



ELTHORNE PARK
— HIGH SCHOOL —

Health & Safety Policy

Adoption – February 2020

Review frequency – every two years

Next review – February 2023

Status – Statutory

Committee – Resources

Health & Safety Policy

This statement of Health and Safety Policy is in respect of Elthorne Park High School only and forms the basis of planning and implementation of health and safety matters relating to the school.

1. STATEMENT OF GENERAL POLICY

- The Governing Body is responsible for putting in place a Health & Safety Policy for Elthorne Park High School and this policy incorporates all legal requirements and takes account of guidance from all appropriate sources.
- The Governing Body is also responsible for establishing an organisational structure to ensure implementation of this Policy.
- The Governing Body further recognises the need to consult staff on health and safety matters, particularly before allocating specific duties to them.
- It is the Governing Body's responsibility to take all reasonably practicable steps to prevent personal injury, hazards to health and welfare or other foreseeable risks to all staff, pupils, contractors or members of the general public while they are using facilities of the school or are on its premises.
- Specifically, the Governing Body recognises its responsibility under the Health and Safety at Work Act 1974 (HASAW) so far as is reasonably practicable to:-
 - a) Provide plant, equipment and systems of work which are safe and without risk to health
 - b) Make arrangements to ensure handling, storage and transportation of articles and substances safely and without risk to health
 - c) Provide adequate training, information, instruction and supervision to enable all staff and pupils to perform their work safely and without risk to health
 - d) Promote the development and maintenance of sound safety, health and welfare practices
 - e) Maintain the premises and its access points in a condition that is safe and without risk to health
 - f) Provide and maintain a working environment that is safe and without risk to health, and has adequate welfare facilities
 - g) Ensure that efficient and effective emergency and evacuation procedures are established and maintained
 - h) Ensure that funds are available to provide the equipment necessary for the implementation of all safety requirements
 - i) Maintain a close interest in health and safety matters in so far as they affect activities of the school.

The Governing Body will review this policy every two years.

2. ORGANISATION

- The organisational structure devised by the Governing Body is summarised in the organisation chart in Appendix 1.
- The **Headteacher** is responsible for implementing the Health and Safety Policy, and is accountable to the Governing Body in the discharge of this responsibility. A list of specific elements of this function is contained in Appendix 2.

The governor and staff member with responsibility for Health and Safety are:

Staff Responsible	Zahid Parvez - School Business Manager
Governor Responsible	

- The **School Business Manager**, in his role of managing the site, is accountable to the Headteacher for the development, review and implementation of the school's Health and Safety policy. The main components of this duty are listed in Appendix 3.
- **Curriculum and Subject Leaders** and **Key Stage Leaders** are accountable to their respective SLT line manager line manager for implementation of the Policy within their areas of responsibility. The main components of this duty are listed in Appendix 4.
- Teachers and Technicians are accountable to their Curriculum Leaders for the implementation of the Policy in the performance of their duties. The main components of this duty are listed in Appendix 5.
- The Site Supervisor is accountable to the School Business Manager for the implementation of the Policy in the performance of his/her duties. The main elements of this duty are listed in Appendix 6.
- School Staff/Employees are accountable to their line-managers for the implementation of the Policy in the performance of their duties. The main elements of this duty are listed in Appendix 7.
- The Kitchen Manager (who is not an employee of the school) is accountable to the Catering Contractor (currently Pabulum) for implementation of the Policy in his/her areas of responsibility. The main components of this duty are listed in Appendix 8.

3. CONSULTATION

Resources Committee

- The Governing Body will discharge its duties under the policy through the Resources Committee to act as the principal means of consultation between management and staff on matters of health and safety. The composition of, and terms of reference for this committee will be reviewed and re-established annually by the Governing Body.
- The Resources Committee will be strongly encouraged to seek consensus in its decision- making.

Staff Safety Representatives

- All Trade Unions recognised by the school may nominate Safety Representatives, in accordance with current legislation and guidance. Such Safety Representatives may exercise their legal rights according to current legislation and guidance. They are encouraged to do so at times agreed with the Resources Committee and to liaise appropriately with senior management.
- The GB encourages Safety Representatives to undertake appropriate training and will seek to facilitate it. A training record and overview will be retained by the school's CPD lead Stephen Morgan.

