	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Adopted Date</b>	<b>08/01/2018</b> <b>Matrix updated 27/09/2018 KH</b>
	<b>Next Review Date</b>	<b>08/01/2019</b>
	<b>Reviewed by</b>	<b>Governors Name:</b> JULIE LAMB <b>Governors Signature:</b> 

## Health and Safety Policy

### Status of this document

This Policy details the local arrangements for managing health & safety at Corbets Tey School. It is a subordinate Policy to the London Borough of Havering's Corporate Health & Safety Policy and should therefore be read in conjunction with this and the Corporate Safety Management System.

### Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. In the development of this policy, the school has considered its impact with regard to equalities legislation.

### Statement of intent

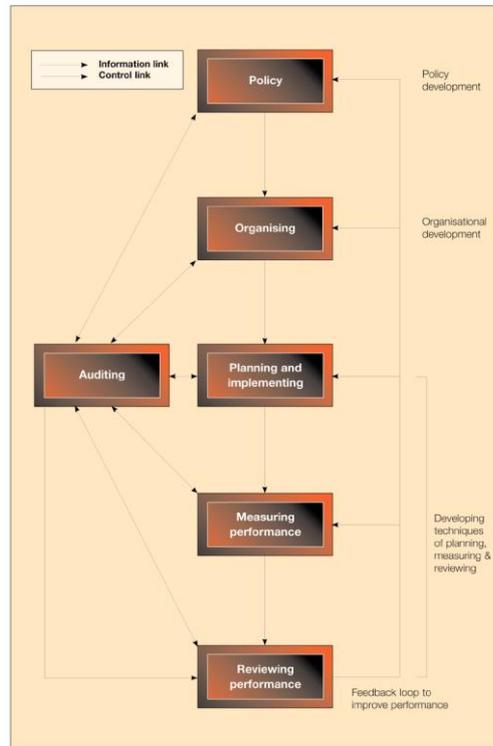
Corbets Tey School is committed to ensuring high standards of health & safety in all its activities. It aims to not just comply with the minimum health & safety legislative requirements but the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits the School's Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

Signed Headteacher \_\_\_\_\_



## Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



## Organisation

### Governing Body

The Governing Body is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Health & safety standards are maintained by monitoring this Policy's implementation;
- This Policy is kept up to date by reviewing it annually.

### All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

## Headteacher

The Headteacher is responsible for ensuring that:

- The health & safety decisions of the Director of Children's Services are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed;
- A Health & Safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the Council's health & safety guidance documents is available on request from the Health and Safety Coordinator who is the **Office Manager**, and is available on the school network shared staff drive, in hard copy in the Admin Office and in the staff room and other copies and excerpts from this policy are regularly distributed to relevant members of staff and that a record of distribution is maintained;
- Health and safety information is regularly communicated to relevant staff;
- Staff are to be informed of the Hep B injection programme at the school. Staff should ensure that their Tetanus protection is up to date with their GP.
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he/she will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;

## **Senior Management Team**

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in his/her absence.

## **Key responsibilities of all managers and supervisors**

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- (b) Ensuring that they are and remain competent to undertake their role;
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) Ensuring risks are assessed, the significant findings recorded and communicated to employees, and appropriate protective and preventive measures implemented;
- (e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (h) Making suitable arrangements for consultation with employees and employee safety representatives;
- (i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- (j) Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and inspection matrix at the end of this section.

### **The Health & Safety Co-ordinator in the school is the Office Manager**

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

- a) Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
- d) Liaising with the Schools' Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

### **The Site Manager in the school is responsible for**

Ensuring the health and safety of the site

In particular the site manager is responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the monthly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard & accident reporting and asbestos control.
- Organising outside contractors and organisations to carry out the inspections as per the Maintenance and Inspections Matrix including insurer's checks on hoists, lifts and people carrying/moving equipment.
- Liaising with phase planning groups and ensuring that curriculum equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Undertaking termly inspections to identify hazards and unsafe acts and omissions within each curriculum area.
- Delivering appropriate health and safety information, instruction and training, including curriculum area safety procedures to new employees;
- Maintaining records of each curriculum area health & safety activities.
- Monitoring of Asbestos Containing Materials (ACM) action plan
- Monitoring of Approved Code of Practice (ACOP) L8 onsite water hygiene programme

## Phase Planning Groups

Planning Group Members are responsible for implementing the Health and Safety Policy within the curriculum teaching and learning activities of their school phase.

