

# Enfield Grammar School



An Academy Trust  
(Company No. 07697044)

## Health & Safety Policy

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COMMITTEE	Resources and Management
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## **1. Aim**

Enfield Grammar School aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

The Governing Body, as an employer, recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in the policy and work in accordance with safe working procedures.

This policy will be reviewed bi-annually by the Governing Body, implementing new arrangements as necessary. The Governing Body will also monitor, review and evaluate the School's health and safety performance.

## **2. Responsibilities**

### **Headteacher**

The Headteacher is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for the maintenance and development of safe working practices and conditions for all staff, students, visitors and any other person using the premises or undertaking activities under the school's control. The Headteacher may delegate certain tasks to other members of staff.

In particular, the Headteacher will:

- (a) Implement the Health and Safety policy.
- (b) Nominate a senior manager as the Health and Safety Co-ordinator, namely the School Business Manager.
- (c) Ensure the School Business Manager is aware of his/her health and safety responsibilities.
- (d) Ensure effective communication of health and safety matters.
- (e) Ensure requirements with regard to staff competence are met.
- (f) Ensure health and safety standards, school health and safety procedures and codes of practice are implemented.
- (g) Ensure all risk assessments are completed and reviewed.

- (h) Provide the Governing Body with regular reports to enable them to provide and prioritise resources for health and safety issues.
- (i) Ensure health and safety monitoring is undertaken, including:
  - Incident reporting and investigation.
  - Specific equipment and premises inspections.
  - Termly inspections.
  - Implementing the school's annual monitoring checklist.
  - Make recommendations to the Governing Body in relation to external independent audits.
  - Report to the Governing Body any health and safety issues that cannot be resolved.

### **Senior Leadership Team**

The Senior Leadership Team will support the Headteacher with regard to the overall management of health and safety in the school.

This includes:

- a) Providing leadership by ensuring health and safety is considered as part of everyday management activities/decisions.
- b) Considering the health and safety impact of new initiatives.
- c) Informing the Headteacher about any health and safety issues that affect the school.
- d) Agreeing strategic health and safety initiatives.
- e) Monitoring the overall implementation of the school's health and safety policy in their area(s) of control.

### **School Business Manager**

The School Business Manager is responsible for the overall co-ordination of health and safety throughout the school on behalf of the Headteacher.

Responsibilities include:

- a) Co-ordinating all aspects of health, safety and wellbeing policy and practice;.
- b) Liaising with safety representatives and attending the school's Health and Safety Working Party.
- c) Disseminating health and safety information.

- d) Co-ordinating accident reporting procedures.
- e) Co-ordinating emergency evacuation procedures.
- f) Ensuring health and safety matters raised by staff are dealt with.
- g) Maintaining a central file of health and safety procedures and other relevant information.
- h) Monitoring implementation of the policy by:
  - Ensuring heads of department undertake inspections as required.
  - Ensuring incidents and “near misses” are investigated and identified and remedial actions are completed in a timely manner.
  - Reporting 'notifiable' incidents to the Health and Safety Executive and the Governing Body.
  - Ensuring first aid records are maintained.
  - Ensuring that specific equipment/premises inspections are carried out.
  - Co-ordinating termly inspections of the school's premises.
  - Managing the school's annual monitoring checklist.
  - Making recommendations to the Headteacher about an independent audit; and
  - Reporting health and safety issues that cannot be resolved to the Headteacher and/or the Governing Body.

**Other Managers (including Heads of Department and Managers of non-teaching staff)**

Managers are responsible for implementing this policy in their area of control.

This includes:

- (a) Ensuring staff meet their health and safety responsibilities.
- (b) Consulting with staff on matters affecting their health and safety.
- (c) Communicating health and safety information to staff.
- (d) Assessing staff competence and ensuring appropriate training and development.
- (e) Ensuring school-wide health and safety standards and school health and safety procedures/codes of practice are implemented.

- (f) Ensuring risk assessments are carried out where required.
- (g) Ensuring safe working procedures and codes of practice are prepared for activities under their control.
- (h) Undertaking risk assessments in relation to directly managed staff.
- (i) Reporting any health and safety issues which cannot be resolved to the School Business Manager, via the Schools' Health & Safety and Repair & Maintenance email.

### **All members of staff**

All members of staff are responsible for:

- (a) Taking care of their own health and safety, and the health and safety of others affected by their actions.
- (b) Complying with the school's health and safety policy and procedures.
- (c) Reporting health and safety hazards and any inadequacies they identify in health and safety procedures via the Schools' Health & Safety & repair & maintenance email address.
- (d) Undertaking any health and safety training and development identified as necessary.
- (e) Operating work equipment in accordance with safe working procedures, instructions and training.
- (f) Understand emergency evacuation procedures and feel confident in implementing them.
- (g) Ensuring a risk assessment is undertaken when carrying out projects or new activities.
- (g) Reporting accidents and near misses in accordance with the school's reporting procedures. H&S issues and repair & maintenance issues should be reported via the Schools H&S email address:  
[hsrc@enfieldgrammar.com](mailto:hsrc@enfieldgrammar.com)

### **3. Arrangements for Implementing the Policy**

#### **Consultation with Staff**

All members of staff will be consulted on all aspects of this policy. Any comments and suggestions received will be considered and, where appropriate, integrated within this policy. Staff will be expected to adhere to all health and safety measures as outlined in this policy.

#### **Health and Safety Working Party**

The School has established a Health and Safety working party, which meets termly.

