



# Health and Safety

## Responsibilities and Arrangements

<b>Policy Review Schedule</b>			
<b>Date Policy agreed by SLT</b>	07/02/2024	<b>Date Policy Agreed by Governing Body</b>	07/02/2024
<b>Policy Review Schedule</b>	Annual	<b>Date for Review</b>	2025
<b>Signed by the Chair of Governors</b>	Joe Turner Wing		
<b>Signed by Headteacher</b>	Jon Kelly		

Name and Address of Schools	Newhaven School, Newhaven Gardens, Eltham, SE9 6HR King's Park Campus, Eltham Palace Road, Eltham, SE9 5LX
Name of Head Person	Jon Kelly
Name of School Business Manager	Samantha Moody
Name of Premises Manager	Warren Rose

## Responsibilities

### The Governing Body

The Governing Body has overall responsibility for health and safety. In consultation with the Head person, the Governing Body will:

- Nominate a Governor to be responsible for health and safety matters
- Ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities
- Ensure that a Health and Safety Statement of Intent, Health and Safety Arrangements and required policies, procedures and risk assessments are developed and implemented, following best practice guidance, and reviewed regularly
- Ensure that where necessary, health and safety aims and objectives and action plans are developed to implement all required health and safety standards are in place and maintained
- Ensure that there is an appropriate forum where health and safety matters can be discussed, and strategic decisions made
- Ensure that health and safety are monitored, so that legal and best practice requirements are met
- Monitor, via reports, the overall performance of the school's health and safety.

### The Head Person

In consultation with the school senior staff and Governing Body, the Head Person will have day-to-day management responsibility for health and safety and will:

- Implement the requirements of this Health and Safety Statement of Intent, Health and Safety Arrangements, risk assessments and associated procedures and ensure the school is compliant with all statutory compliance requirements and any other applicable health and safety legislation
- Demonstrate a personal commitment to health and safety by providing visible and active positive leadership by leading by example
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school
- Appoint persons to assist them with meeting the health and safety aims and objectives, standards, and all statutory compliance requirements
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, etc.) fully account for all applicable health and safety considerations
- Ensure that school employees recognise health and safety as an integral element of their work and that health and safety are given equal status alongside other management functions
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and ensure these individuals are adequately supported and suitably trained

## **The School Business Manager/Premises Manager**

The School Business Manager/Premises Manager, in consultation with the Head Person, will be responsible for ensuring the day-to-day operational requirements of all health and safety matters are implemented.

The School Business Manager/Premises Manager will:

- Maintain an up-to-date copy of the Health and Safety Statement of Intent, Health and Safety Arrangements together with all associated policies, procedures and any other health and safety documentation
- Notify the Head Person of any health and safety concerns and any financial implications identified by the risk assessment process
- Be the focal point for reference on health, safety and welfare matters within the school and seek advice and support from the Health and Safety Service as and when applicable
- Liaise with and report directly to the Governors or through the Head Person, on all matters of health and safety
- Ensure the day-to-day implementation of the Health and Safety Statement of Intent, Health and Safety Arrangements and associated risk assessments and procedures including seeking the approval of the Governors for meeting the financial implications of identified control measures
- Ensure that all certification and statutory inspections are kept up to date and that any remedial actions are completed within a reasonable timeframe
- Establish and maintain safe working procedures and carry out regular health and safety assessments of the activities/premises for which they are responsible, and report to the Head Person any defects that need attention or further actions
- Ensure a daily health and safety inspection of the premises in the morning before school starts and at the end of the school day is undertaken
- Advise the Headperson on requirements for health and safety equipment and additions or necessary improvements to plant, tools, equipment, or machinery

## **Educational Visits Co-ordinator**

The Educational Visits Co-ordinator (EVC) will be responsible for all aspects of 'learning outside the classroom' and will ensure that health and safety form an integral part of planning trips, including transportation to and from the visit.

