

# London Borough of Enfield

## Health and Safety Policy

# Eversley Primary School

October 2021

	Name	Signature	Date
Prepared by:	Marie Maduro		15/10/20
Checked and Reviewed by:	Samantha Williams (Head Teacher)		
Approved by:			
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**This plan will be amended according to legislation / changes to better practice and will be updated as and when required.**

## Governing Body

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

The governing body is committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Schools and Children's Services Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety documents available on Fronter, Fire Log Book, Responsible Persons Premises Log etc are implemented. In view of this, the school's own safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot.

**The governing body recognises its responsibilities as set out in the Local Management of Schools Scheme. We will endeavour to ensure the Schools and Children's Services department's Framework policy is implemented with regard to:**

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- an effective local organisation to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- obtaining competent advice when that is not available within the school
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

The governing body will review this policy annually.

Signed: Chair of Governors

Date

## Responsibilities

### Head

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

- (a) nominate a senior manager as health and safety coordinator
- (b) ensure subordinate managers meet their health and safety responsibilities
- (c) ensure the arrangements for consultation with staff are implemented 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/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
  - (i) incident reporting and investigation
  - (ii) specific equipment & premises inspections
  - (iii) termly inspections
  - (iv) monitoring of health safety action plans
  - (v) health and safety in staff appraisals
  - (vi) ensuring an annual (or ongoing) report is provided to the governing body
  - (vii) make recommendations to the governing body in relation to external independent audits
  - (viii) report to the governing body any health and safety issues that cannot be resolved.

### Senior management team

The senior management team will support the Head 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 every decision
- (b) considering the health and safety impact of new initiatives
- (c) informing the Head 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 areas of control and agreeing health and safety reports.

### **School health and safety coordinator**

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) co-ordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the safety committee
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (e) coordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with
- (g) maintaining a central file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
  - (i) ensuring heads of department undertake inspections
  - (ii) ensuring incidents are investigated
  - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
  - (iv) managing the schools annual monitoring checklist
  - (v) making recommendations to the Head teacher about an independent audit
  - (vi) reporting health and safety issues that cannot be resolved to the Head/governing body.

### **All members of staff**

All members of staff are responsible for:

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training
- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

## Facilities Manager/Assistant Site Officers

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

## Safety representatives

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as “representatives of employee safety” in the Regulations), or a combination of the two.

# **ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

## **Consultation with Staff**

### **Health and safety committee**

There is an established health and safety committee for Schools and Children's Services, which meets termly. It is chaired by the Chief Education Officer, and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on school's issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

### **Local consultation**

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

Staff members will be advised on health and safety issues in staff meetings/weekly briefings, as appropriate.

## **Health and Safety Procedures**

The Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures as found in the Health and Safety section on Fronter), Fire Log Book, Responsible Persons Premises Log etc.

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

### **Educational visits**

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA.

## **Fire and emergency procedures**

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

## **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Heads of department and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

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

Responsibility	Name
H&S Governor	Michael Florides
Head	Samantha Williams
Senior management team	<del>Maria Athanasi</del> Flora Georaiou Shirley Gonzalez Jo Heiler
	Hayley Kirkpatrick
	Claire Knight
	Alison Sawkins
	Doulla Towli
Health and safety coordinator	Samantha Williams
Other Managers	<del>Yioda Whitehouse- Claire Knight</del> – EVC <del>Colin Wilkinson</del> – Facilities Manager <del>Marie Maduro, School Business Manager</del> Ali Ali - Assistant Site Officer <del>Nicole Gallagher-Russell Junior Welfare</del>
First Aiders	<del>Nicole Gallagher – Russell</del> Veronica Raymond Ellie Achillea-Aslam Kat Peel All Teaching Assistants All Learning Support Assistants All Playleaders
Location of First Aid Boxes	KS1 Welfare Room KS2 Welfare Room
Staff trained in using Defibrillator	Office: Kate Michael, KS1: Filiz Adem, <del>Jennie Finch</del> Welfare: <del>Nicole Gallager-Russell</del> Lower KS2: Luna Nahar Upper KS2: Marina Papini <del>SEN Team: Hannah Minsky</del> <del>Site Team: Colin Wilkinson</del>
Location of Defibrillator	Corridor outside main office - Infants
Name, address and telephone number of nearest hospital	North Middlesex Barnet Hospital Wellhouse Lane

	Hospital Sterling Way London N18 1QX 0208 887 2000	Barnet Hertfordshire EN5 3DJ 0845 111 4000
Fire Safety Manager/Evacuation Officer	Marie Maduro / <del>Colin Wilkinson</del>	
Location of Fire Log	Main Entrance Lobby	
Fire Assembly Point	Reception classes – side field Year 1 – KS2 Playground Year 2 – KS1 Playground Portable Classrooms – lower field KS2 – KS2 playground Office – KS2 playground	
Time of weekly fire alarm tests	Tuesday mornings	
Asbestos – appointed person for AMS access	<del>Colin Wilkinson</del> <u>Marie Maduro</u>	
Legionella trained person	<del>Colin Wilkinson</del> <u>Marie Maduro</u>	
Site <del>manager</del> <u>Officer</u>	<del>Colin Wilkinson</del> <u>Ali Ali</u>	

Documents relating to this Policy are listed below along with the locations in which they can be found.

Document	Location
Fire Log Book	Main Entrance Lobby
School Policies	Main office
Asbestos Register	Main office
Health & Safety Folder	Main office
Accident Books	Welfare offices
COSHH Assessments	<del>Main office</del> <a href="#">SBM Office</a>
Accident/Incident Reporting Guide	Welfare offices
Risk Assessments	<del>Main office</del> <a href="#">SBM Office</a>
Legionella Risk Assessment	<del>Main office</del> <a href="#">SBM Office</a>
Water Temperature Testing Log	<del>Main office</del> <a href="#">SBM Office</a>