



LIFE Education Trust

Learning Is For Everyone

Our Aim is that every School will be:

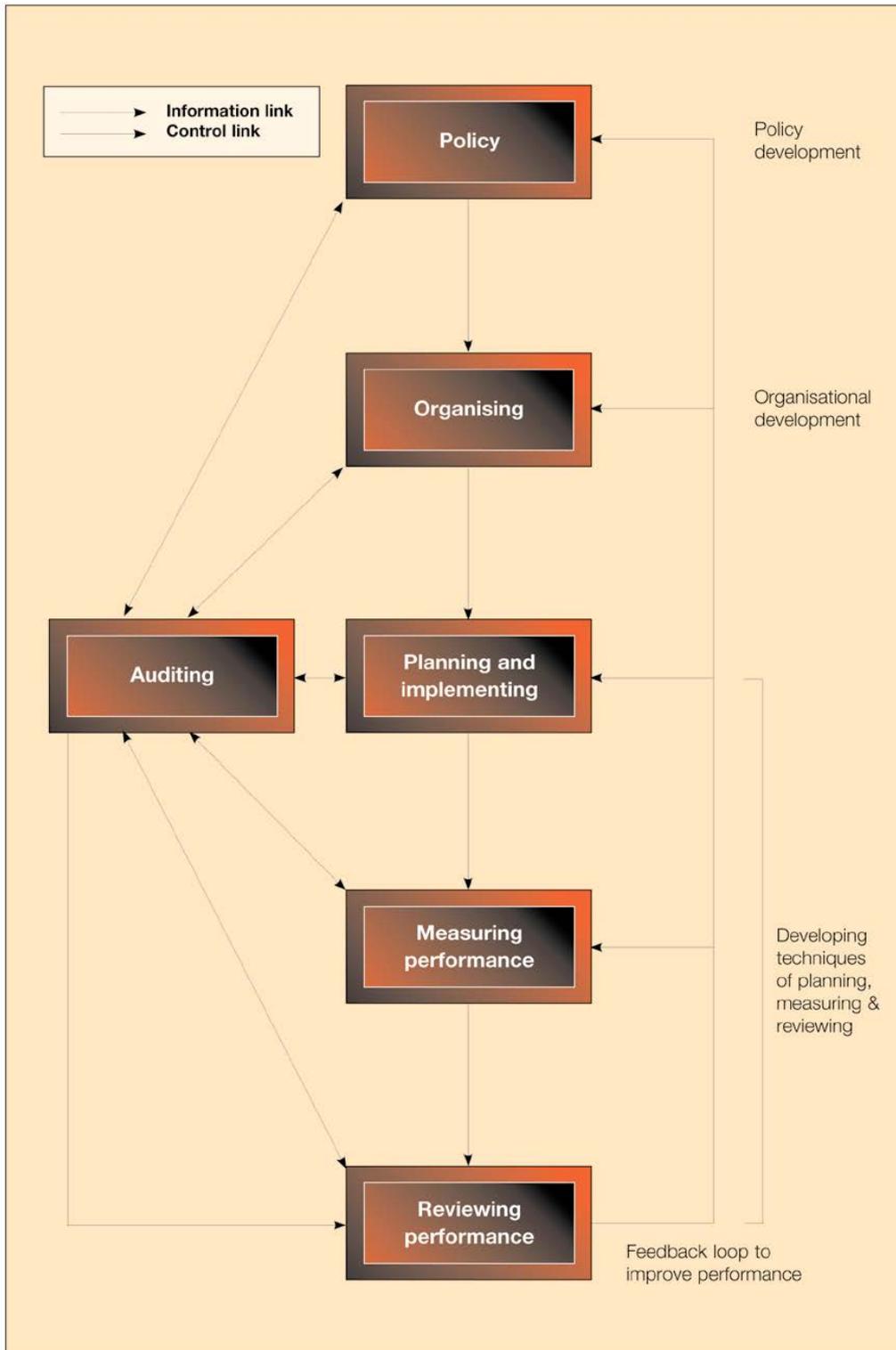
- An efficient school
- An effective School
- An enriching school
- An enabling school

HEALTH & SAFETY POLICY

Policy	Health & Safety Policy
Staff consulted on Policy	n/a
Policy adopted by Trust Board	15/11/16
Reported to LGBs for implementation	13/12/16
Implementation Date	16/11/16
Review Date	November 2017
Policy Source	Havering Model Policy

Safety Management System

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



Statement of intent

Life Education Trust recognizes that ensuring the health and safety of staff, pupils and visitors is essential to its success.

It is committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Trustees, staff and pupils will play their part in its implementation.

Organisation

LIFE Education Trust

The Board is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Health & safety standards are maintained by monitoring this Policy's implementation;
- This Policy is kept up to date by reviewing it annually.

