



Holy Trinity CE Primary School Health & Safety Policy

1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Name/Signature of Chair of Governors:

A handwritten signature in black ink, appearing to read 'Anne D. J.', written over a horizontal line.

Date: 15/11/16

Name/Signature of Headteacher :

A handwritten signature in black ink, appearing to read 'G. Richards', written in a cursive style.

Date: 10/11/15

Reviewed: 15/11/16

2. Responsibilities and Organisation

Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) A lead governor for health and safety is nominated.
- d) People have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside with which to operate safe systems of work.
- g) Health and safety performance is measured.
- h) The school's health and safety policy and performance is reviewed annually.

The Head teacher

The Head teacher is responsible for the following:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.

- g) Arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body annually on the school's health and safety performance.

Lead Governor for Health and Safety

The Lead Governor for Health and Safety is responsible for the following:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Scrutinise and review health and safety performance.
- c) Provide support and challenge to the Head teacher in fulfilling their health and safety responsibilities.
- d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator

The School Business Manager, together with the Premises Manager are responsible for the following:

- a) To coordinate and manage the annual risk assessment process for the school.
- b) To coordinate performance monitoring processes.
- c) To make provision for the inspection and maintenance of work equipment.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.

- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Teaching, Support Staff and others holding positions of special responsibility

These individuals (e.g. Deputy/Assistant Headteachers, Curriculum Coordinators, Heads of Faculty, Heads of Departments, Business Managers, Technicians, Administration staff, Site Managers & Caretakers etc) assist the Head teacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

NOTE!

(i) The following responsibilities must be allocated to the appropriate member of staff and set out clearly and unambiguously in this part of the policy so it is absolutely clear who does what.

(ii) This is **NOT** an exhaustive list and additional duties and functions must be added against each individual as appropriate.

Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements; **School Staff**

Carry out regular health and safety risk assessments of the activities for which they are responsible; **Teaching staff**

Ensuring that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc, for their area of work; **Teaching staff**

Resolving health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them; **Senior Leadership Team**

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; **Subject leaders**
- Ensuring so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety; **Senior Leadership Team**
- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; **Headteacher**
- Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out; **Headteacher**

- Arrange health and safety courses to meet identified staff training needs.
Headteacher
- Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly;
Premises Manager
- Ensuring that regular workplace inspections are carried out; **Premises Manager**
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; **Headteacher**
- Disseminating health and safety information to appropriate persons throughout the school; **Headteacher**
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; **Headteacher**
- Ensuring that all staff and visitors contracted to carry out work are properly informed of the school's health and safety arrangements; **Premises Manager**
- Ensuring that contractors, members of the public and visitors follow the school's safety procedures; **Office Team**
- Ensuring that contractors working on at the school are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence. **Office Team**
- Ensuring equipment maintenance records are kept and maintained. including:
 - Maintenance of fire alarm and fire extinguishers;
 - Maintenance of gas appliances;
 - Inspection and testing of portable electrical equipment;
 - Maintenance of hoists, lifting equipment etc.**School Business Manager**
- Ensuring that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities.
Deputy Head
- **Accident / Incident Reporting and Investigation**

Ensuring that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and investigation system at: <http://intranetapps/accident/> and in line with the Corporate Accident and Investigation procedure; **Headteacher**

Minor injuries to non-employees (i.e. pupils and visitors) will be recorded locally in the school's Incident Report book. Where first aid is given this will be reported on the First Aid Record of Treatment form.

The Incident Report book is kept by: **Headteacher** at Head's office and the First Aid Record of Treatment forms are kept by: **Jackie Cooper** at **Main Office**

Headteacher will investigate all incidents and act on findings to prevent a recurrence.

School Business Manager is responsible for reporting incidents to the Corporate Safety Section and maintaining records

- **Display Screen Equipment and Workstations**

Headteacher is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet.

- **Educational Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA).

The school's appointed Educational Visits Co-ordinator (EVC) is **Headteacher**

- **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by: **Premises Manager** every: **week**

Fire extinguishers are maintained and checked by: **Safe IS** every: **year**

Alarms are tested by: Safe IS every: **6 months**

Emergency evacuation procedures will be tested once every term by: **Premises Manager and Headteacher**

- **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by **Premises Manager** following guidance and documentation available on the Merton Intranet or Fronter.

