



## The Eliot Bank and Gordonbrock Schools Federation



# Health & Safety Policy

All sections of this policy apply to both schools unless stated

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## **1. Introduction**

### **1.1 Aims**

Our federation aims to:

- provide and maintain a safe and healthy environment;
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards;
- develop a culture where everyone takes responsibility for issues related to health and safety;
- establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- have robust procedures in place in case of emergencies, including First Aid;
- ensure that the premises and equipment are maintained safely, and are regularly inspected; and
- ensure adequate training, instruction, supervision and information is given to all employees

### **1.2 Access to The Policy**

The federation's Policy Statement is located in the main entrances and staffrooms of the individual schools within the Federation. It can also be found on the school's website. Through induction and ongoing briefings staff, including temporary and voluntary staff and helpers and those of fixed term contracts will receive comprehensive information on:

- (a) this policy; and
- (b) all relevant health and safety matters.

### **1.3 Legislation**

This policy is based on advice from the Department for Education on health and safety in schools, Local Authority Guidance, Independent H and S advisor guidance and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.
- The school follows national guidance published by Public Health England when responding to infection control issues.

#### **1.4 Support for Implementation and Monitoring**

The Federation will separately employ the services of a health and safety adviser, with appropriate expertise, to assist the Federation in the implementation of its Health & Safety Policy. It will also use expertise and guidance from the Local Authority.

#### **1.5 Training**

The federation ensures a comprehensive program of training is in place. This includes:

- Premises manager and (where appropriate) premises staff, senior staff including the Business manager attend all LA briefings.
- Governors, in particular the link Governor for Health and Safety attends all relevant LA briefings.
- All staff have annual induction on Health and Safety.
- All staff are given regular briefings regarding Health and Safety issues.
- All visitors to the school, including visiting teachers are given written health and safety information.
- Regular and ongoing advice and guidance is provided through an independent Health and Safety advisor.

## **2. Roles and Responsibilities**

### **2.1 The Local Authority and Governing Body**

Lewisham Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The Governing Body will:

- Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Federation.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Monitor and review health and safety issues through the Resources Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and other site users.
- Ensure adequate resources for health and safety are available.
- Create and monitor the management structure.

The governing body delegates operational matters and day-to-day tasks to the Executive Headteacher and staff members.

### **2.2 Executive Headteacher**

The Executive Headteacher is responsible for health across the federation. This involves:

- implementing the health and safety policy across the federation;
- ensuring there are enough staff to safely supervise pupils;
- ensuring that the school building and premises are safe and regularly inspected;
- providing adequate training for school staff;
- reporting to the governing body on health and safety matters;
- report any accidents and incidents of violence to the Resources Committee ensuring appropriate evacuation procedures are in place and regular fire drills are held; and
- ensuring that in their absence, health and safety responsibilities are delegated to another member of staff; and
- ensuring all risk assessments are completed and reviewed.

### **2.3 Head of School**

The Head of school is responsible for the health their individual school. This involves:

- Day-to-day implementation of school health and safety policy.
- Develop a culture of safety throughout the school.
- Ensuring that all staff fulfil their duties to co-operate with this policy.
- Formulating and co-ordinating safety procedures including fire safety.
- Reviewing first aid, fire precaution, fire evacuation, lockdown and risk assessment procedures with relevant staff on an annual basis, or as and when necessary, reporting back to the resources committee.
- Ensuring relevant staff have access to appropriate training opportunities.

In the Head of School's absence, the Deputy Heads assume the above day-to-day health and safety responsibilities.

### **2.4 Federation Business Manager (Health & Safety Representative)**

The Health & Safety representative is adviser to the Executive Headteacher on health, safety and welfare within Eliot Bank & Gordonbrock Schools Federation. The Health & Safety representative is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work. The Health & Safety Representative is also responsible for overseeing the induction of new members of staff in conjunction with the Head of School. The Federation Business Manager will work in conjunction with The Federation Premises Manager in Facility & Property Management and Health & Safety Management of the Federation.