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.

Local Governing Body

The Local Governing Body is responsible for ensuring that:

- Systems are established and maintained within the School to ensure that health & safety is effectively managed;
- A Health & Safety Officer has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- 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, Safety and Welfare 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 leadership commitment to health & safety he/she will participate in at least one inspection per year.

The Headteacher

The Senior Leadership 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.

Key responsibilities of all managers and supervisors

All line managers (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, safety and welfare 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 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 Board. The Trust Business Manager currently holds this role. 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 Board;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Board where they are unable to achieve resolution themselves.

Premises and Facilities Manager

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

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking a regular test of the fire alarm system;
- Undertaking a regular test of the emergency lighting system;
- Undertaking a regular 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 Heads 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 are 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.

Health & Safety Committee

A Health & Safety Group will meet on a termly basis to discuss the H&S policy and consider any issues.

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 Borough'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 currently utilises the London Borough of Havering's Schools' Health & Safety Team and Essex County Council Occupational Health as its sources of competent health and safety advice.

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.

Accident & near miss reporting

A near-miss is an incident which could have resulted in injury or loss, if the circumstances were different (for example if a member of the Premises team 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 a first aider who will record the incident on an accident & near miss form. The school uses the HSE Accident Book (BI 510).

Asbestos

The Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. using nails or screws without first obtaining approval from the Premises Manager.

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 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.

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. The Premises Manager is responsible for monitoring contractors on the School Premises.

Display Screen Equipment

The IT Manager (Steve Johnson) is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations if requested. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Employee competence/Staff training

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 and Key roles in the School are expected to attend health & safety management training.

Fire Marshalls receive Fire safety and equipment training.

Educational Visits and Journeys

Staff who organise trips or visits are responsible for ensuring that these are managed in accordance with the school policy for Trips & Educational Visits which all teachers must be familiar with.

Electrical Safety

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff are reminded that they must not use personal electrical equipment in school without the permission of the Premises Manager as it has to be PAT tested.

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 (or drill) 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 Business Managers office. An emergency fire drill is undertaken every term. All equipment is regularly maintained.

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.

Students requiring first aid should report to Pupil Services, Adults can report to Reception.

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 at in the Premises Managers office.

Hazardous Substances

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Premises Manager. The Premises Manager will complete an assessment for any authorised products. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area. Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS and overseen by the Health & Safety rep in Science.

Inclusion

The Trust complies with the [Local Authority/Academy](#) policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Trust is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

Lettings/shared use of premises/use of Premises outside School Hours

The Premises Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Premises Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements. Hirers are responsible for their own First Aid provision and are made aware of the fire and emergency arrangements of the School upon receipt of the Lettings Policy. Any Hirers who have their own public liability insurance must provide the school with a copy prior to their first use of any facilities.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after normal office hours must notify the Premises Manager or their line manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the Premises maintenance procedures under the control of the Premises Manager.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Premises Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask a member of the premises team for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Monitoring of health & safety performance

The Local Governing Body meets at least once per term and at each meeting receives monitoring data for:

- Details of accidents;
- Details of known near-miss incidents;
- 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);
- Training against needs analysis.

PE Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all PE staff must be familiar with these. Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.
Any faulty equipment must be taken out of use and reported to the Premises Manager.

Risk assessments

The School has assessed the risks relating to its operations. Where significant risks have been identified these and the necessary control measures have been recorded. 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.

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.

Security/Violence

The Premises Manager is responsible for the security of the school Premises and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Premises Manager is also responsible for the security of the Premises during after- school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher or in their absence, a member of the senior leadership team.

Premises Maintenance

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the Premises and report any hazards that cannot be dealt with immediately to the Trust Business Manager.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately. His job book is kept in the Premises team office and staff can contact him by phone, email or via reception if the matter is urgent.

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. This includes its subscription to Validium a company offering an Employee Assistance Programme (EAP) providing a free confidential advisory/counselling service to the School's employees to assist with any personal or work-related problems that they feel may be affecting their health, wellbeing or performance.

Any employee who believes that they are suffering from stress or need to use the services of the EAP should first speak to their line manager, or if they feel unable to do so they can call the Validium helpline on 0800 358 4858 from a landline or 0330 332 9980 from a mobile, where they can speak in confidence to a counsellor.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Premises Manager is responsible for the purchase and maintenance of all ladders and steps in the school. All ladders and steps conform to BS/EN standards as appropriate.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If anyone needs to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted. Staff should not work at height if they are alone.

Anyone planning to use a step ladder must first ask the Premises Manager for help to erect it properly and there must be someone else present to hold the ladder steady while passing materials etc to the user. Staff should be reminded that knees should be no higher than the top platform of the ladder, that they should never overreach and should keep one hand free on the ladder for steadiness.