



London Borough of Enfield

Health and Safety Policy

Prince of Wales Primary School

Summer 2020

	Name	Signature	Date
Prepared by:	Emma Elliott	Notified and agreed.	
Checked and Reviewed by:	Jan Bless	Signed copy in office	
Approved by:	Steve Way	Signed copy in office	
Document Title:	Health and Safety Policy for Prince of Wales Primary School		
Version Number:	0.8	Date of Next Review:	Summer 2021

This plan will be amended according to legislation / changes to better practice and will be updated as and when required.

Statement of Intent

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation and arrangements established to implement the policy

As the Chair of Governors I am committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Schools and Children's Services Health and Safety Framework Policy, and its health and safety procedures e.g., Fire Log Book, Responsible Person's Premises' Log, and various specific policies and guidance etc. are implemented. In view of this, the establishment's own safety policy has been devised to complement that of the Schools' Health and Safety Framework Policy and provide those details that a Local Authority policy cannot.

I and the management team recognise our responsibilities and we will endeavour to ensure the Schools' and Children's Services department's Framework policy is implemented with regard to:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the establishment's activities
- an effective local organisation to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- obtaining competent advice when that is not available within the establishment
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance, providing adequate resources to implement this policy

The management team will review this policy annually.

Signed:

Chair of Governors;-

Mr Steven Way

Date:

11.06.2020

Responsibilities

Head Teacher:

The Head Teacher is responsible for the overall implementation of this policy throughout the establishment. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, visitors and any other person using the premises or undertaking activities under the establishment's control. In particular Head of Service/Manager, will:

- (a) nominate a senior manager as health and safety coordinator
- (b) ensure subordinate managers meet their health and safety responsibilities
- (c) ensure the arrangements for consultation with staff are implemented
- (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, establishment health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
 - (i) incident reporting and investigation
 - (ii) specific equipment & premises inspections
 - (iii) quarterly inspections
 - (iv) implementing the establishment annual monitoring checklist
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual report is provided to the management team
 - (vii) make recommendations to the management team in relation to external independent audits
 - (viii) report to the Local Authority any health and safety issues that cannot be resolved.

Senior Management Team:

The senior management team will support the Head Teacher with regard to the overall management of health and safety in the establishment. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives
- (c) informing the Head Teacher about any health and safety issues that affect the establishment
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the establishment's health and safety policy in their areas of control and agreeing the annual health and safety report.

Health and Safety Coordinator:

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the establishment, on behalf of the Head Teacher.

Responsibilities include:

- (a) coordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the safety committee
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (e) coordinating 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:
 - (i) ensuring heads of department undertake inspections
 - (ii) ensuring incidents are investigated
 - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
 - (iv) managing the establishments quarterly monitoring checklist
 - (v) making recommendations to the Head of Service/Manager about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head Teacher.

Other Managers:

(Including Achievement Leaders 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 establishment-wide health and safety standards, and establishment health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are carried out
- (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) implementing monitoring arrangements, such as:
 - (i) incident reporting and investigation
 - (ii) specific equipment / premises inspections
 - (iii) termly inspections
 - (iv) use of an quarterly monitoring checklist
 - (v) including health and safety in staff appraisals
- (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/ Head Teacher.

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) Co-operating with the management team by following the establishment's safe working procedures and meeting responsibilities laid down in this policy
- (c) Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the health and safety coordinator
- (d) Undertaking any health and safety training/development identified as necessary
- (e) Using work equipment in accordance with safe working procedures, instructions and training
- (f) Not making unauthorised or improper use of equipment
- (g) Ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) Reporting health and safety incidents, and near misses, in accordance with the council's reporting procedures.

Premises/Site Managers:

In addition to requirements designated in manager or staff roles, site managers are responsible for ensuring premises-related maintenance, repairs and other works are carried out to required standards. Where tasks relevant to health and safety (e.g. fire alarm testing) have been delegated the site manager should be suitably competent and trained as necessary.

Safety Representatives:

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the **Safety Representatives and Safety Committees Regulations 1977** (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the necessities of the service. This should be arranged with their line manager and the health and safety coordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through elected health and safety representatives (known as "representatives of employee safety" in the Regulations), or a combination of the two.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and Safety Committee:

There is an established health and safety committee for the school, which meets termly. It is chaired by the Head Teacher and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on local schools issues, such as policy, strategy and codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed

Local Consultation:

Line managers will consult directly with staff on health and safety issues relevant to a particular department or work area.

