



Health, Safety and Welfare Policy

Policy Creation & Review	
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Last review date	November 2017 <i>(reference to other sites made more specific, reference to training entitlement, duplicated information removed)</i>
Ratified by Governing Body	January 2018 (TBC)
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Next Review Date	January 2019

Health & Safety Policy

Local Authority

1. The London Borough of Newham has adopted a statement of policy on Health and Safety at work, which it issued to school (Health and Safety Management System File 1, SP005). Under the Fair Funding arrangements, the Authority retains the statutory duties as the employer of staff in community and voluntary controlled schools under the Health and Safety at Work Act 1974.
2. However, education legislation creates a complex set of relationships between schools and the Authority. Therefore, in order to ensure appropriate coverage of responsibilities, the school has adopted this Health and Safety Policy Statement.
3. The Local Authority has established a Health and Safety management system through which it issues information, advice and requirements to schools. This system, (which comprises 3 files) includes arrangements for the recording and monitoring of action taken by schools with regard to Health and Safety.

Governing Body

4. The Governing Body will, so far as is reasonably practicable, ensure that all activities under its control (including out of hours use of the school not subject to the direction of the LA), are carried out in accordance with the Health and Safety at Work Act 1974, associated Health and Safety law, relevant regulations, approved codes or practice, guidance notes, the Safety Policy of the London Borough of Newham and paying due regard to advice and information provided by the Authority's advisors.
5. The Governing Body recognises that the Newham Scheme for the Local Management of Schools states that the Authority retains the power to instruct schools carry out repairs in their areas of responsibility. Where the failure of the schools to carry out the identified repairs places in jeopardy the safety of the building or the occupants, or the delivery of education services consistent with the Council's statutory responsibility as a Local Authority further action can and will be taken.
6. The Governing Body will ensure that the school maintains, monitors and reviews Health and Safety policy and procedures when necessary amends it and the appropriate organisation, arrangements and procedures.

Headteacher

7. The Headteacher is responsible for carrying out those responsibilities in the London Borough of Newham Health and Safety Policy.
8. The Head requires that line managers, supervisors and employees with no responsibilities are aware of, and fulfil, their responsibilities as stated in the London Borough of Newham Policy.
9. The Head, responsible to the Governing Body and to Head of Service (Learning and Schools), will ensure that the Standard Procedures of the Local Authority are implemented and that the Authority's Information Bulletins are considered and acted upon as appropriate.

The school specific details of organisation and arrangements will be recorded in the school's File 3 of the Health and Safety management system.

10. In order to assist in the discharge of its responsibilities, the Head Teacher will summarise in their termly report to the Governing Body, any Health and Safety inspection report or audit received from the LA.
11. Where specific activities are carried out for which there is no Department Standard Procedure, the head teacher will work with the Authority and Governing Body as appropriate to produce and record an effective operational system and include details in File 3.

Supplementary – Specific Roles & Responsibilities

Responsibilities of Headteacher

To carry out the Council's instructions and to follow advice which ensures that the Council's and Governors' Health and Safety obligation are fulfilled. In doing so the Headteacher will: -

- a) Make arrangements for the resolution of Health, Safety and Welfare issues at school level, wherever possible, and the referral of those requiring greater authority and/ or expert advice.
- b) Be available to employees with supervisory responsibilities to resolve Health and Safety problems and to others where such problems cannot be resolved at a level indicated in this policy statement.
- c) Be available to accredited safety representatives to co-operate with them in carrying out their functions and to receive and action, as appropriate, written reports from Safety Representatives following their inspection of the workplace.
- d) Ensure that accredited safety representatives are consulted on relevant Health, Safety and welfare matters affecting employees they represent.
- e) Identify the training needs of employees with supervisory responsibilities to ensure the implementation of this policy.
- f) Ensure that all employees are familiar with this policy statement and identify training needs to achieve this.
- g) To liaise with Little Ellies to ensure that Health and Safety requirements for both provisions are met.
- h) To meet on a quarterly basis with the provider to discuss and feedback any minor accidents that has been logged over the period by the provider.

Little Ellies Manager Responsibilities

- a) To meet on a quarterly basis with the head teacher or delegated responsibility to report any minor accidents, incidents, near misses, assaults that have been reported and logged over the period by the provider.
- b) To record and report immediately any major incidents/accidents that occur on the premises to either adult or child to the head teacher or delegated person
- c) To keep accurate and appropriate records on all accidents.
- d) To fully investigate the above where appropriate and take remedial action required in consultation with the school
- e) To undertake written risk assessments as required

Responsibilities of ES & Children's Centre Managers

- a) To meet on a quarterly basis with the Headteacher or delegated representative to report any minor accidents, incidents, near misses, assaults that have been reported and logged over the period by the provider.
- b) To record and report immediately any major incidents/accidents that occur on the premises (including the outreach sites) to either adult or child to the Headteacher or delegated person.
- c) To keep accurate and appropriate records of all accidents.