4. ARRANGEMENTS

General Matters

- **Accident Reporting/Investigation** will be in accordance with the instructions laid down in the Staff Handbook. All accidents or injuries must be reported to the welfare officer and accurately recorded. First aid care is provided during normal school hours.
- **First Aid Provision** will be in accordance with the school policy set out in the Staff Handbook with First Aid boxes located in areas such as staff toilets, laboratories, workshops, sports and gymnastics areas and the school kitchen. A defibrillator is mounted in the main school office for use by trained welfare staff.

Body fluids – the site manager should be contacted for the removal of body fluids. Disposable gloves must be used when removing body fluids.

- **Fire Precautions** will be in accordance with the separate policy. The school “Fire Log Book” will be used to record all tests, drilling, training, visits by the Fire Brigade, etc. Fire equipment and means of escape will be consistent with Council policy and advice from the Council Fire Officer.
- **Good Housekeeping** (general tidiness, provision of adequate storage space, clear passageways, etc) will be monitored by Heads of Faculty/Department and their staff.
- **Movement around the school** will be in accordance with the instructions contained within the Staff Handbook
- **Behaviour and conduct** will be in line with the school’s behaviour policy and staff code of conduct to ensure all member so the school community remain safe.
- **Visitors on site** will be provided with information on the emergency evacuation procedure by the member of staff they are visiting.
- **Animals** are not permitted on school site with the exception of those under direct control of staff for use in lessons or as guides for people with visual impairment.
- **Smoking & Vaping** – the school is a ‘No smoking and vaping’ site, this also applies to functions and lettings.
- **Food hygiene:** The catering contractors are responsible for compliance with food safety standards and regulations. The Faculty Lead in DT is responsible for food safety standards and regulations in Food Technology lessons.

Training Arrangements

- Training is a continuous requirement. The Resources committee will receive an annual report on health and safety training at its Summer term meeting. This report will be prepared forwarded by the AHT with responsibility for CPD.
- The various categories of training requirements in the school may be defined as “induction”, “information/awareness” and “specific (hands-on)”.
- **Induction Training** – this will apply to employees who are new to the school or have transferred between departments. They will be shown round the department, made aware of departmental procedures, the school’s Health & Safety policy, fire precautions, first aid and welfare arrangements.

- **Information/Awareness Training** – this is a more in-depth, in-house training, showing staff what they must and must not do, with supervision until they gain an understanding of what is required, making them aware of their tasks, providing written procedures and arrangements.
- **Specific Training** - this is a “hands-on” training, where it is necessary for employees to possess a specific level of competence to perform their tasks safely. Other training will be arranged as necessary.

D & T – Employees who operate or instruct on the operation of potentially dangerous machinery/equipment, eg. for woodwork, metalwork, heat treatment, will be required to hold an appropriate certificate of competence.

Science – Employees will be required to be trained in biological hazards and/or COSHH regulations, according to which subject they are working in.

Radiology – The Head of Science Faculty will act as Radiation Protection Officer for the school and the Council’s Education Department Science Advisor’s advice will be implemented.

First Aid – On the basis of the school’s “Number of staff” there will be Two Certificated First-Aiders on the site. Training which will comply with the appropriate First Aid Regulations will be provided to maintain this number. Additionally, there will be two Appointed First- Aiders on the site

Site Supervisor/Assistant Caretaker – Employees will be required to be trained in basic Health & Safety and COSHH regulations

Other staff – Employees who are required to carry out “Risk Assessments” will receive the appropriate training

5. STATUTORY REQUIREMENTS

- **COSHH (Control of Substance Hazardous to Health)**
Heads of Faculty/Department are responsible for compliance with COSHH within their areas. The Site Supervisor is responsible for COSHH in connection with cleaning and site maintenance.
- **Specialist Safety Equipment**
Specialist safety equipment such as fume cupboards, dust extractors, air-conditioning plant, etc. will usually be monitored by external contractors. A register of this maintenance will be kept by the School Business Manager.
- **Electrical Equipment**
All electrical equipment will be tested in accordance with the Electricity at Work Regulations 1989. Where appropriate, this may be done by suitably trained school staff. A register of these inspections will be kept by the School Business Manager.

