



London Borough of Enfield

Health and Safety Policy

Prince of Wales Primary School

Autumn 2023

	Name	Signature	Date
Prepared by:	Emma Elliott		26.09.2023
Checked and Reviewed by:	Jan Bless		
Approved by:	Laraine Hodgson		
Document Title:	Health and Safety Policy for Prince of Wales Primary School		
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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;-

Ms Laraine Hodgson

Date:

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 Leadership Team:

The senior leadership 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 a 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. **All mandatory checks should be recorded in the H&S log books which are kept in the School Business Manager's office. This is the responsibility of the site managers.**

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 school 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' Traded Services and the Schools' H&S Team have 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 The Hub. 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 on The Hub.

Persons with Specific H&S Responsibilities

Responsibility	Name
Head Teacher	Jan Bless
Senior Leadership Team	Jenny Langstaffe Susan Paddon Jenny Davis Alex Verrall Rachel Knightley
Health and Safety Coordinator	Emma Elliott-Michael
Other Managers (<i>include heads of department, non-teaching managers, specialists such as premises manager and educational visits coordinator</i>)	Craig Archer (Site Manager) Craig Garrott (Ass. Site Manager) Tim Ennis (H & S Governor) Jenny Langstaffe (Educational Visits Coordinator)
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-Michael Location of Fire Log Book: SBM's 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-Michael
Procedure for reporting hazards (name or contact arrangements)	Craig Archer, or Craig Garrott in his absence
Legionella-trained person(s)	Jupiter Facilities Maintenance Craig Archer Craig Garrott Emma Elliott-Michael
Premises/Site Manager(s)	Craig Archer Craig Garrott

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 SH&ST Training Programme	SBM's 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 Risk assessments pertaining to the equipment/materials used by the site managers and gardeners are kept in the SBM's office

Addendum: Coronavirus – Covid-19
October 2023

Since Monday 23rd March 2020, the UK has been through various stages of lockdown and periods of school closure. For extended times, 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 March 2021, Prince of Wales has been open to all year groups and whilst we hope that this is how things will remain, we will continue to adapt and review processes in line with current Government advice as the need arises.

Staffing:

All staff continue to be back on site for their full contracted hours, including those who were considered to be clinically vulnerable (CV) and clinically extremely vulnerable (CEV). Staff are encouraged to discuss any additional precautions that they feel will make them more comfortable attending work with their line manager. Staff are permitted to continue to wear a face covering if they so wish.

Additional Hygiene Requirements

Cleaners continue to fulfil their pre-Covid work patterns to enable those who also work as Playleaders to resume their Playleader duties – these had temporarily been paused throughout the pandemic. However, the school continues to provide antiviral wipes in communal areas and hand sanitizer in the foyer. Staff are encouraged to continue regularly washing their hands/using alcohol gel and to continue to remind children of the importance of hand washing; not just to prevent Covid but also regular coughs, colds and vomiting/diarrhea bugs.

The importance of ventilation remains high, so windows should be kept open, if only slightly in the colder months, to allow for background ventilation to take place.

The school will always operate under the latest operational guidance from the Government. Where necessary we seek advice from Public Health England and will act accordingly with their instructions if, at any point, additional control measures are required to be re-implemented.