- d) To fully investigate the above where appropriate and take remedial action required in consultation with the school.
- e) To undertake written risk assessments as required.

Responsibilities of Employees

Responsibility on a day to day basis for Health and Safety is delegated to all staff including members of Little Ellies staff as indicated in the Council's Policy on Health and Safety at Work. Duties are listed below as follows:

- a) To familiarise themselves with Health and Safety Policy information and advice provided by the Council, School and Chestnuts Nursery as appropriate and ensure that they maintain a duty of care to themselves and to those for whom they have responsibility.
- b) To identify and take action on hazards either to remove them or reduce them to an acceptable level and report these Health and Safety issues to the appropriate person in accordance with the arrangements made.
- c) To ensure that all accidents are reported and recorded in accordance with the Council's procedures.
- d) To ensure that safe practices and methods of work are being followed, and report in accordance with the arrangements made to achieve this.
- e) To ensure that protective clothing and equipment is properly used, stored and maintained as required.
- f) Undertake training as appropriate.
- g) To ensure that new employees receive the information necessary for working safely.
- h) To be familiar with the School Premises Record Book.
- i) To complete and or adhere to risk assessments as required for activities and outings as appropriate.
- j) To co-operate with the Head and employees with supervisory responsibility in implementing this policy
- k) To co-operate with Safety Representatives when carrying out their functions
- l) To familiarise themselves with the arrangements for fire drills and the safe evacuation of the school in case of fire or other emergencies

Specific Aspects

1. Accredited Safety Representatives

Under the regulations on Safety Representatives, which became operative on 1st October 1978 recognised trade unions can appoint Safety Representatives

They are entitled to: -

- a) Investigate potential hazards and to examine causes of accidents.
- b) Investigate employee complaints
- c) Make representations to the employer on matters arising out of (a) and (b)
- d) Make representations to the employer on general matters affecting the health, safety and welfare at work of employees.
- e) Carry out inspections of the workplace
- f) Represent employees in consultations with the employer and with Inspectors of the Health and Safety/ Executive (HSE)

These functions are described in more detail in the Council's Statements of Policy on Health and Safety at Work

2. Accidents and Incidents

All accidents, incidents, assaults, dangerous occurrences (including near misses) and certain serious diseases must be reported to the Headteacher or their representative.

a) EWPS staff and pupils

- Incident and Accident report forms are kept in the School's main office.
- Incident and Accident records are kept in the school office.
- **These must be counter signed by the Headteacher or delegated responsibility**

b) Little Ellie's children and staff

- Incident and Accident report forms are kept in the Children's Centre main office.
- Incident and Accident records are kept in the school office.
- These must be counter signed by the Headteacher or delegated responsibility
- Any major incidents and accidents are reported in line with the school policy and in addition to Ofsted as required

c) BaRD staff

- Incident and Accident report forms are kept in the Children's Centre main office.
- Incident and Accident records are kept in the school office.
- These must be counter signed by the Headteacher or delegated responsibility
- Any major incidents and accidents are reported in line with the school policy in addition to Ofsted as required
- Staff to return to the main site to liaise with Centre Manager

- **See full policies and site specific guidance for further details**

First Aid

- First Aid boxes must be kept fully equipped at all times and policies and procedure must be followed in relation to this.

- Qualified First Aiders details are displayed in every area
- **See full policy and site specific guidance for further details**

3. Behaviour

For the above please refer to positive behaviour policy on the implementation of reporting and dealing with issues

4. Bomb Threat/Serious Incident/Critical incidents

In the event of the above please refer to the Newham Guidance. This is available in both the school main office and the Children's Centre main office in the Critical incidents File (the one with the red sticker)

Evacuation locations are: The Globe or St Marks for all children within the premises (**Ellen Wilkinson school pupils and staff, Little Ellies children and staff, Children Centre families and staff**)

See Emergency Evacuation policy for further details

5. Child Protection

The welfare of the child is paramount and is the responsibility of all providers and staff operating on the premises. Please refer to full guidance and reporting outlined in the safeguarding policy. The school operate an information sharing and multi disciplinary approach to supporting families with additional needs via Safeguarding Meetings

Serious concerns will be reported through the councils Triage and CAIT teams and reported to the relevant organisation such as OFSTED if appropriate.

