oneSource
Health & Safety Team

Stifford Clays Primary School
Health & Safety Policy

Version 7 September 2018

Status of this document

This Policy details the local arrangements for managing health & safety at Stifford Clays Primary School. It is a subordinate Policy to South West Essex Community Education Trust's Corporate Health & Safety Policy, and should therefore be read in conjunction with this and the Corporate Safety Management System.

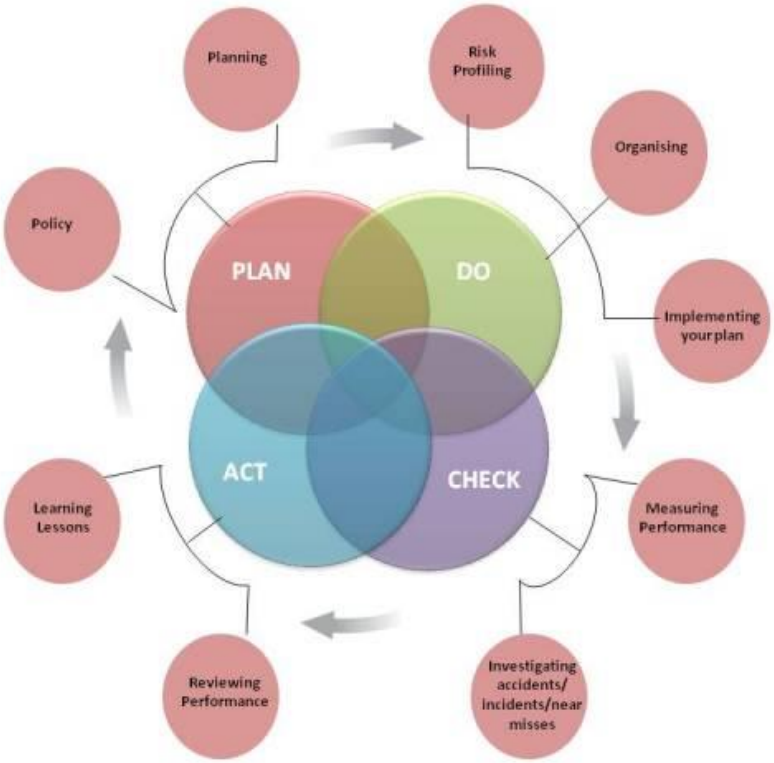
Statement of intent

Stifford Clays Primary School is committed to ensuring high standards of health & safety in all its activities It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits the Trust's Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

Signed Trustee (with responsibility for Health & Safety) Signed Headteacher

Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



Organisation

Trust Board

The Board is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Overall objectives for the School's Safety Management System are set and reviewed;
- Health & safety standards are maintained by monitoring the school's performance on a termly basis;
- At least one health and safety governor is nominated;
- This Policy is kept up to date by reviewing it annually.

Health & Safety Trustee

Health & Safety Trustee will:

- Participate in termly workplace inspections of the establishment or receive termly reports from the School;
- Monitor the School's health & safety performance (including against its SMS action plan) on behalf of the Trust Board (see the arrangements section for further details on monitoring requirements);
- Present a report to the Governing body each term detailing the findings of their activities.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Headteacher

The Headteacher is responsible for ensuring that:

- The health & safety decisions of the Trust Board are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed;
- A Health & Safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health and Safety Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the Trust's health & safety guidance documents is kept in the administrative office of the School, that other copies are distributed to relevant members of staff and that a record of distribution is maintained;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he/she will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health and Safety Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health & safety he/she will participate in at least one inspection per year.

Senior Management Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in his/her absence.

Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

(a) Promoting and developing a positive attitude towards health and safety throughout the School;

(b) Ensuring that they are and remain competent to undertake their role;

(c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;

(d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;

(e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;

(f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;

(g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;

(h) Making suitable arrangements for consultation with employees and employee safety representatives;

(i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;

(j) Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and inspection matrix at the end of this section.

Health & Safety Co-ordinator

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

a) Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
b) Preparing health and safety monitoring reports for the Trust Board on behalf of the Headteacher;
c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
d) Liaising with the Schools' Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

Site Manager/School Keeper/Caretaker

Is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard & accident reporting and asbestos control.

Heads of Department

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department.

In particular, Heads of Department will need to ensure that:

- A copy of risk assessments relevant to the Department is maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary **(notices, posters, hand-outs are not enough)**;
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to the head of subject or team leader.

Technicians

Technicians are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

Educational Visits Co-ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Trust's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

Mid-day Assistants

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

Competent Advice

The Schools utilises the oneSource Health & Safety Team as its source of competent health and safety advice.