The EVC will:

- Be responsible for managing educational visits in line with the learning outside the classroom agenda
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the school
- After discussion with the Head Person and governing body, approve proposals or submit and seek other required competent advice
- Confirm that adequate risk assessments have been carried out and are in place
- Confirm the leadership of the group is appropriate and provide mentoring to group leaders and staff as necessary

## **Teachers and Teaching Assistants**

The health and safety of pupils in classrooms is the responsibility of class teachers and teaching assistants.

Class teachers and teaching assistants are expected to:

- Check that classroom areas and equipment are always, and remain, safe and report any defects to the Premises Manager
- Give clear instructions and warnings to pupils, as often as necessary
- Avoid introducing personal items of equipment into the school without authorization from the Head Person and School Business Manager/Premises Manager

- Follow all health and safety policies and procedures, risk assessments and any other legislative requirements of health and safety
- Complete classroom risk assessments/checklists as instructed by the Head person

### **All Staff**

All staff are expected to know the health and safety organisational responsibilities and arrangements to be adopted in the school.

Employees have a duty to:

- Co-operate with the school management on all health and safety matters and follow all requirements of risk assessments, procedures and any other health and safety instructions
- Take reasonable care of their health and safety and that of others
- Make suggestions to improve any aspect of health and safety
- Report any local hazards that they become aware of to the Business Manager or Premises Manager
- Report incidents that have led to injury or damage, or near misses that may have led to any loss, injury, or damage

### **School Health and Safety Representatives**

The Governing Body will make arrangements for the establishment of health and safety representatives to oversee all matters of health and safety.

School health and safety representatives will be allowed:

- To investigate accidents and potential hazards
- To make representation to the employer about general issues affecting health, safety, and welfare in the workplace
- To carry out school inspection within directed time, but wherever practicable outside teaching time
- To represent members in consultation with enforcement agencies
- Other health and safety requirements

### **Kitchen Contractors**

The catering contractor is responsible for all their catering staff and for ensuring that health and safety requirements are met in the kitchen area. The catering manager and kitchen staff will familiarise themselves with the school policies and procedures. Catering staff are required to co-operate with the school and the kitchen manager will advise the Premises Manager of any health and safety concerns.

### **Cleaning Contractors**

The cleaning contractor is responsible for all their cleaning staff and for ensuring that health and safety requirements are met by their staff and ensure all cleaning products are covered by COSHH assessments and copies are available to the staff and Premises Manager. The cleaning staff will familiarize themselves with the applicable school policies and procedures. Cleaning staff are required to cooperate with the school, and they will advise the Premises Manager of any health and safety concerns.

### **Building Maintenance/Serviceing Contractors**

The Premises Manager is responsible for ensuring that health and safety requirements are met in full for all contractors attending the school to undertake any maintenance, inspections or servicing of the school building or its plant and equipment. The contractor will cooperate with the school and will advise the Premises Manager of any health and safety concerns.

The school will seek to ensure that contractors conduct themselves and carry out their operations in full compliance with all statutory and health and safety requirements.

## **Visitors and Hirers**

The school will seek to ensure that hirers and others who use the school premises conduct themselves and carry out their operations in full compliance with all health and safety requirements.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities, that they are familiar with the school's applicable policies, procedures, and any other applicable arrangements, that they comply with all health and safety directives from the Governing Body and that they will not, without prior consent from the Governing Body:

- Take any action that may create hazards for people using the premises or the staff and pupils of the school

Visitors will be required to observe the health, safety, and welfare rules of the school. In particular, parents and other volunteers helping in the school will be made aware of the health and safety information applicable to them by the person to whom they are assigned.

## **Arrangements**

### **Management**

#### **Consultation & Communication**

The Governing Body and Head Person will involve all staff (including appointed representatives) in the development of health and safety. There will be a regular programme of staff briefing meetings where staff will be consulted on all areas of health and safety.

The H&S Law Poster is displayed and copies of the school's H&S Policies, procedures, risk assessments and any other applicable H&S information are made available to all staff by the Head Person/Business Manager or Premises Manager. The Staff Handbook will also be used to communicate on H&S matters.

