



## **Health & Safety Policy & Procedures**

This policy was adopted in 1<sup>st</sup> November 2018

Signed on behalf of Emmanuel Community School .....

Review date: November 2019

# HEALTH & SAFETY POLICY AND PROCEDURES

## Emmanuel Community School part of The Emmanuel School Trust

### Summary Statement of Intent

The Academy Trust was incorporated in May 2011.

Academy Members and Trust Directors acknowledge that Academy trusts are companies limited by guarantee and exempt charities. The Members and Trust Directors are subject to the duties and responsibilities of charity trustees and company directors, as well as any other conditions that are agreed with the Secretary of State. Members and Trust Directors recognise that these responsibilities are mutually reinforcing, to ensure the proper governance and conduct of the Trust.

The key requirements are reflected in the Trust Articles of Association, the DFE funding agreement and the guidance of the Academies Financial Handbook. Members and Trust Directors accept the Charity Commissioners' guidance as to their statutory duties as company directors, which are set out in the Companies Act 2006. Members and the Trust Directors will incorporate the seven principles of public life in their decision making and demonstrate the proper stewardship of public funds for ensuring economy, efficiency and effectiveness in their use - the three key elements of value for money.

The Trust Directors are responsible for the strategic management of the school. This includes the Christian ethos of the school; its strategic vision and direction; annual budgets; senior staff appointments; and policy changes. **Operational management is the responsibility of the Headteacher and staff. It is carried out at a number of levels: i.e. Senior Leadership team, the Inclusion Leader and middle leaders.**

The roles and responsibilities of the Trust Directors have been delegated to two committees: FPH, covering Finance, Personnel, Premises, HR and Health and Safety; and CSI, covering Curriculum, Standards, Information, Safeguarding, Ethos. A third Committee operates purely for Admissions.

School policies are developed by senior members of staff, to reflect both the strategic direction agreed by Trust Directors and also the statutory and recommended policies appropriate to the school. These policies are approved and adopted by the Trust Directors, and implemented as procedures and systems by the Senior Leadership Team and other designated members of staff. These policies are available on the website and at the school

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

To comply with the Health and Safety at Work Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

**Part 1:**  
**Statement of General Policy on Health, Safety and Welfare**

1. The Governing Body & Headteacher of Emmanuel Community School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general H&S policy of London Borough of Waltham Forest.
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require the same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

**Chair of Governors** ..... **Headteacher** .....

Date ..... Date  
.....

**Part 2:**  
**Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Emmanuel Community School.

**1. The Governing Body**

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

1.1 Include Health and safety targets in the School Development Plan  
Targets may include,

- Provision and revision of healthy & safety policy and procedures.
- Reductions in accidents/incidents.

- Training for Governors/staff, and
- To ensure that children have an understanding of how to keep healthy and safe

1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

1.3 Be informed and receive advice and support from relevant Officers of TEST or Advisers acting on TEST's behalf.

1.4 Ensure that H&S is an agenda item on full Governing Body meetings once a year, and receive an annual H&S report from the Headteacher at this time. This report should include information on:

- Accident/incident reporting and analysis where required
- Relevant H&S information received from TEST or its Advisers.
- Report from Health & Safety inspection by nominated Governor

1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

## **2. Headteacher**

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

2.1 The contents of this policy are brought to the attention of all relevant persons.

2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered, (as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school).
- Appropriate control measures are implemented, and that
- Assessment are monitored and reviewed as necessary.

2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

2.4 Appropriate staffing levels for safe supervision are in place.

2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Play equipment.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- First Aid/medical facility and equipment.

- Premises staff equipment.
- Curriculum specific e.g. gymnasium and climbing frames

2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

2.7 Adequate and easily retrievable health and safety training records are available and up to date.

2.8 The school is committed to obtaining competent Health & Safety advice as required by the current legislation.

2.9 An annual H&S report is provided to Governors.

2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.

2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

2.15 The fire risk assessment is updated bi-annually and/or whenever significant changes or building works might affect the mean of escape.

2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Senior Leadership Team**

A member of the Senior Leadership Team or nominated Deputy, will take on the above responsibilities in the absence of the Headteacher.

### **4. Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.

4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.

4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.

4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.

4.8 New transferred and temporary staff receive appropriate H&S induction training.

4.9 First aid provision is adequate.

4.10 Pupils are given relevant H&S information and instruction.

### **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

5.1 Effective and appropriate supervision of the pupils that they are supervising.

5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.

5.4 They know the emergency procedures.

5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

5.7 That they report any defective equipment to the relevant person.

5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Site Supervisors/Caretakers**

The Premises Officer(s) is responsible to the Headteacher, and in particular will ensure:

6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H&S co-ordinator etc)

6.4 That persons they supervise only undertake work for which they are competent.

6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

6.6 That all staff work in accordance with safe working practices issued by the school.

6.7 That Risk Assessments are read and adhered to before commencing any work ie: COSSH, Manual Handling, working at height, lone working, personal protective equipment etc.

## **7. Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.

7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.

7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.

7.5 Advising the Headteacher and/or Trust of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.

7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

7.10 Ensuring that the Senior Leadership Team (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees** [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

8.1 Participate in the school's risk assessment process and comply with findings.

8.2 Report any defects in the condition of the premises or equipment of which they become aware.

8.3 Report all accidents/incidents in accordance with the school's procedure.

8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.

8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.