Staff must not bring into school and use any of their own electrical equipment. Such use may breach the terms of the Council’s insurance for the school, and would consequently render the staff member personally liable. Nor must staff bring in and use their own extension leads, multi-gangs, adaptors etc. Where additional power sockets are needed, the requestor should email caretaking@ephs.ealing.sch.uk

6. RISK ASSESSMENT

- The School Business Manager will monitor the school's work on risk assessments, reporting to the Resources Committee.
- Copies of risk assessments will be kept on a designated area of the system in the form of Word documents, where they will be available to members of staff to consult.
- Risk assessments must be carried out in accordance with current regulations ("Management of Health and Safety at Work Regulations, 1992", or subsequent versions).
- Heads of Faculty/Department are responsible for maintaining and updating risk assessments in their own areas, ensuring at least an annual review, and reviews arising from accidents or near misses.
- The Site Supervisor is responsible for risk assessments connected with works to the site. The Head Teacher's PA/Office Manager is responsible for risk assessments connected with the work of the general office. The Senior Leadership Team have a residual responsibility for risk assessments that do not fit into any of these areas, including "whole school" issues.
Risk assessments can be found in the shared area as follows: Staff Share\General Information and Guidance\Policies Guidance and Handbooks\Risk Assessments

7. MACHINERY, EQUIPMENT, SUBSTANCES

- The Governing body recognises that specialist advice will sometimes be needed to determine the safety requirements for new equipment in respect of:
 - Correct guarding of machinery
 - General inspection of plant, equipment and machinery
 - Storage, transportation of toxic substances, gases, etc.
 - Disposal of toxic and other waste substances and materials
- Heads of Faculty/Department will carry out periodic checks on their own departments and report to Resources Committee as required.
- All new machinery, equipment and substances brought on to the site will be subject to risk assessment.
- All members of staff must report any safety defects to the school office and should record the hazard/defect in "Hazard/defects registers"

8. CONTRACTORS ON SITE

- All contractors entering or leaving the site will be monitored by the Site Team.
- The point of contact at the school, safe working requirements for the job and a copy of the school Health & Safety policy must be conveyed by letter to all known contractors.
- The school will follow the guidance in the Council's advisory document 'The Health and Safety Management of Contractors.'

9. FIELD TRIPS

- Procedures for field trips and extra-curricular activities are outlined in the Staff Handbook and the policy document on school trips.

- The school will follow the guidance set out in the school's trip policies relating to health and safety on field trips and outside visits

10. NOISE AND VIBRATION (due to machinery, etc.)

Problems of this sort will be reported to the appropriate Curriculum Leader, who will initiate remedial action, involving external specialist advice if necessary.

11. COMMUNICATION OF NEW INFORMATION

New regulations, guidelines and general safety information will be passed on via an approved procedure as soon as possible by the recipient to all departments which need to know. The relevant Curriculum Leader will incorporate this new information into departmental procedures.

12. REFERENCE MATERIALS

- A collection of health and safety literature will be kept available for staff to consult for additional guidance in the Learning Resource Centre (LRC).
- Subject leaders are required to display appropriate safety signs, placards, and notices, as stipulated by the School's Business Manager.

13. VOLUNTEERS

- The safety aspects of work carried out by volunteers e.g. parents, teachers or other staff acting outside their normal role will be supervised by the School Business Manager.
- Specific details of such work and the safety implications of it must be agreed before commencement

14. MANUAL HANDLING

Manual handling will be done in accordance with the conditions laid down in the "Manual Handling Operations 1992". For those who have to deal with manual handling training will be provided.

