

Health and Safety Policy

Heathcote School and Science College



Approved by:

Governors

Date: 10th July 2023

Last reviewed on:

March 2022

Next review due by:

Summer 2024

Other Documentation

This Policy should be used in reference with the following documents;

- Accessibility Plan
- Critical Incident Management Plan
- Safeguarding Policy
- Fire Action and Emergency Plan
- First Aid Plan
- Supporting Pupils with Medical Conditions

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Statement of Intent

The school endeavours to ensure pupils are safe in school and when undertaking out of school activities. The school promotes proportionate risk management, regarding the nature of the activities being undertaken, to keep pupils safe.

The school encourages teachers to teach pupils an understanding of risk through exciting and curriculum appropriate school trips, as well as school-based activities including being able to take part in sports, to play freely in the playground, and participate in risk management of hazards e.g. in science, D&T and Art.

The school understands the employer is accountable for the health and safety of school staff and pupils; that the day-to-day running of the school has been delegated to the Headteacher, School Business Director and the Senior Leadership Team and they are responsible for ensuring health and safety risks are managed effectively.

The school is unique in that 2 buildings belong to the LA and are managed by the school and the main building is managed by Kier, a PFI company. This can be challenging as there are a number of personnel involved in the PFI contract and accountability can be an issue. We have a bi-weekly meeting as a result of these challenges and to try and ensure regular and improved communication.

The school has appointed a competent person (someone with the necessary skills, knowledge and experience to provide proportionate advice) to ensure it meets its health and safety duties. The name of the competent person is David Garioch (The LA Health and Safety Team offer this role through their enhanced service).

The Governing Body agrees the employer has reserved the right to direct the school to appoint a competent person, at the school's cost, if the school management is unable to demonstrate its nomination has the necessary skills, knowledge and experience. Guidance from specialist bodies will also be used to manage risks including:

- the Consortium of Local Education Authorities Provision of Science for Schools ([CLEAPSS](#)) for advice on Science, Design & Technology and Art;
- the [Association for Physical Education \(AfPE\)](#) for PE;
- general guidance is also available from [the HSE](#).

Headteacher, School Business Director and the Senior Leadership team are committed to ensure there is effective health and safety management, and follows the IoD/HSE guidance on [leading health and safety at work](#).

This policy is an integral part of the school's culture, values and performance standards.

The key elements of the policy include:

- the roles and responsibilities
- the arrangements and mechanisms to control risk
- specific control measures that need to be implemented

This policy will be reviewed every two years or if there are significant changes within the school or at a local and national level. This will normally be ratified by the Governing Body in the Autumn term via the Resources Committee and then final sign off by the FGB. It will be signed and dated by the Headteacher. A signed and dated copy will be sent to the council's Health and Safety Team as a record for the employer, email healthandsafety@walthamforest.gov.uk.

The school has an additional Fire Action and Emergency Plan and First Aid Plan.

Headteacher Signature:

Date of Signing:

Next review date: By Summer 2024.

Responsibilities

Headteacher	Sonia Close	DSL	Neil Hutchins
Deputy Headteacher	George Ferrar	Site Manager	Ian Johnson
Deputy Headteacher	Krista Mitchell	Head's PA	Sarah Johnson
School Business Director	Julie Vazquez	Head of DT	Andy Dolan
Kier Contract Manager	Annelle Raphael	Head of Science	Sandra Faria
Kier Site Manager	Gary Burgess	NEU Rep	Sandra Faria
Kier Facilities Manager	Chris Jones	NEU Health and Safety Rep	Robin Talbot
		Medical Admin Officer	Michelle Heath

The Headteacher will:

- ensure that the school has adapted this template Health and Safety Policy to have effective arrangements for managing the real health and safety risks at the school
- maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site
- ensure appropriate written risk assessments are in place for the significant hazards created by the schools to protect staff and pupils from reasonably foreseeable harm

- make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility
- consult and work with recognised TU safety representatives/employee representatives and safety committees
- make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly
- implement a system to regularly monitor health and safety standards in the school to ensure there is continual improvement of these standards
- delegate the lead responsibility for health and safety to the School Business Director but remains accountable for the standards.

