





**St John & St James Church of England Primary School**  
**London Borough of Enfield - Health and Safety Policy**

|                          | Name                                    | Signature   | Date      |
|--------------------------|---|---|-----------|
| Prepared by:             | Paul Bishop                             |    | Feb 2008  |
| Checked and Reviewed by: | Paul Bishop                             |   | Sept 2022 |
| Approved by:             | Peter Nathan                            |    | Sept 2020 |
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| <b>Signature (FGB)</b> |              | <b>Signature (Head)</b> |                |

## **Governing Body**

The Governing Body will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the Governors and Headteacher that the established health and safety policies, guidance and procedures issued by London Borough of Enfield shall be followed and developed locally to meet the specific needs of St John and St James C of E Primary school. The aim is to ensure that health and safety becomes an integral part of managing school activity. This policy will be reviewed annually by the Governing Body, and employees will be consulted prior to any amendments being made.

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

The governing body as 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 the safe working procedures.

The governing body will review this policy annually.

**Signed:**

**Chair of Governors**

**Date:**

# ORGANISATION FOR IMPLEMENTING THE POLICY

## RESPONSIBILITIES

### Head

The Head is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head 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 and shared at finance and resources committee
- (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/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 and premises inspections
  - (iii) termly inspections
  - (iv) implementing the school's annual monitoring checklist
  - (v) health and safety in staff appraisals
  - (vi) ensuring an annual report is provided to the governing body
- (j) make recommendations to the governing body in relation to external independent audits
- (k) report to the governing body any health and safety issues that cannot be resolved.

### Senior Management Team

The senior management team will support the Head 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 every decision
- (b) considering the health and safety impact of new initiatives informing the Head about any health and safety issues that affect the school
- (c) agreeing strategic health and safety initiatives
- (d) monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

### School Health and Safety Coordinator

The Health and Safety Coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) coordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the Finance and Resources 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 all leaders undertake inspections and risk assessments
  - (ii) ensuring incidents are investigated
  - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
  - (iv) managing the schools annual monitoring checklist
  - (v) making recommendations to the Headteacher about an independent audit
  - (vi) reporting health and safety issues that cannot be resolved to the Head/governing body.

### **Other Managers**

(Including SLT, Managers of Non-Teaching Staff.)

**Note:** Some managers may not be directly responsible for managing staff - e.g. the manager responsible for school premises - but may have responsibility for a particular aspect of health and safety throughout the entire school; they should be identified in the appendix.

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
- (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 implementing monitoring arrangements, such as:
  - (i) incident reporting and investigation
  - (ii) specific equipment/premises inspections
  - (iii) termly inspections
  - (iv) the schools annual monitoring checklist
  - (v) including health and safety in staff appraisals
  - (vi) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Head.

### **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 governing body by following the schools 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 school 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 schools reporting procedures.

### **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 exigencies 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**

The school has established a health and safety committee, which meets termly. It is chaired by the Head and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on school-wide issues, such as 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. All health and safety issues will be reported to the Office manager or headteacher. School-wide issues will be discussed by the safety committee termly.

### **Health and Safety Procedures**

Use the appropriate terminology for the school, e.g. "code of practice", "health and safety manual", etc.

The school has drawn up health and safety procedures and arrangements covering school-wide issues. These were drawn up on the basis of a risk assessment and include the following required control measures.

### **Display Screen Equipment**

Indicate arrangements for undertaking display screen equipment assessments where appropriate. The Office Manager will carry these out and referrals to Occupational Health, and eyesight testing may be appropriate.

### **Educational visits**

The role of the educational visit's coordinator, is to oversee all stages of planning, including but not restricted to risk assessment, pre visits, transport arrangements, costings and adult deployment.

### **Traffic management**

Parents are responsible for dropping off and collecting children at the beginning and end of the school day. The admin staff are responsible for restricting use of the school car park, both entering and leaving to outside of the beginning and end of the school day, between the times of 8.45 – 9:00 and 15:00 and 15:30, to avoid traffic crossing the school entrances.