Health and Safety Procedures:

Schools' and Children's Services has drawn up health and safety procedures and arrangements covering issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures, e.g. Fire Log Book, Responsible Person's Premises Log etc. These are available on FRONTER. Further procedures following required control measures for the establishment are drawn up locally following risk assessment.

Educational Visits (where educational visits apply):

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc., is covered in the "Guidance for Off-site Visits and Related Activities with EVOLVE", issued by the LA.

Fire and Emergency Procedures:

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc., are derived from risk assessment and follow from guidance in the Fire Log Book. Staff are advised to refer to the Fire Safety policy for more detailed information on their roles and responsibilities during an emergency evacuation. The school also operates a Lockdown and Evacuation policy which staff should refer to for information on what is required of them in a lockdown. (The evacuation side of things is covered in more detail in the aforementioned Fire Safety policy.)

Risk Assessments:

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these

variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Heads of department and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment. Formats for general risk assessment are available from the schools' policy and guidance on risk assessment and includes specific guidance and advice e.g., a pupil risk assessment is available from FRONTER.

Persons with Specific H&S Responsibilities

Responsibility	Name
Head Teacher	Jan Bless
Senior Leadership Team	Julia Clarke Anne Homer Susan Paddon Cheryl Redmore Jenny Davis Simone Vourloumis
Health and Safety Coordinator	Emma Elliott
Other Managers (<i>include heads of department, non-teaching managers, specialists such as premises manager and educational visits coordinator</i>)	Victor Pearce-Young (Site Manager) Khyle Oliver (Ass. Site Manager) Sheila Stacey (H & S Governor)* Simone Vourloumis (Educational Visits Coordinator) <i>*Due to retire July 2020. Tim Ennis to take over role as H&S Governor from September 2020</i>
Lead First Aider	Angela Dunlea Full list of all trained First Aiders kept by Angela Dunlea Location of First Aid kits: all rooms have their own Nearest hospital: North Middlesex Hospital, Sterling Way, London, N18 1QX. 0208 887 2000
Fire Safety Manager/Evacuation Officer	Emma Elliott Location of Fire Log Book: Woodlands' office Fire Assembly Point: Far side of school playground Time of weekly fire & lockdown alarm tests: Varies
Asbestos-appointed person (for AMS access)	Emma Elliott
Procedure for reporting hazards (name or contact arrangements)	Victor Pearce-Young
Legionella-trained person(s)	Jupiter Facilities Maintenance Victor Pearce-Young

	Khyle Oliver Emma Elliott
Premises/Site Manager(s)	Victor Pearce-Young Khyle Oliver

Documents relating to this policy are listed below along with the locations in which they can be found:

Document	Location
Fire Log Book Asbestos Register & Log Book Legionella Risk Assessment Responsible Person's Premises Log Early Years-Specific Policies SH&ST Training Programme	Woodlands' Office
School Policies Educational Visits Guide	Main School Office
Accident Book Accident/Incident Reporting Guide (IR1)	Welfare/Medical Room
Risk Assessments	Physical copy held by author and electronic copy saved on S drive
COSHH Assessments	Cleaners' Cupboards

Addendum: Coronavirus – Covid-19 June 2020

Since Monday 23rd March, the UK has been through various stages of lockdown and schools have been closed to all children bar those of key workers (e.g., NHS staff, care workers, school staff, postal workers and those involved in the food distribution network). As of Monday 8th June, the school reopened to children in nursery, reception, year 1 and year 6. These changes have altered the systems of work within all schools, including Prince of Wales Primary.

Staffing

Senior Leadership Team (SLT):

Members of SLT are frequently on a rota but are distanced from other staff and do not have direct contact with any of the children, unless there is a welfare/safeguarding issue which requires their involvement. Appropriate distancing and hygiene measures are implemented.

Teaching staff:

A rota system was put in place at the start of lockdown so that the majority of staff who have direct contact with the children were only in once a fortnight to allow a 14 days break to reduce the potential spread of infection. Whilst these staff were on their 14 day break they were expected to be working from home. For a number of staff this pattern of working remains in place. Staff required for welfare and medical duties attend more frequently to ensure this need is appropriately covered.