In particular, phase planning groups will need to ensure that:

- A copy of risk assessments relevant to the subjects taught within each phase is maintained.
- The site manager is aware that termly inspections need to be undertaken, hazards and unsafe acts and omissions within their teaching and learning activities are identified and reported and that an action plan is produced when required to ensure that any issues identified are resolved;
- The site manager ensures that equipment used in each curriculum area, within their phase, is maintained in a safe condition.

## Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that pupils' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to the Management team.

## Instructors

Instructors are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

## **The Educational Visits Co-ordinator is the Senior Admin Officer, who is the Health & Safety Officer.**

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

### **Mid-day Assistants**

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

### **Competent Advice**

The School utilises the London Borough of Havering's Schools' Health & Safety Team as its source of competent health and safety advice.

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Maintenance and Inspection Matrix					
Plant/Equipment/Service	Maintenance/ Inspection type	Frequency	Last Service date	Current Contractor/ in-house	Responsible person (task performance or contract management)
Air Conditioning	Maintenance	6 monthly	April 2018	BR Solutions	Site Manager
Asbestos Monitoring	Check	Variable	June 2016	LBH & Site Manager	Site Manager
Boiler <b>School</b> +Gas Visual/Tightness	Maintenance	Annually	Mar 2018 Included in boiler service	LBH Hellabys	Site Manager
Boiler <b>Pool</b>	Maintenance	Annually	February 2018	Hydrospec	Site Manager
Bouncy Castle	Inspection	Annually	July 17	Essex Inflatables	Site Manager
Clinical waste disposal	Waste collection & disposal	Monthly	Monthly	PHS	Site Manager
D&T plant/equipment	Safe condition	Annually	Visual inspection prior to use	In house	Site Manager
Display Energy Certificate	Inspection	Annually	March 2018	Mathew Frost	Site Staff
Electrical (mains wiring)	Inspection	5 Yearly	August 2016	Connexions	Site Manager
Electrical (PAT)	Inspection	Annually	November 2017	Project Solver	Site Manager
Entrance Barrier/gates	Inspection	6 monthly	July 2018	Countryside	Site Manager
Automated doors	Inspection/Service	6 monthly	May 2018	AA automations	Site Manager
Extraction Systems (Kitchens)	Maintenance	Annually	August 2018	Ductclean UK/LBH	Site Manager
Extraction Systems (food tech)	Inspection	Annually	June 2018	BR solutions	Site Manager
Emergency Lighting	Visual check	Daily	Daily	Site Manager	Site Manager
	Test	Monthly		Site Manager	Site Manager
	Inspection/battery test	Yearly	August 2018	Harding Bros/LBH	Site Manager
Fire Alarm ,smoke/heat detectors and door release	Test	6 monthly	April 2018	LBH & Fisk	Site Manager
Independent door release devices	Battery change	Annually	Jan 18	Site Manager	Site Manager
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter	Apr 2018	Springfield's	Site Manager
Fire Extinguishers	Inspection	Annually	May 18	FISK	Site Manager

Hoists (overhead) Changing Bed + mobile	Inspection	6 monthly	April 2018	Franklins	Site Manager
Hoists +Tail lift +Lift	Insurers Inspection	6 months	June 2018	Zurich	Site Manager
Intruder Alarm	Maintenance	Annually	June 2018	Digitech	Site Manager
Hoist - Pool	Maintenance	6 monthly	April 2018	Franklins	Site Manager
Ladders/step ladders	Inspection	3 per year	June 2018	Site Manager	Site Manager
Lift	Inspection	6 monthly	April 2018	Niche Lifts	Site Manager
Lightning conductors	Inspection	Annually	August 2018	JW Gray	Site Manager
Minibuses	Check	Before use	Before use	User	Site Manager
Minibuses	Inspection (MOT)	Annually	May 2019 G June 2019 R July 2019 B	Aveley Garage	Karen Hoffman/ Site Manager
Minibus (Tail lift)	Test	6 monthly	June 2018	Alfa Tail Lifts	Site Manager
Minibuses	Maintenance	Annually or as per manufacturer's schedule if shorter	Based on Mileage	Fords Citroen Fiat	Karen Hoffman/ Site Manager
PH/Free Chlorine	Test	3 times per day	Every day	Site Manager	Site Manager
PE equipment (including recreational posts)+Adventure/playgrounds	Inspection	Annually	Nov 2017	Sport Safe UK	Site Manager
Pressurisation Units				AGM	Site Manager
Minor Major	Maintenance	2 visits per year	August 2018		
Recotherm Air Handling Unit for swimming pool	Maintenance	1 visit per year	January 2018	Recotherm	Site Manager
Adventure playgrounds	Visual check	Weekly	Weekly	Site Personnel	Site Personnel
Water park	Commission/ Decommission	2 per year	September 2018	WSL	Site Manager
Water park (water testing)	Daily temperature tests	Daily	Daily	Site Manager	Site Manager