The School Business Director takes the lead for health and safety on site and provides the focal point for the school's health and safety management arrangements. This includes liaison with Kier, who are the PFI company who run the main school building. In some cases, the list below are the responsibility of Kier (for the main school building) and these are marked with a *. The school wide role of the School Business Director includes (except where *):

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed*
- advising contractors of site-specific risks and overseeing their activities on site*
- ensuring staff and visitors are aware of on-site procedures and the precautions to follow*
- accident and incident reporting
- implementing, monitoring and reviewing of training procedures
- preparing of reports and returns for the School Leadership Team at Governing Body.

Heads of Departments - and/or relevant technicians - have expertise in their specialist areas and are responsible for advising and leading on the arrangements for assessing and managing risk in their department. They need to provide a brief termly report to the School Business Director to share with the staff committee and Governors.

Employees will:

- attend Health and Safety training as per the school's direction
- take reasonable care for their own health and safety and that of others who may be affected by what you may do, or fail to do
- cooperate with their employer, managers, fellow members of staff, contractors and others to enable them to make and keep the workplace safe
- do their work in accordance with training and instructions
- raise health and safety concerns in line with the School Business Director and/or via the school's and Kier's helpdesks.

Hirers, Contractors and Other, when the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have equivalent responsibility for safe practices as indicated in responsibilities of the Headteacher above.

When the premises are hired to persons outside the employ of the school employer, it will be a condition for all hirers, contractors and others using the school premises or facilities they:

- are familiar with this policy
- comply with all safety directives of the school management
- will not without prior consent of the school management:
 - (a) introduce equipment for use on the school premises;
 - (b) alter fixed installations;
 - (c) remove fire and safety notices or equipment;
 - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

The Headteacher and school management draws attention of all users of the school premises (including hirers, contractors and others) no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. At present, the school has not lettings until further notice.

Arrangements

Competent persons must carry out assessments, inspect and examine the following issues, plant and equipment at appropriate intervals. Copies of reports are to be forwarded to the appropriate departments for information or action. Copies of reports are to be kept on Concerto for future reference purposes. There are 2 lists to represent the responsibility in the Kier managed building and the school premises:

School Premises

- Asbestos Register is arranged by N/A
- Gas-fired boilers and appliances - Examinations are arranged by **[Ian Johnson]**. Records are kept by **[Ian Johnson]**
- Fixed and portable pressure systems including bulk gas storage facilities -Examinations are arranged by **[Ian Johnson]**. Records are kept by **[Ian Johnson]**
- Fire Risk Assessment is arranged by **[Julie Vazquez]**. Records are kept by **[Julie Vazquez]**
- Fire extinguishers and other emergency fire-fighting equipment - Examinations are arranged by **[Ian Johnson]**. Records are kept by **[Ian Johnson]**
- Electrical installations, fire alarm systems, emergency lights (including batteries and battery charging systems) and fire detectors - Examinations are arranged by **[Ian Johnson]**. Records are kept by **[Ian Johnson]**
- Portable electrical appliances - Inspections and examinations are arranged by **[Ian Johnson]**. Records are kept by **[Ian Johnson]**
- Fume cupboards and other local exhaust ventilation (LEV) equipment (including equipment in kitchens) - Examinations are arranged by **[Ian Johnson]**. Records are kept by **[Ian Johnson]**

- Water Risk Assessment is arranged by [LBWF Asset Management team). Records are kept by [Julie Vazquez]
- Lifts, lifting gear, lifting equipment and hoists – Thorough Examinations/Inspections are arranged by [LBWF Insurance team with Bureau Veritas]. Records are kept by [Ian Johnson]
- Lifts, lifting gear, lifting equipment and hoists – servicing is arranged by [Ian Johnson]. Records are kept by [Ian Johnson]
- Trees - Examinations are arranged by (Julie Vazquez). Records are kept by (Julie Vazquez)
- Emergency electrical stop buttons - Examinations are arranged by (Ian Johnson). Records are kept by (Ian Johnson).
- Microwave ovens (microwave leakage tests) - Examinations are arranged by (Ian Johnson). Records are kept by [Ian Johnson]
- Access equipment including scaffold towers and scaffolding - Examinations are arranged by [Ian Johnson]. Records are kept by (Ian Johnson)
- Guards, safeguards and safety devices fitted to work equipment (including machines) - Examinations are arranged by [Ian Johnson]. Records are kept by [Ian Johnson]
- Radioactive sealed sources - Examinations are arranged by [Mahbub Karim Science Teacher). Records are kept by [Mahbub Karim]
- Gymnasium equipment (including weights equipment) - Examinations are arranged by [Ian Johnson]. Records are kept by [Ian Johnson]
- Outdoor fixed play/other equipment – Examinations are arranged by [Ian Johnson]. Records are kept by [Ian Johnson]
- Transportable gas containers which are owned by the school and safety devices attached to them - Examinations are arranged by (Ian Johnson). Records are kept by [Ian Johnson].