Now that select year groups have returned, staff working with these groups are expected in more often so no longer have a long break between shifts. There is one day per week when the school is closed so these staff are not expected on site. Staff are assigned to “bubbles” so that the same staff work together all the time with the same group of children. Staff should refer to the current risk assessment for more information on bubbles.

All classrooms and other areas currently permitted for use (e.g., ICT room and square hall) have their own supplies of cleaning materials and Personal Protective Equipment (PPE).

Office staff:

The school office was closed from early on in the lockdown period, with office staff undertaking the elements of their work which were possible from home. It reopened on Monday 8th June, with one member of office staff being present per day and the other two continuing to work from home. Parents/carers are aware that all communications to the school must be made via email to the office@... email address, which is monitored by the Office Manager, even though there is now a staff presence in the office; this is to minimize unnecessary contact. Back office staff have been working from home since the start of the lockdown as their roles can be fulfilled remotely but have returned to their office one – two days per a week.

Site staff:

Initially site staff were sharing their usual responsibilities, with one site manager working one week and the other working the following week, on 2-week rotation, but now both are back in together, being mindful of the need to stay at least 2 metres apart wherever possible in line with current guidance*. Normal site checks have continued throughout the lockdown (e.g., fire and lockdown alarm tests, water outlet flushing, monitoring of asbestos-containing areas, checks of fire extinguishers and blankets, etc.).

Gardening staff did not attend site for a number of weeks but have resumed their roles one – two days per week. Each attends on a different day so that they can maintain social distancing. The Head Gardener has used time away from the school to plant and grow seedlings which can be transferred to the site and to plan.

Cleaning staff are now onsite throughout the day, up until 2.30pm, to cover the additional cleaning requirements at this time. Only rooms and areas which are currently used are being cleaned on a daily basis. Desks, tables, phones, light switches, exit buttons, door handles, toilets and sinks are all thoroughly cleaned and disinfected. All floors are vacuumed or mopped. All other areas are not to be used to help minimize the potential spread of infection.

Home Working

During the times that staff are not required on site, it is expected that they will work from home wherever possible. However, it is understood that some staff will not be able to fulfill all of their duties as normal and that several barriers exist which will potentially prevent staff from working. Site staff, for example, cannot complete the vast majority of their duties whilst they are not on site – cleaners cannot clean, site managers cannot fulfill their health and safety checks, gardeners cannot maintain the outdoor spaces. Staff unable to complete their usual duties from home are encouraged to use the time they would usually be in work to complete online training or to develop their skills in other ways.

Barriers to working from home also exist for other staff. A number do not have access to appropriate ICT equipment in order to complete computer-based tasks. There are also a number of staff with children at home whom they are now required to home-school which means they cannot dedicate a full working day to completing work-related tasks. These factors are acknowledged and understood and staff are encouraged to do as much as they are able to. Staff experiencing any of these issues should discuss them with their Line Manager.

It is important that staff now having to adapt to using ICT equipment at home for extended periods know how to do so safely. The Health and Safety Coordinator has sent details of the “DSE Interactive” and “Workstation Set Up” training courses which are available via the Local Authority’s online training portal to all staff, encouraging them to complete these in order for them to be able to set up their home workstation as safely as possible.

Additional Hygiene Requirements

As previously described, cleaning staff are on site up until 2.30pm to do a thorough clean and disinfection of all areas being used. However, it may be that other staff also need to carry out additional cleaning duties.

Cleaning staff will not always be able to access rooms to clean, especially in the case of wet weather. They cannot enter a room when children are present because this will jeopardise the integrity of the bubble. In these instances, staff will need to use the supplies provided to disinfect tables, door handles, switches and exit buttons, any equipment that has been in use (e.g., laptops and iPads) and toilets and sinks. All staff must ensure that they are washing their hands frequently for at least 20 seconds and are making sure that the children are doing the same. All staff are supplied with hand sanitizer. Staff are expected to clean the areas that they have used at break times (e.g., the staff room) and staff using offices should disinfect their workstation at the end of the day.

Staff are expected to practice social distancing at all times and children are encouraged to do the same, with regular reminders issued. However it is acknowledged that this can prove difficult, even impossible at times, especially for the younger children.

*Current guidance at 11th June 2020 states that people should keep 2 metres apart but it is expected that this distance will be reduced in due course. Prince of Wales Primary School will always strive to comply with current guidance wherever possible.

This addendum will be reviewed as lockdown measures are eased and more staff and children return to the school site.