15. EMERGENCIES & EVACUATION PROCEDURES

- The Headteacher will be responsible and accountable to the Governing Body for the establishment and maintenance of efficient and effective procedures, including systems for evacuation of school buildings, for dealing with emergencies. The Resources Committee will review evacuation procedures annually.
- Emergency procedures: The school follows procedures set out in the Local Authority critical incident manual if an emergency takes place on school site or in the surrounding area that may impact on staff or student safety. During an emergency the school will follow procedures outlined Specific procedures relating to likely emergency incidents will be detailed in 'Guidance for Staff following an Emergency On School Grounds' (critical Incident Manual – Ealing Grid for Learning) outlined in the local authorities critical incident guidance plan
- Procedures during an emergency or fire will be made available to all staff as part of annual safeguarding training.
- **Intruders on site:** Any member of staff who finds an intruder on site must send a message immediately to the main office or inform a member of SLT to inform the main office using their walkie-talkie. A 'code red' request for help will be issued and the known position of the intruder stated. Member of the leadership team will immediately support the incident. The most senior

member of the leadership team will be contacted and will assume responsibility for the intruder to leave the school site. If necessary the police will be called to assist with removal of the intruder.

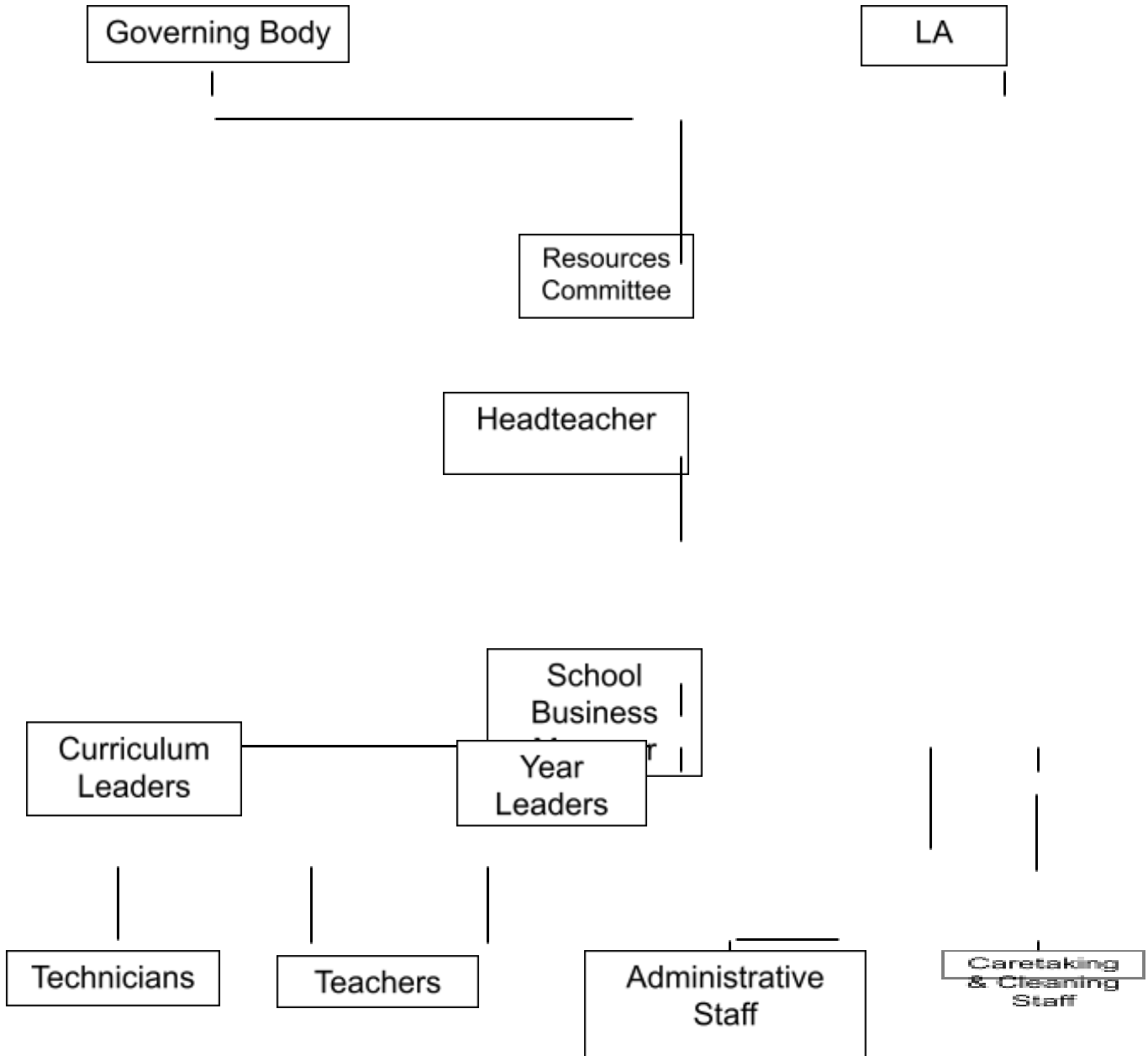
- Evacuation procedures, especially Fire Drills, will be practised at least termly and reviewed on a regular basis. The Resources Committee will receive a termly report on evacuations. The Council's Fire Officer will be invited from time to time to observe and advise on evacuations, and his views will be reported to the Resources Committee.
- Assembly points and areas designated for the access of emergency vehicles (fire engines, ambulances, etc.) must be kept clear of parked vehicles, etc.
- All staff should familiarise themselves with evacuation routes and assembly points.
- The Inclusion Manager/SENCO will advise the Headteacher on any special requirements for students using wheelchairs, or with other special needs.