It is chaired by the School Business Manager, and includes the Site Manager, a safety representative elected by staff and the Health and Safety Governor.

The Working Party will be responsible for:

- a) Conducting termly health and safety inspection of school facilities.
- b) Monitoring and evaluating risk assessments.
- c) Reviewing safety documentation.
- d) Submitting reports to the Governing Body.
- e) Following up on any outstanding health and safety issues.

The Health and Safety working group will provide termly reports to the Resources and Management Committee.

Governors and members of the Health and Safety Working Party may, if necessary, conduct termly walk rounds.

#### **4. Display Screen Equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request (to the School Business Manager), and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

The School Business Manager will ensure that workstations are assessed for risks. Staff will be encouraged to take part in assessments and report any workstation discomfort.

#### **5. Lone working**

Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

## **6. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- The Site Manager retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

## **7. Plant and Machinery**

The Site Manager is responsible for identifying equipment and machinery that requires maintenance and for ensuring that all maintenance is carried out.

The School Business Manager must ensure that new plant and equipment meets health and safety standards prior to purchasing.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

All electrical equipment must be 'Pat' (portable appliance testing) tested before initial use.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **8. COSHH**

### **Safe Handling and use of Substances**

The Heads of Science, Art and DT will be responsible for identifying all substances that require COSHH assessments and are responsible for ensuring that COSHH assessments are carried out. Risk assessments are in place for all hazardous substances.

An inventory of all chemicals and flammable substances kept on site by the relevant Heads of Department and notified to the School Business Manager and Site Manager.

The Heads of Department will check that new substances can be used safely before purchasing.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

### **Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### **Legionella**

- A water risk assessment was completed on 2 February 2017 by Jordan Environmental. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

## **Asbestos**

- An asbestos survey is carried out yearly by R&F Insulation Limited (last survey was carried out on 27 October 2016). All areas where asbestos has been identified are clearly labelled and logged.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

## **9. Lettings**

Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **10. Smoking**

Smoking is not permitted anywhere on the school premises.

## **11. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

## **12. Educational Visits**

All proposals for educational visits will be accompanied by a detailed risk assessment that will look for hazards, who may be at risk, control measures and any issues from previous visits. All educational visits must be approved by the Headteacher and all overseas trips must be approved by the Headteacher and the Chair of Governors.

At the end of each visit an issue log will be completed and any issues relating to health and safety will be evaluated and changes made, if appropriate.

## **13. Traffic Management**

Speed limit and caution signs are clearly displayed.

Parking areas are be clearly marked and no parking is allowed in unmarked bays.

Delivery vehicles will be allowed in at certain times of the day and, where possible, a staff member will be available to supervise access and delivery.

## **14. Management of Contractors**

The School Business Manager and Site Manger will lead on arrangements for the selection, management and monitoring of competent contractors, including arrangements for securing competent advice when that is not available within the school.

## **15. First Aid**

The School's Training Co-ordinator will ensure that all first aiders receive relevant refresher courses and that enough members of staff are trained to ensure there is adequate cover at all times.

Adequate first aid boxes will be provided and the Welfare Officer will audit the contents and seek replenishment.

The first aid boxes are located in the following places:

- Upper School Welfare Office
- Lower School Office

Defibrillators are located at the following places:

- Upper school office
- Lower school office
- Ball hall
- 3G pitch pavilion

A list of students who have medical requirements is sent to all staff electronically and held on the School's management system which all staff have access to.

The School must receive written parental consent before any medication can be administered.

Please refer to the Medical Needs Policy for further information.

All accidents at work and work related ill health must be reported to the School Business Manager. Accidents at work must be recorded in the accident record books which are located in the lower and upper school offices.

## **16. Fire and Emergency Procedures**

Evacuation procedure notices are posted in every classroom and throughout the school including what action to take on discovery of an incident.

The School's Evacuation Policy outlines:

- a) The role of the person in charge (Evacuation Officers).
- b) The roles of all staff.
- c) How the evacuation will be conducted.
- d) Arrangements for ensuring everyone has left the building.

The fire, evacuation and lock down procedures are made available to all staff, are detailed in the staff handbook which is issued to all staff annually and are documented in the induction packs issued to new joiners.

These procedures will be reviewed annually by the School Business Manager.

Emergency exits, fire alarm points and fire assembly points are all clearly marked. The Site Manager is responsible for daily checks for any obstructions on exit routes/fire exits.

Fire drills are carried out twice per year and the results are logged by the School Business Manager. The emergency lighting system and fire alarm call points are checked regularly by the Site Manager.

Alarms, emergency lighting and fire extinguishers are checked annually by the school's contractors.

Smoking is not permitted on the School's property or in the immediate vicinity, including anywhere where staff may be observed by parents and students.

## **17. Training**

Induction training will be provided to all employees by their Head of Department.

Job specific training will be given by relevant staff.

Training records are kept by the Assistant Headteacher and held centrally on the School's management system, SIMS.

## **18. Risk Assessments**

The School carries out and documents risk assessments for all activities presenting significant risk. Risk assessments are available for all staff to view and are held centrally by the School Business Manager. Risk assessments are reviewed regularly.

The Heads of Department are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control; they are encouraged to seek advice and support from the School Business Manager.

Heads of Department are responsible for ensuring that risk assessments relating to educational visits are completed using the forms held by the Finance team.

## **19. Reporting to the Health and Safety Executive**

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion