Procedures	Headteacher	Fire and other emergency plans kept in School Business Manager's office
Asbestos Survey	School Business Manager	School office
Asbestos Log Kept by	School Business Manager	School office

<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>	<b>LOCATION</b>
Statutory Inspections i)Boilers  iii)Fire Safety  iii)Water	School Business Manager	School Office
Out of School Visits	Headteacher	Head's Office
Risk Assessments	School Business Manager	School Office
COSHH Assessments	School Business Manager	School Office
Manual Handling Assessments	School Business Manager to commission external advice and training as required)	School Office
Work Station & DSE Assessments	School Business Manager (to commission external advice and training as required)	School Office
Electrical Safety	School Business Manager (to commission external advice and training as required)	School Office
Caretaking & Cleaning	Westgate Cleaning Company	Caretaker's office
Grounds Maintenance (grass cutting, litter picking and gardening equipment)	Westgate Cleaning Company	Caretaker's office
Catering	Head of Kitchen	School kitchen
Subject Specific Risk	Curriculum Subject Leader	Classroom /PPA Room
Fixed PE Equipment	School Business Manager	Hall