### **Management of contractors**

Arrangements for the selection, management and monitoring of competent contractors are in place. Where contractors are not covered by a current DBS certificate, they will be supervised throughout their visit. Urgent works will be carried out by certified contractors outside of school hours. Where this is not possible, areas will be clearly signposted and restricted to workforce only and will be monitored by school staff. Where this presents risk, the school will secure competent advice when that is not available within the school.

### **First aid**

Named first aiders are trained annually on work place and paediatric first aid. The school holds records of renewal dates and first aiders are signposted around the building.

## **Fire and emergency procedures**

All school fire exits are clearly signposted and regular practise drills ensure all staff are aware of their responsibilities. Fire wardens are trained and termly meetings identify any areas of concern. The Headteacher remains responsible but arrangements to delegate are in place when she is not on site. The office manager liaises with the headteacher and site manager regularly to ensure roles of all staff are clearly communicated. The evacuation will be conducted as follows; on sounding of the alarm, all classes will be let from the building by the nearest available exit; Fire wardens will sweep the building to ensure all room are evacuated; those requiring stair chairs know the codes and are trained to use the equipment; at the assembly point the office manager will carry out a roll call of all classes. On discovering a fire, we will determine if we are at a safe distance from the building and move accordingly. Nobody will be permitted to reenter the building until it is safe to do so.

## **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks, relevant members of staff have undertaken the assessments. 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. Leaders 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 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.

## Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

| Responsibility  | Name   |
|---|--|
| Head  | Patricia Cuncarr   |
| Senior Management Team  | Patricia Cuncarr<br>Jo Nagle – Deputy Headteacher<br>Shani Glover – Assistant Headteacher<br>Melissa Poole – SENCO                                 |
| Health & Safety Co-Ordinator                                    | Gina Wilkins – Office Manager  |
| Safety Representatives  | Patricia Cuncarr – Headteacher<br>Gina Wilkins – Office Manager<br>Daniel Okyere – Site Manger   |
| First Aiders  | Chris Frost – Nursery Practitioner<br>Dionne Bucknoor - Nursery Practitioner<br>Michelle Walker – Welfare Officer<br>Gina Wilkins – Office Manager |
| Location of First Aid Boxes                                     | Above sink in each classroom<br>Early years kitchen<br>Small hall<br>Staffroom<br>Main Office + Defibrilator                                       |
| Name and address of nearest hospital                            | North Middlesex Hospital<br>Sterling Way, London N18 1QX   |
| Fire Safety Manager / Evacuation Officer                        | Gina Wilkins – Office Manager  |
| Location of Fire Log Book                                       | School Business Office   |
| Fire Assembly Point   | MUGA   |
| Time of weekly Fire Alarm Tests                                 | Tuesday 7.15am   |
| Asbestos (Appointed Person to use AMS Webtracker)               | London Borough of Enfield  |
| Procedures reporting hazards (Name and/or contact arrangements) | All Hazards are reported to Office Manager and School Smart Consultants arrange any emergency repairs.   |
| Legionella (Appointed Person)                                   | Daniel Okyere – Site Manager   |
| Premises Manager/Site Manager                                   | Daniel Okyere – Site Manager   |



**Documents relating to this Policy are listed below along with the locations in which they can be found.**

| <b>Documents</b>  | <b>Location</b>                |
|---|--------------------------------|
| Fire Log Book   | School Business Office         |
| School Policies   | Main Office - Website          |
| Asbestos Management Plan (to include the following)<br><ul style="list-style-type: none"> <li>- Asbestos Site Plan</li> <li>- Asbestos Register</li> <li>- Asbestos Communication Plan</li> <li>- Asbestos Survey Reports</li> <li>-</li> </ul> | School Business Office         |
| Legionella Risk Assessment  | School Business Office         |
| Staff Training Plan (SH&ST Training Programme)  | School Business Office         |
| First Aid Book  | Main Office<br>Electronic Copy |
| Accident/Incident Reporting Guide   | Main Office                    |
| COSHH Assessments   | Site Office                    |
| Risk Assessments  | Electronic/Personnel/Premises  |
| Responsible Persons Premises Log  | School Business Office         |
| Education Visits Guide  | Electronic – Curriculum Shared |