16. MONITORING PERFORMANCE

- The Governing Body may employ specialist contractors to carry out the annual check on health and safety management and provide a subsequent report.
- The Governing Body recognises the right of HSE (and LA) inspectors to inspect the school at any time.

APPENDIX 1

**Responsibilities for Health and Safety
MANAGEMENT CHAIN**



APPENDIX 2

Headteacher's Responsibilities

1. Responsible and accountable to the Governing Body for the implementation of the school's health and safety policy, and for all matters relating to health, safety and welfare.
2. Day-to-day management of, but not responsibility for, health and safety matters will be delegated to a Health and Safety Co-ordinator, who will be the School Business Manager.
3. Effective implementation and understanding of the policy at all levels. This must be regularly monitored, controlled and revised as necessary.
4. Ensuring that all new, amended or updated information relating to health and safety is brought to the attention of all relevant staff as soon as possible.
5. Ensuring that the agreed procedures for reporting all defects, hazards, or problems regarding health and safety function efficiently.
6. Effective participation in the Resources Committee meetings, particularly in guidance on assignment of specific duties, and recommendations or referrals to the Governing Body.
7. Seeking outside expert advice where appropriate.
8. Stopping any practices, or use of tools, equipment, etc. that he/she considers to be unsafe.
9. Making arrangements, through the School Business Manager, for improvements to the premises or plant, machinery, equipment, etc. which are the school's responsibility.
10. Reviewing, together with the Resources Committee, from time to time (a) the provision of First Aid, and (b) fire and evacuation procedures.
11. Monitoring the adequacy of training provided to staff for their health and safety duties, including that necessitated by internal transfers or promotions (including temporary staff).
12. Ensuring that in all schemes of work for students, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
13. Consulting with approved trade union and safety representatives on all health, safety and welfare matters, and arranging for them to exercise their statutory rights.
14. Establishing and monitoring emergency procedures and evacuation of the school in the event of fire, bomb warnings or major incidents.

APPENDIX 3

School Business Manager's Duties

1. Accountable to the Headteacher for all the day-to-day management of health and safety matters that have been delegated to him/her.
2. Responsible for development, review and implementation of the schools Health and Safety policy.
3. Ensuring that students, staff and stakeholder are safe adhere to school health and safety policy when on the school site.
4. Liaising with the line manager for Curriculum Leaders to ensure that safety procedures and policy agreements are adhered to.
5. Ensuring that strict procedures are laid down for building works.
6. Awareness of all contractors and third parties entering the school to undertake maintenance, servicing, or works contracts.
7. Ensuring that good channels of communication exist between departments, teachers and non-teaching staff on safety matters.
8. Supervising health and safety matters regarding grounds maintenance work.
9. Compiling information on known hazardous substances and materials eg. asbestos, lead, flammables.
10. Being aware of the risks attending the non-use of showers and other washing or drinking facilities. (HSE Guideline HS(G)70 regarding Legionellosis).
11. Competence in the technical aspects of monitoring health and safety affairs, such as sampling, hazard analysis and risk assessment, consulting external advisors when necessary.
12. Ensuring that regular termly inspections are conducted by the Resources Committee, with defects reported accordingly.
13. Arranging, in accordance with procedures agreed with the Resources Committee, the efficient repair of defects that are considered hazardous to health and/or safety, by school staff where appropriate, or by outside agencies when necessary.
14. Providing warning signs, guards, etc. until such repairs have been effected.
15. Effective functioning of Resources Committee, monitoring its work-plan and ensuring meetings and inspections are well conducted and administered.

