

ENFIELD GRAMMAR SCHOOL



HEALTH AND SAFETY POLICY

Date Approved	February 2023
Committee	Resources and Management Committee
Review Date	February 2025

Aims

Our school aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

Roles and Responsibilities

Governing body

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.

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 its purpose is to ensure:

- a safe and healthy working environment with adequate control of health and safety risks arising out of our activities

- an effective organisation 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 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 the safe working procedures.

Headteacher

The Headteacher 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 Headteacher 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:
 - incident reporting and investigation
 - specific equipment and premises inspections
 - termly inspections
 - implementing the school's annual monitoring checklist
 - health and safety in staff appraisals
 - ensuring an annual report is provided to the governing body
- (j) make recommendations to the governing body in relation to external independent audits
- (k) 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 every decision
- (b) considering the health and safety impact of new initiatives informing the Headteacher about any health and safety issues that affect the school
- (c) agreeing strategic health and safety initiatives
- (d) monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

School Health and Safety Coordinator (Finance and Operations Manager)

The Health and Safety Coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Headteacher. Responsibilities include:

- (a) coordinating 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:
 - ensuring heads of department undertake inspections
 - ensuring incidents are investigated
 - reporting 'reportable' incidents to the Health and Safety Executive.
 - managing the schools annual monitoring checklist
 - making recommendations to the Headteacher about an independent audit
 - reporting health and safety issues that cannot be resolved to the Headteacher/governing body.

Other Managers

(Including Heads of Department, Managers of Non-Teaching Staff.)

Note: *Some managers may not be directly responsible for managing staff - e.g. the manager responsible for school premises - but may have responsibility for a particular aspect of health and safety throughout the entire school; they should be identified in the appendix.*

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
- (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:
 - incident reporting and investigation
 - specific equipment/premises inspections
 - termly inspections
 - the schools annual monitoring checklist
 - including health and safety in staff appraisals
 - reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Headteacher.

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.

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.

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 representatives and safety representatives elected by the staff. The committee facilitates consultation on school-wide issues, such as codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

Local Consultation

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

Health and Safety Procedures

The school has drawn up health and safety procedures and arrangements covering school-wide issues. These were drawn up on the basis of 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.

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 Finance and Operations 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 Finance and Operations Manager and Site Manger 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 Finance and Operations Manager 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 (main building, ground floor, upper school)
- Lower School Office (main building, ground floor, lower school)
- DT Office (DT block, ground floor, lower school)
- Science Prep room (DT3 at lower and first/second floor prep rooms at upper)

Defibrillators are located at the following places:

- Upper school office (ground floor, main building, upper school)
- Lower school office (ground floor, main building, lower school)
- Ball Hall (office, entrance to Ball Hall)
- 3G pitch pavilion (office in pavilion)

A list of students who have medical conditions is sent to all staff (as appropriate) 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 Finance and Operations Manager 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.

Smoking

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.

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:

- The role of the person in charge (Evacuation Officers).
- The roles of all staff.
- How the evacuation will be conducted.
- 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 area for staff and are issued to new joiners.

The Finance and Operations Manager will review these procedures at regular intervals, at least annually.

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.

Please refer to the school's emergency evacuation procedure for further details.

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; 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.

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 an 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.
- Some pregnant women will be at greater risk of severe illness from COVID-19

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

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 uploaded to the shared online drive, which the Finance and Operations Manager and Site Manager have access to.

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.

Electrical Equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Site Manager immediately.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.
- The PE Technician checks PE equipment monthly and reports any defects to the Site Manager.

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.

Legionella

- A water risk assessment was completed in June 2020 by Jordan Environmental who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by:
 - monthly temperature checks
 - disinfection of showers
 - water storage vessel cleaning
 - calorifier flush

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances have adequate ventilation.

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, 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.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

Reporting to the Health and Safety Executive

The Finance and Operations Manager 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 Finance and Operations Manager 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.

Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment are given additional health and safety training.