



# HORNCHURCH ACADEMY TRUST

Company Number **10760863**

Mr C W Hobson – CEO/Executive Headteacher

Mrs K Keeper – Executive Headteacher

Mrs A Ireland – Executive Headteacher

## Whybridge Junior School

### Health & Safety Policy

Dated: 1<sup>st</sup> January 2018

Review Date: 1<sup>st</sup> January 2019

### **Status of this document**

This Policy details the local arrangements for managing health & safety at Whybridge Junior School. It is a subordinate Policy to the London Borough of Havering's Corporate Health & Safety Policy, and should therefore be read in conjunction with this and the Corporate Safety Management System.

### **Statement of intent**

Whybridge Junior School is committed to ensuring high standards of health & safety in all its activities. It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits the School's Board of Trustees and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

Signed Chairman of Trustees

Signed Headteacher

## Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



## Organisation

### The Board of Trustees

The Board of Trustees are responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Health & safety standards are maintained by monitoring the school's performance on a termly basis;
- At least one health and safety governor is nominated;
- This Policy is kept up to date by reviewing it annually.

### Health & Safety Governors

Health & Safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health & safety performance (including against its SMS action plan) on behalf of The Board of Trustees (see the arrangements section for further details on monitoring requirements);
- Present a report to The Board of Trustees each term detailing the findings of their activities.

### All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

### **Headteacher/Head of School**

The Headteacher is responsible for ensuring that:

- The health & safety decisions of the Director of Children's Services are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed;
- A Health & Safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the Council's health & safety guidance documents is kept in the administrative office of the School, that other copies are distributed to relevant members of staff and that a record of distribution is maintained;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he/she will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health & safety he/she will participate in at least one inspection per year.

### **Senior Management Team**

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in his/her absence.

### **Key responsibilities of all managers and supervisors**

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- (b) Ensuring that they are and remain competent to undertake their role;
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;
- (e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (h) Making suitable arrangements for consultation with employees and employee safety representatives;
- (i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- (j) Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and inspection matrix at the end of this section.

### **Health & Safety Co-ordinator**

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

- a) Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Board of Trustees on behalf of the Headteacher;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.

- d) Liaising with the Schools' Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

### **Site Manager/School Keeper/Caretaker**

Is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard & accident reporting and asbestos control.

### **Subject Leaders**

Subject Leaders are responsible for implementing the Health and Safety Policy within their Department.

In particular, Subject Leaders will need to ensure that:

- A copy of risk assessments relevant to the Department is maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Subject Leader will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

### **Teachers**

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when

necessary;

Make recommendations on health, safety and welfare matters to the head of subject or team leader.

### **Technicians**

Technicians are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

### **Educational Visits Co-ordinator**

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

### **Mid-day Assistants**

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

### **Competent Advice**

The Schools utilises the oneSource Health & Safety Team as its source of competent health and safety advice.

**Maintenance and Inspection Matrix**

<b>Plant/Equipment/Service</b>	<b>Maintenance/ Inspection type</b>	<b>Frequency</b>	<b>Scheduled for (month)</b>	<b>Current Contractor/ in-house</b>	<b>Responsible person (task performance or contract management)</b>
Air Conditioning	Maintenance	Annually			
Air receivers >250bar/litres	NOT APPLICABLE TO THE SCHOOL				
Asbestos Monitoring	Check	Variable		In-house	
Autoclaves	NOT APPLICABLE TO THE SCHOOL				
Boiler	Maintenance	Annually			
	Inspection	Annually			
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment			
D&T plant/equipment	NOT APPLICABLE TO THE SCHOOL				
Electrical (mains wiring)	Inspection	5 Yearly			
Electrical (PAT)	Inspection	variable			
Emergency evacuation chairs	NOT APPLICABLE TO THE SCHOOL				
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually			
	Visual check	Termly		In-house	
Extraction systems (dust)	NOT APPLICABLE TO THE SCHOOL				
Extraction Systems (heat processes)	NOT APPLICABLE TO THE SCHOOL				
Extraction Systems (Kitchens)	NOT APPLICABLE TO THE SCHOOL				
Extraction Systems (fume cupboards)	NOT APPLICABLE TO THE SCHOOL				
Emergency Lighting	Visual check	Daily		In-house	
	Test	Monthly		In-house	
	Inspection/battery test	Yearly			
Fall arrest systems	NOT APPLICABLE TO THE SCHOOL				
Fire Alarm , detectors and door	Test	All in 13 week period		In-house	