Kier

- Asbestos Register is arranged by N/A
- Gas-fired boilers and appliances - Examinations are arranged by [Gary Burgess]. Records are kept by [Gary Burgess]
- Fixed and portable pressure systems including bulk gas storage facilities -Examinations are arranged by [Gary Burgess]. Records are kept by [Gary Burgess]
- Fire Risk Assessment is arranged by [Annelle Raphael]. Records are kept by [Annelle Raphael]
- Fire extinguishers and other emergency firefighting equipment - Examinations are arranged by [Gary Burgess]. Records are kept by (Gary Burgess)
- Electrical installations, fire alarm systems, emergency lights (including batteries and battery charging systems) and fire detectors - Examinations are arranged by [Gary Burgess]. Records are kept by [Gary Burgess]

- Portable electrical appliances - Inspections and examinations are arranged by [**Gary Burgess**]. Records are kept by [**Gary Burgess**]; Fume cupboards and other local exhaust ventilation (LEV) equipment (including equipment in kitchens) - Examinations are arranged by [**Gary Burgess**]; Records are kept by [**Gary Burgess**]; Water Risk Assessment is arranged by [**Gary Burgess**]. Records are kept by [**Gary Burgess**]
- Lifts, lifting gear, lifting equipment and hoists – Thorough Examinations are arranged by [**Gary Burgess**]. Records are kept by [**Gary Burgess**]
- Lifts, lifting gear, lifting equipment and hoists – servicing is arranged by [**Gary Burgess**]. Records are kept by [**Gary Burgess**]
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- Gymnasium equipment (including weights equipment) - Examinations are arranged by [**Gary Burgess**]. Records are kept by [**Gary Burgess**]
- Outdoor fixed play equipment – Examinations are arranged by [**Gary Burgess**]. Records are kept by [**Gary Burgess**]
- Transportable gas containers which are owned by the school and safety devices attached to them - Examinations are arranged by [**Gary Burgess**]. Records are kept by [**Gary Burgess**].

The school administers the following activities to ensure this policy is being enacted by all. There are 2 lists to represent the responsibility in the Kier managed building and the school premises:

School Premises

- arrangements for periodic site inspections – annual LBWF audit as per Traded Services agreement
- Half-termly site walks with School Business Director and Site Manager and NEU Health and Safety rep
- Training at start of school year for all staff as well as access to courses as part of National College of Education
- Staff to be involved in all relevant risk assessments
- recording and reporting accidents to staff, pupils and visitors – including [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

- [policy and procedures for off-site visits](#), including residential visits and any school-led adventure activities
- dealing with [health and safety emergencies](#), including [weather procedures](#) and contacts
- appropriate first aid training for staff and pupils - 24
- access to occupational health services and employee assistance programme
- use of MYC Compliance Management portal to investigate accidents and incidents to understand causes
- monitoring and report performance and effectiveness of the health and safety policy via Resources Committee.

Supervision of Pupils

Pupils are supervised from 8.35 am at school gates and from 8am in the Dining Hall by a member of staff. Break and lunchtimes are supervised and staff wear high visibility vests on duty. Most evenings, there are intervention classes, enrichment activities and after school detentions but, after this, pupils are expected to leave school and the site should always be free from pupils, except in exceptional or pre-arranged circumstances, from 4.30 pm.

Assessing and Managing Risks

Assessing risk is the cornerstone of good health and safety management, as it systematically identifies the significant hazards and how to control them effectively and proportionately. The law requires the school to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

The school needs to record significant findings of the assessment by identifying:

- the significant hazards
- how people might be harmed by them
- what they have in place to control risk.