- **First Aid**

First aid box(es) is / are kept at: **Medical Room**

The following employees are available to provide first aid:

, Tina Panners, Sue Mares, Denise Neasmith, Sarah Augustine, Fedaa Abdelkhaleq, Clare Lyons, Carole Sullivan

- **General Risk Assessments**

General Risk Assessments will be coordinated by **Headteacher** following guidance and documentation available on the Merton Intranet and/or Fronter.

Premises Manager will be responsible for ensuring all required actions and control measures are implemented.

- **Hazardous Substances**

Premises Manager will identify hazardous substances and ensure Safety Data Sheets **AND** COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Intranet or Fronter.

- **Health and Safety Training:**

The members of staff named below have received or will receive health and safety training in the following areas where such courses exist and as and when they become available:

- **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by **SLT** following guidance and documentation provided by Learning & Development.

- **Strategic Health and Safety Management and Premises Management Training**

Accident Reporting and Investigating **Headteacher**

Asbestos Awareness **Premises Manager**

Control of Substances Hazardous to Health **Premises Manager**

Critical Incident Management **Headteacher**

Display Screen Equipment (workstations) **School Business Manager**

Educational Visit Co-ordinator **Headteacher**

First Aid **School Business Manager**

Fire Risk Assessment **Premises Manager**

General Awareness for Staff **Headteacher**

General Awareness for Managers **Headteacher**

Introduction for Risk Assessment **Headteacher**

Safe Manual Handling of Static Loads **Premises Manager**

- **Primary and Secondary PE and School Sport**

Risk Management in PE and School Sport: **SLT**

- **Outdoor Education**

Educational Visits Coordinator: **Premises Manager**

- **Occupational Risks**

First Aid at Work **School Business Manager**

Emergency First Aid at Work: **School Business Manager**

Paediatric First Aid (for schools with children up to age 5): **School Business Manager**

Manual Handling: **Premises Manager**

- **Caretaking/Site Management**

School Caretakers Health and Safety Awareness: **Premises Manager**

Safe Use and Inspection of Ladders and Stepladders: **Premises Manager**

- **Health and Well-Being**

Well-Being Facilitators: **SLT**

- **Training Records and Training Needs Identification**

Health and safety training records are held by: **Headteacher**

Training needs will be identified, arranged and monitored by: **Headteacher**

- **Information and Advice**

Statutory health and Safety Law Poster(s) is displayed at **Staffroom**

Health and safety advice is available from the Head teacher and from Corporate Safety Services on (020) 8545 3384.

- **Lead Governor for Health and Safety**

The lead governor with responsibility for health and safety is **Kate Tuckett**

- **Management of Asbestos**

The asbestos register and asbestos management plan is held by **School Business Manager** at **Back Office**

School Business Manager is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.

- **Managing Medicines**

Prescribed medication will be administered to pupils following guidance and documentation on the Merton Intranet or Fronter.

Jackie Cooper is responsible for control of administration of medicines to pupils. Anyone other than Jackie administering medicines must ensure that the office is informed.

- **Manual Handling**

Manual handling risk assessments will be carried out by **Premises Manager** following guidance and documentation available on the Merton Intranet or Fronter.

- **Monitoring**

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: **Lead Governor for Health and Safety** and **Premises Manager** every: **half-term**

- **Occupational Health**

Access to occupational health services is via **Merton Borough Council**

- **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures: **Car park gate is kept locked during the school day and site staff issued with a mobile phone so they can be contacted directly by suppliers.**

- **Review of Policy**

This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid. Date of next review: **November 2017**

- **Risk Assessment of Curriculum Activities**

Relevant Heads of Department/Heads of Faculty and subject teachers will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available on the Merton Intranet or Fronter.

- **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

The school must summarise its general arrangements for organising inspection, maintenance and testing of plant and equipment.

All annual contracts recorded by School Business Manager

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by **Premises Manager**

Any problems or defects with plant and equipment should be reported to **Premises Manager**

- **Selection and Management of Contractors**

School Business Manager is responsible for ensuring that contractors are selected and managed following guidance and documentation available from the Merton Intranet or Fronter.

- **School Security and Visitors**

All visitors must report to **Office Team** at **Main Office** where they will be asked to sign the visitor's book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are:

Gates locked at all entrances outside drop-off/pick-up times, with a combination lock on the gate used to allow access to breakfast club drop-off.

- **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by **SLT** following guidance available on the Merton Intranet , to be developed into a policy document around staff safety. Where applicable the assessment cross-refers to the school's behaviour policy.