#### **Accident Reporting and Investigation**

The school will use the Royal Borough of Greenwich accident and incident reporting system to report and record incidents including R.I.D.D.O.R reporting. For minor incidents involving pupils, the school will keep local records.

The Head Person and Premises Manager will investigate incidents reported by staff as necessary, depending upon the circumstances of the incident, and report their findings to the Governing Body.

Where deemed necessary support will be sought from the Royal Borough of Greenwich Health and Safety Service in investigating significant serious incidents.

#### **First Aid and Medications**

The school will determine through a needs assessment, all first aiders and first aid provisions requirements for on-site activities and educational visits.

The following arrangements are to be followed:

- Sufficient first aid-trained staff will be available on-site by legal requirements
- First aid arrangements for off-site educational visits will be determined as part of the trip's risk assessment
- All staff nominated to provide first aid or paediatric first aid will receive recognised training. Records of staff training will be maintained

- Appropriate first aid materials, equipment and facilities will be provided and located throughout the premises
- All equipment will be checked every month by the first aiders
- First aid arrangements will be made known to staff and pupils
- Where first aid treatment is given, suitable records will be kept

The school has developed a separate policy covering the administration of medications, based upon good practice guidance from the Government.

### **Staff Learning & Development**

All employees shall be instructed as to possible hazards that may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work safely and efficiently.

Staff receive health and safety information during their induction from the School Business Manager/Premises Manager including regular updates as required and all relevant health and safety information is displayed in the staff room in each school building.

### **Control of contractors**

For all contractors, the Premises Manager will undertake the following:

- Identify all aspects of the work that the contractor will be required to do
- Identify any risks associated with the work
- Undertake checks on contractors' competence in terms of health and safety
- Provide any necessary health and safety-related information to the contractor
- Ensure that appropriate risk assessments and method statements are prepared by the contractor
- Ensure that sufficient rules and control measures are in place when the work is undertaken
- Ensure that contractors are monitored when on-site

### **Construction Work**

Where work coming under the requirements of the Construction (Design and Management) Regulations is commissioned by the school, it is recognised that the Governing Body will be the client and will meet all legal requirements in the above regulations.

Advice will be sought from a competent person and the Health and Safety Service at the Royal Borough of Greenwich where required.

### **Premises Security**

The school will develop and adopt procedures for managing personal safety risks based on safe premises, safe procedures, and safe people. The following procedures are adopted:

- All points of access and egress to the school will be secured to prevent unauthorised access to the school
- The school will ensure that information around the safe collection of pupils is developed and made known to all staff where necessary
- All staff will be made aware of the procedures to be followed if they suspect any person to be on the premises without permission
- All persons visiting the school will be required to sign in and wear an appropriate identification badge
- Visitors to the school who are not DBS cleared will be always escorted by a member of staff
- The school will develop an emergency lockdown procedure for the premises to ensure the safety of staff and pupils can be maintained during external emergency events

## **Asbestos Management**

The school has adopted the following procedures for the management of asbestos-containing materials:

- The Premises Manager has been nominated to manage asbestos within the establishment and will be provided with training to enable them to do so
- The school will obtain a copy of the asbestos register survey and management report from The Royal Borough of Greenwich compliance team
- All staff will be made aware of the presence of asbestos-containing materials and the control measures required to prevent any fiber release or exposure
- The school will ensure that all asbestos-containing materials remaining on the premises are subject to a visual inspection as detailed in the asbestos management plan
- Any contractors working on the premises and intending to undertake any penetrative/dismantling works will be required to review the asbestos register and survey or refurbishment and demolition asbestos survey and sign that they read and understood the information provided before commencing any works
- Any works commissioned by the school that involve licensed or non-licensed works or the removal of asbestos-containing materials will be done so within the requirements of the Control of Asbestos Regulations 2012

## **Fire Safety and Emergency Management**

The Premises Manager will maintain fire records which will contain details of all training, fire drills, testing of alarm systems, maintenance of fire-related equipment etc.