See Early Help, Safeguarding & Child Protection Policy for further details

6. Evacuation Arrangements

- Regular evacuation drills must be held
- The evacuation drill must be posted in staff rooms and other areas, as appropriate.
- The school is responsible for ensuring that all fire frightening equipment is inspected annually and updated as appropriate via the borough SLA.
- Staff must familiarise themselves with all emergency procedures.

Fire

- If you discover a fire, or one is reported to you, you must **SOUND THE ALARM** at the nearest call point.
- **During term time** the Headteacher or other authorised person is responsible for ensuring that the Fire Brigade is called immediately.
- The Headteacher or other authorised person must direct the Fire Brigade on arrival to the scene of the fire and report if persons remain in the building.
- **During other periods of occupation** the Chestnuts Nursery Manager or other authorised person is responsible for ensuring that the Fire Brigade is called immediately.

- The Little Ellies Nursery Manager or other authorised person must direct the Fire Brigade on arrival to the scene of the fire and report if persons remain in the building.
- At all other times the site supervisor and/or Facilities Manager will direct the Fire Brigade on arrival to the scene of the fire and report if persons remain in the building (Ellen Wilkinson site only)
- The site supervisor must check all call points located within the building on a weekly basis in accordance with the premises manager handbook and report and rectify faults accordingly (Ellen Wilkinson site only).

When the fire alarm has been sounded you should: -

- Escort the persons in your charge from the area in accordance with the detailed fire drill procedures.
- When persons arrive at their designated assembly point, call the register and notify the Head or deputy of the outcome, and be prepared to move to another safe area, if so directed.
- **DO NOT UNDER ANY CIRCUMSTANCES return to the building unless the person in charge gives clearance.**

See Emergency Evacuation & Fire policies for further information

7. Illness/communicable diseases

For the above please refer to Newham and local polices on the implementation of reporting and dealing with issues

See full policy

8. Personal Safety & Security

Please refer to the Personal Safety and Security policy that will provide further information on the following:

- Ensuring the safety and security of the pupils, staff and other adults working in the school and at other sites.
- Protecting the equipment and resources of the school from theft and damage.
- Maintaining the fabric of the building against deliberate damage.

9. Risk Assessments

All staff must read and abide by the risk assessment(s) appropriate to their roles and/or site locations. These can be found in the work room of Ellen Wilkinson Primary School, Reception office of the Children's Centre and in the appropriate admin areas at other sites. If ever in doubt staff should check with their direct line manager before undertaking a task. Any concerns that are not rectified at this point should be referred directly to the Headteacher.

10. Sun Safety

It is important to ensure that children and staff are protected from skin damage caused by the harmful ultra – violet rays in sunlight. In order to do this the following must be followed:

- Children and adults are encouraged to wear clothes that provide good sun protection, and use sunscreens where appropriate. This includes wearing appropriate sun hats.
- The school will not administer sun creams without parental agreement. Parents and pupils will be encouraged to bring in sun creams when appropriate.

- Outdoor activities will be scheduled where possible at times other than the middle of the day when the sun's rays are most harmful.
- Areas of shade will be provided whenever possible, and people encouraged to use them during breaks, lunch – hours, sports and trips. An inside area will be made available for children to come completely out of the sun on the hottest days.
- Sunbathing is discouraged.
- Regular reminders sent to children, staff and parents about sun safety through newsletters, posters, parents meetings, and activities for pupils.

12. Training

- All new staff will undertake a Health and Safety induction on their appointment and will sign to indicate this has taken place.
- Certain posts and responsibilities may require further specific Health and Safety training such as COSHH, manual handling etc. This should be agreed as part of induction arrangements.
- Staff may also be required to undertake further training such as fire warden and first aid training relative to their role and responsibilities to support the creation of a safe working environment for themselves and other users.
- All training certificates must be given to the main office so that copies can be taken for personnel files and to support ensuring that training is refreshed at the appropriate time.
- Any member of staff can request further H&S training related to their role at any point, this request should be made to their line manager.

13. Whistleblowing

Please refer to the whistle blowing policy which provides protection for workers when disclosing information which may be regarded as confidential.

14. Working at Heights

The Work at Heights Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. This includes work by the Premises Manager and other staff doing displays etc.

The appropriate school provided equipment must be used in all cases, and the Working at Heights risk assessment (which is attached to these items) must be followed at all times.

Only members of staff who have attended 'Working at Heights' training may use the tall steps and in doing so must ensure that the measures identified in the risk assessment are strictly adhered to.