8.6 To follow all relevant codes of safe working practice and local rules.

8.7 To report any unsafe working practices to their Line Manager.

## **9. Staff Safety Representatives (if applicable)**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.

9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.



9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.

9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

## **10. Health and Safety Committee**

Emmanuel Community School will not have a specific Health & Safety committee. All consultations will take place at the FPH Committee (Finance, Premises & HR).

### **Part 3:**

#### **Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. **The Governors may at any time delegate responsibility, as appropriate, to the Headteacher and senior staff when assessing the following procedures, ensuring that provision is made for the following:**

##### **1. Accident Reporting, Recording & Investigation**

**The school will report any accidents to the Health & Safety Executive as required.**

##### **2. Asbestos**

The Governors will be responsible for the Asbestos Survey Record, which will be kept in the red box. All contractors and others such as site supervisors etc. will have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Headteacher (Site Services Officer) and checking survey, staff should report damage to asbestos materials, in case of asbestos disturbance to the Headteacher.

##### **3. Contractors**

Contractors will be selected by the FPH committee or appointed through previous works successfully carried out at the school under the policy of Best Value. The Site Services Officer will arrange for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods and how staff should report concerns and who to.

##### **4. Curriculum Safety [including out of school learning activity/study support]**

Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

##### **5. Drugs & Medications**

The office staff will only administer medication prescribed by a child's GP and with a written request from parents/carers to do so which should state the dosage and frequency. All medication must be clearly labelled with the prescribing pharmacies details (see Medical & Managing Medication Policy).

## **6. Electrical Equipment [fixed & portable]**

The Governors will be responsible for the frequency of visual inspections by users, and through examination by competent persons. The Governors will maintain the record of inspection and, any limitations on bringing personal items to school. The appointed contractor will undertake examination of fixed installation and report to the Site Services Officer defective equipment.

## **7. Fire Precautions & Procedures (and other emergencies)**

The Headteacher is responsible for the undertaking & review of fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc.

## **8. First Aid**

The Officer Manager/Office Assistant will be the trained appointed first aid staff, who are responsible for the location of first aid boxes and for checking & restocking, who will summons the ambulance and will accompany children to hospital if required. Other trained school staff will cover in the event of absence.

## **9. Glass & Glazing**

The Governors will be responsible for all glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.

## **10. Hazardous Substances**

The Governors will ensure compliance with the rules on selection and use of substances, hazard data sheets, CLEAPSS Hazards location, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls. Caretakers and Cleaning Staff will be advised on the use of hazardous substances.

## **11. Health and Safety Advice**

The school will make arrangements to obtain competent health and safety advice from Health & Safety Advisers.

## **12. Housekeeping, cleaning & waste disposal**

The Governors will be responsible for the arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

## **13. Handling & Lifting**

The Governors will arrange for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement. Separate assessments and training needed for the lifting of pupils.

## **14. Jewellery**

The school's policy regarding pupils wearing earrings and other jewellery and instructions to pupils can be found in the school prospectus.

### **15. Lettings/shared use of premises**

The Governors shall be responsible for the exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license.

### **16. Lone Working**

The Headteacher will be responsible for safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities.

### **17. Evacuation Plan**

Details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. can be found in the school Emergency Continuity Plan.

### **18. Maintenance / Inspection of Equipment**

The Governors will be responsible for the details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency and who undertakes the checks and the records kept.

### **19. Monitoring the Policy**

The Governors will monitor implementation of policy by staff, monitoring accident reports/trends and complaints.

### **20. Personal Protective Equipment (PPE)**

The Governors will be responsible for the selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary.

### **21. Reporting Defects**

All staff are responsible for reporting hazards to the Headteacher/Site Services Officer/Office Manager, interim measures to be taken pending rectification, Site Services Officer will arrange remedial works.

### **22. Risk Assessments**

The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's.

### **23. School Trips/ Off-Site Activities**

The Headteacher is responsible for the requirements when planning school trips, who to obtain approval from, when to seek approval from County Council, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's Educational Visits Co-ordinator.

### **24. School Transport**

Staff may transport children but must follow the relevant procedures and be adequately insured and supervised.

## **25. Smoking**

The school site has a no smoking policy.

## **26. Staff Consultation**

Health and Safety reviews will be carried out termly and reported to Governors annually. Staff can raise H&S issues at any time through the Headteacher.

## **27. Staff Health & Safety Training and Development**

All staff will have access to Health and Safety through the staff handbook. Training can be arranged through the Office Manager.

## **28. Staff Well-being / Stress**

The School uses Medigold for supporting staff.

## **29. Supervision** [including out of school learning activity/study support]

The Governors are responsible for ensuring that there are agreed policies and procedures for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school e.g. break times, agreed ratios for school trips, requirements for criminal conviction clearance.

## **30. Use of VDU's / Display Screens**

The Headteacher is responsible for ensuring that there is training for staff who make significant use of VDU's, how to report defects in workstation, how to report health concerns and who to, advise on maximum time to be spent on VDU without break.

## **31. Vehicles on Site**

The Headteacher will ensure that there are procedures in place for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries.

## **33. Violence to Staff / School Security**

The Headteacher will be responsible for specifying rules for maintaining site security e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, special training requirements, requirement for all staff to report all incidents of verbal & physical violence.

## **34. Working at Height**

The Headteacher will be responsible for restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.

## **35. Work Experience**

The Headteacher will be responsible for the arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement within own establishment.