The following procedures are adopted:

- All staff will receive basic fire safety instruction and training at induction and then at regular intervals
- A fire risk assessment is completed by an external competent third party and reviewed on an annual basis
- Based upon the fire risk assessment, a fire detection and alarm system, emergency lighting and fire-fighting equipment will be installed, tested, and maintained
- The Premises Manager will ensure that contractors maintaining equipment are competent to do so
- Procedures for action to take in the event of a fire are developed in the form of a separate fire emergency plan and reviewed regularly
- The Premises Manager will ensure that means of escape are well maintained and always safe to use when the school is occupied

## **Premises, Plant, and Equipment**

The school will work in conjunction with their appointed contractor/s to ensure that all items of plant and equipment are well maintained.

The procedures adopted are as follows:

- All items of plant and equipment will be identified along with relevant legal compliance requirements and recorded on the asset register
- Scheme of inspection, testing and maintenance based upon legal requirements and/or best practice on all required plant and equipment
- The Premises Manager will ensure that all contractors are competent to undertake the necessary inspection, testing and maintenance
- The Premises Manager and Head Person will ensure that any remedial work recommended following testing, inspection and maintenance is undertaken
- The Governing Body will ensure that suitable finances are allocated to inspection, testing and maintenance and required remedial works
- The Premises Manager will keep suitable records of all testing, inspection, and maintenance and all records are readily available for inspection when required

The premises will be kept in a state of good repair and efficient working order with particular attention to the following:

- The maintenance and use of appropriate glazing elements throughout the school
- The prevention of slips and trips by keeping flooring, surfaces etc. free from faults, obstructions, and substances
- Finger traps on doors will be prevented using 'finger guards' where appropriate
- Lighting will be well maintained to ensure occupants may observe any hazards and to enable them to undertake work activities safely
- Heating, temperatures, and airflow/quality will be maintained to legal requirements

### **Hazardous Substances**

To effectively manage the use, handling, and storage of hazardous substances, the school will adopt the following procedures:

- Any hazardous and/or dangerous substances used at the school will be identified through the Safety Data Sheet supplied
- The school will assess the risks from the use, handling, storage, and disposal of substances via the COSHH management system to produce site-specific risk assessments
- Appropriate control measures relevant to the substance will be adopted, based on the risk assessment
- All those involved in the use, handling or storage of substances will be provided with adequate information, instruction, and training
- Appropriate health surveillance and emergency procedures will be developed where the type and quantities of substances require this

### **Risk Assessing**

The Business Manager/ Premises Manager will be responsible for ensuring that suitable and sufficient risk assessments are completed for:

- The premises and grounds
- Playground and outdoor play equipment safety
- Fire (external competent person)
- Asbestos
- Legionella (external competent person)
- Premises security
- Any other premises or work-related/non-work-related activities, where risks can be realised and foreseen.

### **Classroom Safety**

All classroom teachers will be required to complete a classroom risk assessment every term and will ensure that the classroom remains safe throughout the school year.

### **Educational visits**

The Educational Visits Co-ordinator and Group Leaders will complete a risk assessment for each school trip and transportation to and from the visit.

### **Pupils with SEN**

All pupils with Special Educational Needs will be identified by the SENCO who will complete a risk assessment based upon HSE good practice where necessary. This will form part of the pupil's care plan.

### **Extended services**

Any extended services run from the school will be subject to a risk assessment, completed by the manager responsible for the service. All services will be required to follow the school's health and safety policies and procedures.



## **Inspections and monitoring**

The Governing Body have arrangements in place to monitor health and safety and to discuss/resolve issues and will receive regular reports from the Head Person and Business Manager/Premises Manager.

The Business Manager and Premises Manager will undertake an inspection of the school every term. In addition, the nominated Health and Safety Governor will undertake an inspection every year. All inspections will be recorded as a written report.