	Microbiological tests	Monthly/Quarterly	Rolling contract	Aquatech	Site Manager
Trees (Zone 1)	Inspection	Annually	February 2018	Brian Ward	Site Manager
Water Systems (descaling)	Maintenance	Quarterly	Rolling Contract	Aquatech	Site Manager
Water Systems (infrequent use)	Flushing	Weekly	Rolling Contract	Site Manager	Site Manager
Water Systems (hot & cold)	Inspection/Maintenance/sampling	Monthly	Rolling Contract	Aquatech	Site Manager
Water Systems (temperature )	Test	Monthly	Rolling Contract	Aquatech	Site Manager
Window Cleaning	Cleaning	2 visits per year	Rolling Contract	Walkers	Site Manager

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## **Arrangements**

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures.

## **Risk assessments**

The School has assessed the risks relating to its operations. Where significant risks have been identified these and the necessary control measures have been recorded. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are available to read on the school MLE and on the school shared staff network drive.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

## **Fire**

The School has undertaken a fire risk assessment, the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Action Plan which contains the assessment and details on the management of the various control measures is accessible on the school network and myUSO.

## **Hazard and unsafe acts & omissions reporting**

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book/ form is located in the back office.

## **Accident & near miss reporting**

A near-miss is an incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents must be reported. Minor injuries to pupils are recorded in accident books. All other more serious accidents to pupils and all staff accidents/injuries are to be reported to the Health and Safety Officer or to the Health and Safety Co-ordinator who will record the incident using the Authority's on-line accident reporting system (see Appendix 1 – Accident Reporting Flowchart)

## **Communication**

The School communicates information on health & safety to its employees using the following methods:

- As part of the induction process;
- Staff meetings;
- Site management meetings
- Permanent, regular H&S section in Staff Weekly Bulletin
- myUSO;
- Staff notice boards
- In 1:1 situations as they arise

## **Consultation on health & safety matters**

The London Borough of Havering operates the Schools' Health and Safety Performance Group. This Group which includes representatives from the school management teams and appropriate trade unions discusses policy and other issues at a corporate level.

The School consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ School Safety Committee. Staff can also raise concerns via the Health & Safety Co-ordinator.

## **First aid**

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. Contact details for first aiders are displayed in the office and available as required. Anyone requiring first aid should report to the school office.

The school will follow the guidance outlined in the Health Protection Agency Guidance on Infection Control and Communicable Diseases in Schools, Colleges and Nurseries - North East and North Central London Health Protection Unit - August 2008, which is displayed in the medical room, school office.

## **Contractor management**

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception unless a self managed system for signing in has been agreed between the contractor and the school. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. The Site Manager is responsible to monitoring contractors on the School site.

## **Employee competence**

The School will ensure that employees are competent to perform their duties from a health & safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health & safety management training organised by the Borough.

## **Stress**

The School recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or the Headteacher.

## **Monitoring of health & safety performance**

A termly report is provided to the Governing body which includes the following monitoring data:

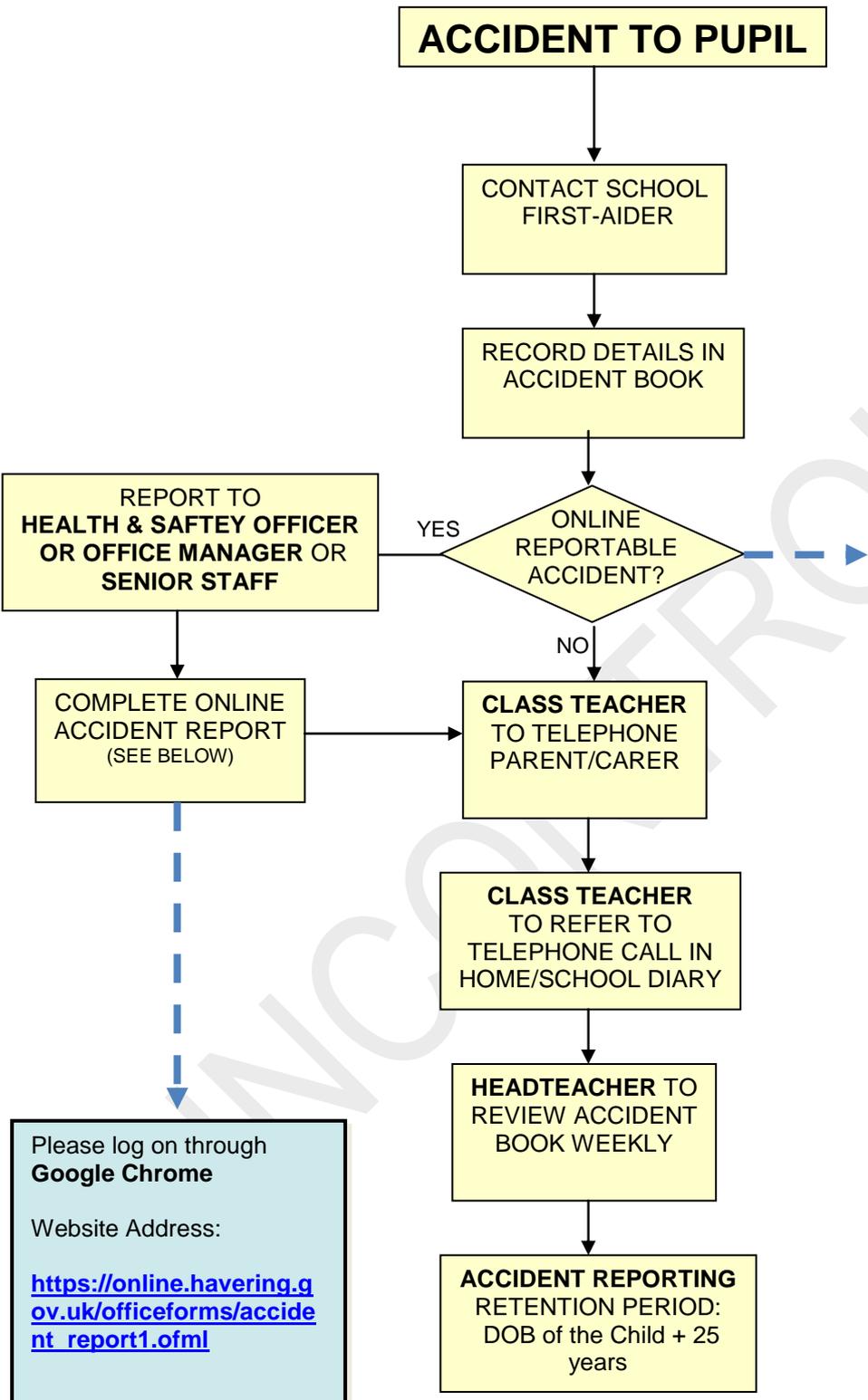
- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Details of hazards reported/rectified;
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Details of required maintenance activities and inspections completed;
- Training against needs analysis.

**ACCIDENT REPORTING PROTOCOL**

**ACCIDENT TO PUPIL**



Please log on through **Google Chrome**

Website Address:  
[https://online.havering.gov.uk/officeforms/accident\\_report1.ofml](https://online.havering.gov.uk/officeforms/accident_report1.ofml)

**Online Reportable Accidents**

**Accidents resulting from:**

- Inadequate supervision on school premises or off site activities arranged by the school
- Damaged or faulty equipment (eg: desks , chairs, adventure playground)
- Hazardous substances
- Condition of the premises (eg: torn carpet, staircases, uncovered wires)

**Nature of Injury:**

- Any head injury
- Fractures (not fingers, thumbs or toes)
- Amputation
- Dislocation of shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye
- Penetrating injury to the eye
- Electric shock, electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Hypothermia, heat induced illness or unconsciousness
- Resuscitation or requiring admittance to hospital for more than 24 hours
- Loss of Consciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Absorption of any substance by inhalation, ingestion or through the skin resulting in acute illness or loss of consciousness
- Illness where it is reasonable to believe that has resulted from exposure to a biological agent or its toxins or infected material