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures you need to protect the health and safety of all:

- staff
- pupils
- visitors
- contractors
- trespassers.

These currently include:

- Departmental risk assessments and individual staff and pupil risk assessments
- Annual risk assessments for practical subjects – DT, Science and PE – shared at Resources Committee

- Additional risk assessments e.g. car park
- Event specific notes for trips
- Risk assessments for one-off specific events
- Risk assessments for site staff for specific hazardous roles or materials

At present, due to the management of the building by a PFI company, we do not have a situation where there are lone workers. The DSL is trained as a key holder for the main building in case there is a need for a member of school staff to gain access to the PFI building out of hours.

The school will arrange for additional inspections and risk assessments to be carried out as and when required.

The school uses a range of guidance to support with risk assessments including:

- [HSE website: common hazards](#)
- [DfE guidance: Asbestos management in schools](#)
- [DfE guidance: Emergency planning and response](#)
- [CLEAPSS for science and design and technology](#)
- [ASE for science](#)
- [The Design and Technology Association \(DATA\) for design and technology](#)
- [Association for Physical Education](#)
- [Outdoor Education Advisers' Panel for school trips](#)

Other Areas and Activities to Consider

The school use the following guidance to consider health and safety:

- [workplace safety for teachers, pupils and visitors](#) – checklist for classrooms
- [fire safety](#)
- [work at height](#)
- [slips and trips in educational establishments](#)
- [on-site vehicle movements](#)
- [managing asbestos in your school](#) and [HSE guidance](#)
- [control of hazardous substances](#)
- [selecting and managing contractors](#)
- [good estate management for schools](#)
- [school building design and maintenance](#) (and where necessary examination and testing)
- [manual handling](#)

- [managing work-related stress](#)
- [lone working](#)

School Security and Emergency Preparation

The school has a number of procedures in place for ensuring school security and will ensure these are reflected in updated policies which will be agreed at Resources Committee.

The Safeguarding Policy and Critical Incident Policy include further details and the school will write a separate Security Policy this year in line with updated DfE guidance. The former includes details of barring individual from the school premises.

Health and safety emergency procedures are included in the Critical Incident Policy:

- serious injury to a pupil or member of staff (for example, transport accident)
- significant damage to school property (for example, fire)
- criminal activity (for example, bomb threat)
- severe weather (for example, flooding)
- public health incidents (for example, flu pandemic)
- the effects of a disaster in the local community

Staff Training

The schools will ensure staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy.

This will be done in a variety of ways such as whole staff training, specific training for specialist staff, access to National College of Education.

Staff whose work involves a greater element of risk will need extra or specific training; examples are given below:

- using industrial machinery
- managing asbestos
- managing water safety
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

The DfE also provide information about the [safe storage and disposal of hazardous materials](#).

Recording and Reporting Injuries and Accidents

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The school use the accident reporting portal MYC Compliance Management to report accidents. Reporting is co-ordinated by the Medical Admin Officer who makes all reports. The School Business

Director has the strategic oversight of accident reporting and these are reported to Governors in each Resources Meeting.

Review and Evaluation

The school will regularly monitor and review their health and safety policies to ensure it is reducing risks. As part of this monitoring, the school will investigate incidents to ensure it is:

- taking appropriate corrective action
- sharing learning
- putting necessary improvements in place.

The school will regularly and at least annually consider how it measures its performance and this will be discussed in the Resources Committee. The school will develop an effective monitoring system, backed up with sensible performance measures.

Where there is a health and safety incident at the school, the competent person and others with health and safety responsibilities should assess the effectiveness of the school's procedures and its response. They should make necessary changes to policies and procedures.

Additional Powers of the Local Authority as Employers

Under section 29(5) of the Education Act 2002, Local Authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in the following types of school:

- community schools
- voluntary controlled schools
- community special schools
- maintained nursery schools
- pupil referral units.

The Local authority will only use these powers when a school's health and safety arrangements are inadequate.

The Law

The [Health and Safety at Work etc. Act 1974](#) determines health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The [Management of Health and Safety at Work Regulations 1999](#) supports the Act.

The school management will make sure it is familiar with both pieces of legislation.