release (including independent door release devices)	Inspection	Quarterly			
Independent fire door release devices	Battery change	Annually		In-house	
Fire Doors	Inspection	Annually			
	Visual Check	Monthly		In-house	
Fire escape staircases/ladders (external)	NOT APPLICABLE TO THE SCHOOL				
Fire Extinguishers	Inspection	Annually			
	Visual Check	Monthly			
Fire evacuation doors	Visual Check	Monthly		In-house	
Fire Shutters	NOT APPLICABLE TO THE SCHOOL				
Gas appliances	NOT APPLICABLE TO THE SCHOOL				
Heating System	Maintenance	Annually			
Hoists (engine)	NOT APPLICABLE TO THE SCHOOL				
Hoists & Slings (patient)	NOT APPLICABLE TO THE SCHOOL				
Intruder Alarm	Maintenance	Annually			
Kiln	NOT APPLICABLE TO THE SCHOOL				
Ladders/step ladders	Inspection	Annually		In-house	
Lifts/stairlifts	NOT APPLICABLE TO THE SCHOOL				
Lightning conductors	NOT APPLICABLE TO THE SCHOOL				
MEWP	NOT APPLICABLE TO THE SCHOOL				
Minibuses	NOT APPLICABLE TO THE SCHOOL				
PH/Free Chlorine	NOT APPLICABLE TO THE SCHOOL				

PE equipment (including recreational posts)	Inspection	Annually			
Play Equipment	Inspection	Annually			
	Visual check	Weekly		In-house	
Pug Mill	NOT APPLICABLE TO THE SCHOOL				
Radiation Sources	NOT APPLICABLE TO THE SCHOOL				
Shutter door systems	Inspection	Annually			
Sprinkler systems	NOT APPLICABLE TO THE SCHOOL				
Steam engines	NOT APPLICABLE TO THE SCHOOL				
Tower Scaffolds	NOT APPLICABLE TO THE SCHOOL				
Tie-in bolts	NOT APPLICABLE TO THE SCHOOL				
Trees (Zone 1)	Inspection	Annually			
Water Systems (descaling)	Maintenance	Quarterly			
Water Systems (infrequent use)	NOT APPLICABLE TO THE SCHOOL				
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually			
Water Systems (temperature )	Test	Monthly			
Water Systems - thermostatic mixing valves	Maintenance	Annually			

## **Arrangements**

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures. The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an on-line resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety.

### **Risk assessments**

The School has assessed the risks relating to its operations. Where significant risks have been identified these and the necessary control measures have been recorded. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the School has adopted the control measures outlined in the Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

### **Fire**

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located on the entrance of each class. The Fire Register is located in the school office on the wall. We also use an online Authority system called "Smartlog" and school office.

### **Hazard and unsafe acts & omissions reporting**

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book/ form is located in the school office on the wall.

### **Accident & near miss reporting**

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in bump books. All other accidents are to be reported to Mrs Uys and the individual who witnessed the accident will record the incident using the incident form which is then reported to the Authority's on-line accident reporting system.

### **Communication**

The School communicates information on health & safety to its employees using the following methods:

As part of the induction process;

Team meetings/Departmental/Staff meetings;

Staff circulars/newsletter;

Staff notice boards

1:1s

### **Consultation on health & safety matters**

The London Borough of Havering operates the Schools' Health and Safety Performance Group. This Group which includes representatives from the school management teams and appropriate trade unions discusses policy and other issues at a corporate level.

The School consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ School Safety Committee. Staff can also raise concerns via the Health & Safety Co-ordinator.

### **First aid**

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. To contact a first aider please contact Mrs Whitehead. All school staff are first aiders. Anyone requiring first aid should report to the school office.

### **Contractor management**

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception/meet the Site Manager. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. Site Manager is responsible to monitoring contractors on the School site.

### **Employee competence**

The School will ensure that employees are competent to perform their duties from a health & safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health & safety management training organised by the Borough.

### **Stress**

The School recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or Head of School. Employees may also contact Schools Advisory Service (SAS) which provides a confidential advisory/counselling service to the School's employees.

### **Monitoring of health & safety performance**

A termly report is provided to The Board of Trustees which includes the following monitoring data:

- Number of accidents;

- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.