

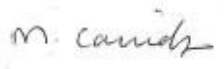




## London Borough of Enfield

# Health and Safety Policy

## De Bohun Primary School and Children's Centre

December 2022

	Name	Signature	Date
Prepared by:	Mary Cassidy		October 2013
Checked and Reviewed by:	Paul Bishop		October 2017
Approved by:	John Griffiths		October 2017
Document Title:	Health and Safety Policy for De Bohun Primary School		
Version Number:	11 (Revised by Dominic Smart November 2023)	Date of Next Review:	December 2024

## **De Bohun Primary school statement of intent by Mr Dominic Smart**

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 by the governing body to implement that policy.

I, Dominic Smart, as the Head Teacher of De Bohun primary school 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. Health and Safety documents available on the Hub, Fire Log Book, and Responsible Persons Premises Log etc are implemented. In view of this, the school's own safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot – it is specific to the workings of the school, its building and its staff.

**I and the Senior Management team recognises its responsibilities as set out in the Local Management of Schools Scheme. 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 school's activities
- an effective safety culture 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 as a general guide, and for their specific needs
- obtaining competent advice when that is not available within the school
- Risk Assessments are undertaken and the necessary controls implemented
- the effective management of contractors, making sure that they understand their duties in relation to the health, safety and welfare of their workforce, and our duties in relation to the health and safety at work act 1974.
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

The governing body will review this policy annually.

Signed:



Head Teacher: Dominic Smart

Date: November 2023

## Key Responsibilities

### Head Teacher –

#### **Dominic Smart**

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
- (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, pregnant staff members etc)
- (i) Ensure health and safety monitoring is undertaken, including:
  - (i) Incident reporting and investigation
  - (ii) Specific equipment & premises inspections
  - (iii) Termly inspections
  - (iv) Monitoring of health safety action plans
  - (v) Health and safety in staff appraisals
  - (vi) Ensuring an annual (or ongoing) report is provided to the governing body
  - (vii) Make recommendations to the governing body in relation to external independent audits
  - (viii) Report to the governing body any health and safety issues that cannot be resolved.

## **Headship and Senior Leadership Team**

**Headship Team:** Dominic Smart, Zoe Ansell

**SLT:** Jo Auvache, Sadie Foley, Amanda Jamil and Zaahirah Ali

The Headship and Senior Leadership team will support headteacher 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
- (c) informing the Head about any health and safety issues that affect the school
- (d) agreeing strategic health and safety initiatives
- (e) Monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing health and safety reports.

## **School health and safety coordinator**

### **Amanda Macmurdie**

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) co-ordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives
- (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 regular internal inspections are carried out
  - (ii) ensuring incidents are investigated
  - (iii) Reporting 'reportable' incidents to the Health and Safety Executive.
  - (iv) Managing the school's annual monitoring checklist
  - (v) Making recommendations to the Head teacher as a result of internal audit
  - (vi) Reporting health and safety issues that cannot be resolved to the Head/governing body.

### **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, instruction and training
- (f) Avoiding unauthorized or improper use of equipment through safe work practices – to be applied across the whole school, in accordance with the

## Provision and Use of Work Equipment Regulations 1998

- (g) Ensuring a risk assessment is undertaken when carrying out projects or new activities in a school setting and following the risk assessment set out already for current projects and activities (the yearly risk assessments)
- (h) Reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures, to the Health and safety co-ordinator.

### **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**

There is an established health and safety committee for Schools and Children's Services, which meets termly. It is chaired by the Chief Education Officer, and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools issues, such as policy, strategy and guidance. 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.

The Head teacher and the Health and Safety Co-Coordinator meet weekly to discuss Health and Safety issues. A formal Termly Meeting is held in conjunction with the review of the Compliance Checklist. In addition, termly Governors Health and Safety Inspections are also held – A formal health and safety report will be drawn up at every governor meeting to highlight any concerns or to progress any works that were due to be completed.

### **Health and Safety Procedures**

The Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures, Fire Log Book, Responsible Persons Premises Log etc.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

### **Educational visits**

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. Further, a fire evacuation policy has been developed and will be updated annually – this will be available on the shared drive and on the website/server – this Risk assessment is also formally communicated to staff through best work practice

## **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. These generic risk assessments will be reviewed/updated at least once a year.

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 pupil risk assessment is available from the Schools Health and Safety section on the hub.

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

<b>Responsibility</b>	<b>Name</b>
Head Teacher	Dominic Smart
Deputy Head teacher	Zoe Ansell
Senior Leadership Team	Zahiraah Ali Amanda Jamil Joanna Auvache Sadie Moorhouse
Health and safety coordinator	Amanda Macmurdie
First aiders	Lead – Zanna Rabinska
Location of first-aid boxes	Medical room Canteen Individual classrooms
Name and address and telephone number of nearest hospital	Chase Farm Hospital Address: 127 The Ridgeway, Enfield EN2 8JL Phone:0845 111 4000
Fire Safety manager/evacuation officer	Amanda Macmurdie
Location of fire log Book	Site managers office
Fire assembly point	Main field (to side of building)
Time of weekly fire alarm tests	Various, before 06:30

Asbestos- appointed person (for AMS access)	Amanda Macmurdie
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Procedures reporting hazards (name or contact arrangements)	Amanda Macmurdie Zanna Rabinska
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Legionella trained person	Amanda Macmurdie
Site Manager	Amanda Macmurdie (Lead)

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

<b>Document</b>	<b>Location (eg office, web address)</b>
<b>Fire Log Book</b>	Site Managers office
<b>School Policies</b>	Copy in the School office, staff room, website and app.
<b>Asbestos Register</b>	Staff room and site managers office
<b>SH&amp;St Training Programme</b>	Site managers office –Updated September 2021
<b>First Aid Book</b>	Medical room – Site manager will have a copy for formal accident reporting and remedial
<b>COSHH Assessments</b>	Site managers office
<b>Accident/Incident Reporting Guide</b>	Medical room (new online reporting procedure)  Investigations in Zannas office and further, in site managers office under Health and safety

<b>Risk Assessments</b>	Site managers officer  Online on server
<b>Responsible Persons Premises Log</b>	Site managers office
<b>Educational visits guide</b>	Online policy folder
<b>Legionella Risk Assessment</b>	Site managers office
<b>Workstation Assessments</b>	Site Managers office

**All other health and safety documentation is reviewed annually and is found either in hard copy in the site managers office, or locally on the shared drive under Health and safety**