Maintenance and Inspection Matrix					
Plant/Equipment/Service	**Maintenance/ Inspection type**	**Frequency**	**Scheduled for (month)**	**Current Contractor/ in-house**	**Responsible person** (task performance or contract management)
Air Conditioning	Maintenance	Annually			
Air receivers >250bar/litres	Inspection	Annually			
Asbestos Monitoring	Check	Variable		In-house	
Autoclaves	Inspection	Annually			
Boiler	Maintenance	Annually			
	Inspection	Annually			
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment			
D&T plant/equipment	Safe condition	Annually		In-house	
	Maintenance	Annually			
Electrical (mains wiring)	Inspection	5 Yearly			
Electrical (PAT)	Inspection	variable			
Emergency evacuation chairs	Inspection	Annually			
	Visual Check	Monthly			
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually			
	Visual check	Termly		In-house	
Extraction systems (dust)	Inspection	Annually			
Extraction Systems (heat processes)	Inspection	Annually			
Extraction Systems (Kitchens)	Maintenance	Quarterly			
Extraction Systems (fume cupboards)	Inspection	Annually			
Emergency Lighting	Visual check	Daily		In-house	
	Test	Monthly		In-house	
	Inspection/battery test	Yearly			
Fall arrest systems	Inspection	Annually			
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period		In-house	
	Inspection	Quarterly			
Independent fire door release devices	Battery change	Annually		In-house	

Fire Doors	Inspection	Annually			
	Visual Check	Monthly		In-house	
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter			
	Visual check	Annually		In-house	
Fire Extinguishers	Inspection	Annually			
	Visual Check	Monthly			
Fire evacuation doors	Visual Check	Monthly		In-house	
Fire Shutters	Maintenance				
	Inspection				
Gas appliances	Inspection	Annually			
Heating System	Maintenance	Annually			
Hoists (engine)	Inspection	Annually			
Hoists & Slings (patient)	Inspection	6 months			
Intruder Alarm	Maintenance	Annually			
Kiln	Inspection	Annually			
Ladders/step ladders	Inspection	Annually		In-house	
Lifts/stairlifts	Inspection	6 months			
Lightning conductors	Inspection	Annually			
MEWP	Inspection	6 monthly			
Minibuses	Check	Before use		In-house	
	Inspection (MOT)	Annually			
	Maintenance	Annually or as per manufacturer's schedule if shorter			
PH/Free Chlorine	Test	3 times per day		In-house	
PE equipment (including recreational posts)	Inspection	Annually			
Play Equipment	Inspection	Annually			
	Visual check	Weekly		In-house	
Pug Mill	Inspection	Annually			
Radiation Sources	Inspection	Annually		In-house	
Shutter door systems	Inspection	Annually			
Sprinkler systems	Inspection/Maintenance	Annually			

	Test	Monthly			
Steam engines	Inspection	Annually			
Tower Scaffolds	Inspection	Annually			
	After assembly inspection	Before use & every 7 days		In-house	
Tie-in bolts	Inspection	Annually			
Trees (Zone 1)	Inspection	Annually			
Water Systems (descaling)	Maintenance	Quarterly			
Water Systems (infrequent use)	Flushing	Weekly		In-house	
Water Systems (hot & cold)	Inspection/Maintenance/ sampling	6 monthly/Annually			
Water Systems (temperature)	Test	Monthly			
Water Systems - thermostatic mixing valves	Maintenance	6 monthly			

Arrangements

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures. The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an on-line resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety.

Document Control

The School has implemented a system of document control to ensure that the most up to date versions of documents are accessed by staff. The School uses a system of date/version number to identify documents.

Risk Assessments

The School has assessed the risks relating to its operations using a hazard register to ensure that all activities have been managed appropriately to the level of risk they pose. Where significant risks have been identified these and the necessary control measures have been recorded on individual risk assessments. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the School has adopted the control measures outlined in the oneSource's Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced. Guidance on completing risk assessments is contained in the Management Systems section of the Health & Safety Manual and risk assessment form templates are available in the Supporting Documents Section.

Risk assessments will be reviewed at least annually.

Fire

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located in the PPA Room.

Hazard and unsafe acts & omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book/ form is located outside the Site Manager's office.

Accident & near miss reporting

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in bump books. All other accidents are to be reported to the Pastoral Lead who will record the incident using the Authority's on-line accident reporting system.

Communication

The School communicates information on health & safety to its employees using the following methods:

- As part of the induction process;
- Team meetings/Departmental/Staff meetings;
- Staff circulars/newsletter;
- Staff notice boards
- 1:1s

Consultation on health & safety matters

The London Borough of Havering operates the Schools' Health and Safety Performance Group. This Group which includes representatives from the school management teams and appropriate trade unions discusses policy and other issues at a corporate level.

The School consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ School Safety Committee. Staff can also raise concerns via the Health & Safety Co-ordinator.

First aid

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. To contact a first aider, speak to the Pastoral Lead or a member of the Admin Team. Anyone requiring first aid should report to the school office.

Contractor management

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. The Site Manager is responsible to monitoring contractors on the School site.

Employee competence

The School will ensure that employees are competent to perform their duties from a health & safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health & safety management training organised by the Borough.

Stress

The School recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or a member of the SLT. Employees may also Education Support Partnership which provides a confidential advisory/counselling service to the School's employees. The contact telephone number is 08000 562561.

Monitoring of health & safety performance

A termly report is provided to the Trust Board via the Trustee with responsibility for Health & Safety, which includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.