Health and Safety Responsibilities of Class Teachers

All Class teachers are required to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written safety instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Report all accidents, defects and dangerous occurrences to their Head of Department.

Health & Safety Responsibilities of All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- b) Cooperate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their manager any hazardous situations and defects in equipment found in their work places.

- e) Report all incidents in line with the incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Union Health and Safety Representative(s).

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Representatives

Headteacher and Governing Body of Holy Trinity CE Primary recognise the role of Health and Safety Representatives appointed by recognised trade unions.

Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

3. Arrangements and Procedures

This details the operational arrangements in place at Holy Trinity CE Primary School to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc.

It describes how Holy Trinity will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to Holy Trinity are listed in the Table of Arrangements below. The table is split into two parts. The first part lists mandatory health and safety arrangements that **ALL** sites/section **MUST** have in place.

The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at Holy Trinity.

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements and Procedures will either be located here in this document from **page 20** onwards as part of the health and safety policy of Holy Trinity. If this is the case then the page number must be entered in the Location of Arrangement column.

Where, for operational reasons and ease of use, size of file/folder etc certain Arrangements e.g. fire safety management; critical incident management; school trips etc are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and exactly where to find them.

Headteacher is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at Holy Trinity and for ensuring the following tables are accurately completed at all times.

Table of Mandatory Arrangements

Table of Mandatory Arrangements for: Holy Trinity CoE Primary School				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Accident Reporting and Investigation	Headteacher	Accident book is in the medical room; following online procedures	15/11/2016	15/11/2017
Asbestos Management	School Business Manager	Reports in back office	10/11/2015	15/11/2017
Client Handling		n/a		

Communication and Consultation with employees on health and safety matters	Headteacher	Staff handbook	15/11/2016	15/11/2017
Control of Hazardous Substances	Premises Manager	Site Manager's office	15/11/2015	15/11/2017
Critical Incident Management	Headteacher	Policy in school office	November 2014	November 2017
Educational Visits / School Trips, including residential visits and any school-led adventure activities	Headteacher	Every trip has a risk assessment and these are held by Headteacher	15/11/2016	15/11/2017
Facilities / Buildings Management	Premises Manager	Site Manager's office	10/11/2015	15/11/2017
Fire Safety and Emergency Arrangements including Evacuation Procedures	Headteacher Premises Manager	Plan in office	February 2015	15/11/2017
First Aid Arrangements and Supporting Medical Needs	School Business Manager Office Team	First aid folder in office with individual children's needs	10/11/2015	15/11/2017
Health and Safety Training for all staff	Headteacher	Files held by Headteacher	07/11/2015	15/11/2017
Lettings	School Business Manager	SBM files	10/11/2015	15/11/2017
Lone Working	Headteacher	Policy statement to be included in policy folder	Tbc	

Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)	Premises Manager	School Business Manager keeps records	10/11/2015	15/11/2017
Managing Work Related Stress	Senior Leadership Team	Occupational Health guidelines	10/11/2015	15/11/2017

Manual Handling of Static Loads	Premises Manager	Site Manager's office	10/11/2015	15/11/2017
Occupational Health Services	Headteacher	Occupational Health is handled through Health Management Associates. Individual staff files are in back office.	15/11/2016	15/11/2017
On-Site Vehicle Movements	Premises Manager	Site Manager's office	10/11/2015	15/11/2017
Personal Protective Equipment (PPE)	n/a	n/a		
Risk Assessment (including general and activity/task specific)	Headteacher	Individuals risk assessments all held by Headteacher	15/11/2016	15/11/2017
School / Workplace Safety Inspections	Headteacher	H&S file	15/11/2016	15/11/2017
School Security	Headteacher School Business Manager	Alarm systems held by School Business Manager	15/11/2016	15/11/2017
Selecting and Managing Contractors	School Business Manager	Facilities management all managed by School Business Manager	10/11/2015	15/11/2017
Slips, Trips and Falls	Headteacher	Accident reporting book held in office	15/11/2016	15/11/2017
Violence and Aggression to Staff	Senior Leadership Team	*Policy statement to be included in policy folder	tbc	
Workstation (Display Screen Equipment) Assessments	School Business Manager	CPD file	10/11/2015	15/11/2017

The following staff hold the positions named in the policy (January 2017):

Headteacher: Izzy Rickards

School Business Manager: Samantha Joiner

Premises Manager: Job Okiro

Deputy Head: Abi Hann

Senior Leadership Team: Izzy Rickards, Abi Hann, Sarah Duke, Samantha Joiner