APPENDIX 4

Curriculum/Subject Leaders and Year Leaders' Duties

1. Accountable to the Headteacher, through their line-managers, for all health and safety matters in areas under their jurisdiction.
2. Ensuring that all staff under their supervision have instruction and training commensurate with their activities.
3. Awareness of, and compliance with, statutory regulations, codes of practice and guidance notes applicable to their specialist areas.
4. Producing their own departmental safety policy, defining safe working arrangements, and bringing it to the attention of members of staff especially newcomers, supply teachers, etc.
5. Carrying out risk assessments in their departmental areas
6. Ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.
7. Arranging for the provision of First Aid equipment, protective clothing/equipment, registers, log books, stock-lists, etc.
8. Reporting to the Headteacher or the School Business Manager all problems, defects, hazards etc. brought to his/her attention.
9. Under Section 6 of HASAW, ensuring that everything received from suppliers (machinery, equipment, substances, etc.) is accompanied by adequate safety information and instruction prior to use.
10. Carrying out regular safety inspections in the department, paying particular attention to specialist machinery, equipment, substances, etc.
11. Ensuring that a copy of the Fire Drill with appropriate assembly point is displayed prominently in all rooms and areas under their jurisdiction.
12. Reporting to the School Business Manager or Headteacher, with appropriate recommendations, any practice, building feature, equipment, etc. which might give rise to risks to health or safety.

APPENDIX 5

Teachers' and Technicians' Duties

1. Accountable to their line manager for the implementation of the school's health and safety policy in the performance of their job.
2. Being familiar with the school's Health & Safety Policy, the implications of that policy, and, equally, any procedures, arrangements and practices relating to their department.
3. Conforming to duties as laid down in their departmental policy and safe working arrangements
4. Ensuring that where appropriate all students or persons under their control receive instruction and are provided with on-the-job training to enable them to work in a safe and efficient manner.
5. Reporting to their Curriculum Leader or Year Leader using agreed procedures, any defects or hazards brought to their attention.
6. Supply teachers must be aware of the school's health and safety policy, particularly emergency procedures, before starting work.

APPENDIX 6

Site Supervisor's Duties

1. Accountable to the School Business Manager for all health and safety matters relating to his/her sphere of activity.
2. Ensuring that s/he is familiar with the school's Health and Safety Policy, and that the staff under his/her control are aware of any implications of the policy as it affects their work (eg. storage arrangements, safe use of equipment, and substances such as cleaning fluids).
3. Reporting to the School Business Manager any defects or hazards brought to his/her attention, in accordance with agreed procedures.
4. Ensuring that the School Business Manager is aware that contractors are due to enter the school to undertake maintenance, service or repair work.
5. Carrying out or supervising repairs of defects or hazards, in accordance with procedures agreed with the Resources Committee.

APPENDIX 7

Duties of Support Staff & Non-Teaching Staff Members

1. Accountable to their line-manager.
2. Awareness of the school's health and safety policy, particularly in so far as it affects their work activities, and undertaking any necessary training in health and safety matters.
3. Complying with the policy at all times.
4. Reporting hazards, defects etc. to their line-manager using agreed procedures.

APPENDIX 8

Duties of the Kitchen Manager

1. Accountable to the Catering Contractor
2. Knowledge of and conformity with all appropriate statutory regulations.
3. Familiarity with the school's Health & Safety Policy, and understanding how it affects his/her work activities.
4. Working in conjunction with rules and guidance issued by the contractor.
5. Ensuring all kitchen staff are informed and instructed to work in accordance with 4.
6. Familiarity with the Food Safety Act 1990, and any subsequent Acts, and the implications of them in the school environment.
7. Working with the School Business Manager, inform the Headteacher of any potential hazard or defect, particularly in relation to food quality or premises defects.
8. Thorough instruction of staff, especially newcomers, on the health and safety standards required, and insistence on adherence to these standards.