### **2.5 Federation Premises Manager**

The Federation Premises Manager is directly responsible to the Federation Business Manager (Health & Safety representative) and will work in conjunction with the Federation Business Manager in the implementation and operation of the school's Health & Safety policy The Federation Premises Manager is responsible for:

- Working with and making recommendations to the Federation Business Manager regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others.
- Fire safety including overseeing the implementation of half termly fire drills, weekly call point tests, escape routes checks, maintenance of systems, checking of fire safety equipment and elimination of potential fire risks.
- Undertaking risk assessments within their responsibility and bringing any concerns to the attention of the Federation Business Manager, Head of School and the Executive Headteacher.

## 2.6 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

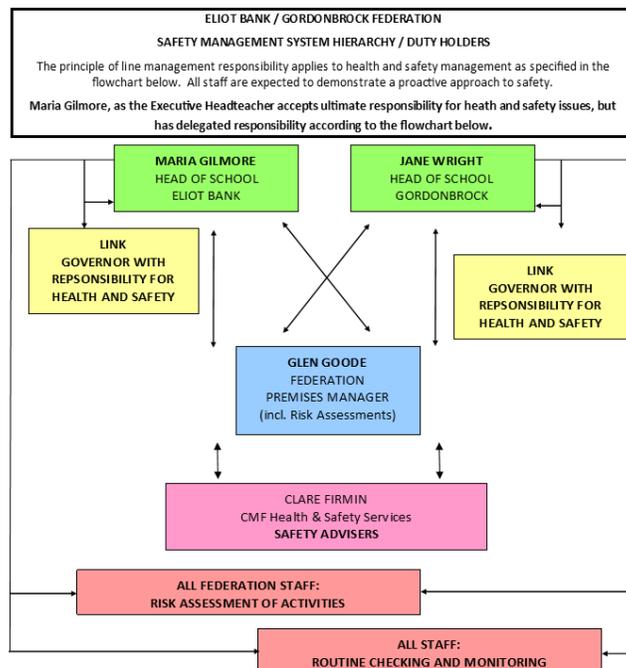
## 2.7 Pupils and Parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

## 2.8 Contractors

Contractors will agree health and safety practices with the Executive headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. See Part 3, 3.45, 3.46, 3.47.

## 2.9 Chain of Command



### **3. Specific Policies and Arrangements (*See Separate Documents*)**

**3.1 Alcohol and Drug Use, Including Smoking – See Staff Code of Conduct**

**3.2 Control of Asbestos Within the School**

**3.3 Control of Substances Hazardous to Health (COSHH)**

**3.4 Display Screen Equipment & Resources**

**3.5 Educational Visits**

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**3.19 Online Safety and Acceptable Use Policy**

**3.20 Pe & Play Equipment**

**3.21 Risk Assessments**

**3.21.1 Procedures for Managing Risk Assessments**

**3.22 Reporting Accidents, Incidents, Injuries and Near Misses**

**3.23 Security Policy, Including Security of School Premises**

**3.24 Water Hygiene**

**3.25 Working at Height**

**3.26 Breakfast and After School Clubs Arrangements**

**3.27 Boiler Rooms and Pressure Systems**

**3.28 Confined Spaces Procedure**

**3.29 Driving for Work**

**3.30 Glazing Policy and Procedure**

**3.31 Hirers, Contractors & Others Using or Working in The School**

**3.31.1 Managing Contractors on Site**

**3.31.2 Contractor's Code of Conduct**

**3.32 Personal Emergency Evacuation Plans**

**3.33 Premises Management Policy, Including General Rules**

**3.34 Safety Audits and Site Inspections**

**3.35 Safety Representative**

**3.36 School Emergency Planning Procedures**

**3.37 Supporting Pupils with Medical Conditions**

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