

HEALTH AND SAFETY POLICY

STATUS:	DATE OF LAST REVIEW	DATE OF NEXT REVIEW :
STATUTORY	OCTOBER 2020	AUTUMN 2021
RESOURCES AND REFERENCES		
LONDON BOROUGH OF NEWHAM POLICY ADOPTED IN FULL SCHEDULE OF LOCAL PROCEDURES ATTACHED		

MODEL HEALTH AND SAFETY POLICY

1. **THE GOVERNORS OF:** Learningsure College will:
 - 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
 - 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
 - 1.3 Endorse and support the safety policy of London Borough of Newham, and to assist the Council to discharge those responsibilities, which it holds as employer.

- 1.4 Seek improvement to working conditions according to priorities within existing resources.
- 1.5 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.6 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g., EEC Safety Suite) and to review as appropriate.
- 1.7 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.8 Ensure that staff can access training to ensure their competence for their tasks.
- 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and **will** seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
- 1.11 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.12 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) Martins Kent (Business Manager)

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed: Chair of Governors: John Akinduro

Dated:

Signed: Headteacher: John Akinduro

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the School's Policy, and in particular in respect of:
- 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is appropriately used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the school against the standards of the London Borough of Newham and provide an annual summary of their findings.
- 2.4 With regard to premises issues, this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the School's Asset Management Plan (AMP). Also ensuring that appropriate training needs of the person responsible for premises is delivered.
- 2.5 Governors to agree on delegation for approval of off-site visits and activities and review on an annual basis. [The model policy](#) included in Burgundy Pack.
- 2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention

Assistance on health and safety issues is provided by
The Corporate Health and Safety Unit, London Borough of Newham

3. Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A for areas which need including in your policy). They should ensure that new staff have the necessary skills and qualifications on an appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

4. Guidance for Schools

The following guidance, produced by the Local Authority, is available for schools to use for their own standards:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

4.1 The Governors adopt the standards of the following publications, which are endorsed by London Borough of Newhams Learning and Achievement service as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2008 Edition
- Health and safety: advice on legal duties and powers June 2013 Link
<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf>
- Health and Safety Executive risk-assessment and policy template link:
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link:
http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:
<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departmental-advice-on-health-and-safety-for-schools>
- Guidance on First Aid for Schools: published by Department for Education, 2011; link:
<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- Statutory Guidance on Supporting Pupils at School with Medical Conditions: published by Department for Education, 2014; link:
[https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions\[1\].pdf](https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions[1].pdf)

The school has established its own policies on *[complete as relevant]*

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Learningsure College

Headteacher

John Akinduro

Delegated Senior Manager:

Martins Kent

Premises Manager:

N/A

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Martins Kent
EMERGENCY PROCEDURES:		
Emergency Procedures & SLT Critical/Major Incidents and Contingency Plan Critical Incidents in	School Closures Mark Armstrong Updating your Contingency Plan updating your Schools	
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Off-site Visits and Activities – in School	Martins Kent
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Martins Kent & SLT
Infection Control	Health Protection Agency Guidance	Martins Kent & SLT
Medicines in School	Guidance for Schools: Volume 4	Martins Kent
Needlestick Injuries	H & S Policy Manual - HS007	Martins Kent & SLT
New and Expectant Mothers	H & S Policy Manual - HS017	Martins Kent & SLT

Pupils with medical needs	Physical Impairment and Medical Support Team – Medical Guidance	Oliva Ariyo
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Area	Location of Policy/Guidance	Name of person responsible
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	Martins Kent
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Martins Kent
Employee or Volunteer Driver	Driver Risk Assessment HS014	Martins Kent
First Aid	H & S Policy Manual HS012	Hayley Cobb Rachel Lloyd
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Martins Kent
Asbestos	Asbestos Register - in School	Martins Kent
Electrical Safety <input type="checkbox"/> Portable Appliance Testing	Guidance for Schools: Volume 4	Martins Kent
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services - Contracts available for purchase by schools.	Martins Kent
Fire Safety <input type="checkbox"/> Arson Prevention	Fire H&S010 Contact insurance for more advice https://slp.somerset.gov.uk/insurance/default.aspx	Martins Kent
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Martins Kent
Minibus Safety	Transporting Somerset Vehicle guide	Martins Kent
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.gov.uk/insurance/default.aspx	N/A
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Martins Kent

ESTABLISHMENT **Learningsure College**

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

Document	Location (Eg, office, web address)
Emergency Evacuation Plan	School system P & T drives Paper copy in staff room
Business Continuity Plan	School system P & T drives Paper copy in staff room
Medication and First Aid Policy	School system P & T drives Paper copy in staff room
Asset Management Plan	School system P & T drives Paper copy in staff room
H & S & Fire Alarm Log books	Office
Risk Assessments (including off site and driver RAs)	EEC System
Accident and Incident Reports	Forms for reporting available in the staff room

Document Prepared by

(Signature)

(Print Name) Martins Kent

Title: Business Manager

Date: 7.11.20

The monitoring/review arrangements in place are summarised below:

External Monitoring

Safety Audit
Inspection Report (CHSU)
Accident/Incident Report
Property Services Report
Fire Risk Assessment
Legionella Risk Assessment

Internal Monitoring

H & S Committee Inspection (3 x per year)
Annual Safety Self review
Self Audits
Health and Safety Meetings (termly)

Asbestos	<ul style="list-style-type: none"> <input type="checkbox"/> All contractors working on site must review the Asbestos register which is kept in the office
Car park	<ul style="list-style-type: none"> <input type="checkbox"/> This is for staff and visitors only <input type="checkbox"/> Only cars with a disabled badge should use the disabled bays <input type="checkbox"/> Parking spaces at the front of the school should be left free at the beginning and end of the school day for pupil transport use <input type="checkbox"/> The entrance to the school must be kept clear for emergency access
Cash handling	<ul style="list-style-type: none"> <input type="checkbox"/> Cash which is kept in class (i.e. breakfast club) must be kept in a secure location <input type="checkbox"/> All cash received by the office is stored in the safe which is emptied regularly
Cleaning	<ul style="list-style-type: none"> <input type="checkbox"/> There is a cleaning schedule in place, and the quality of this is monitored regularly <input type="checkbox"/> COSH assessments and product statements are documented for all products used on site
Computers	<ul style="list-style-type: none"> <input type="checkbox"/> DSE risk assessments are required to be completed for all staff with effective use (most of the day every day). Guidance is available to staff regarding the safe use of computers and other ICT equipment.
Contractors	<ul style="list-style-type: none"> <input type="checkbox"/> All visiting contractors are asked to provide risk assessments and method statements relevant to their work. They will also be asked to read the school guidelines for Contractors working on-site and sign a declaration
Business Continuity Plan	<ul style="list-style-type: none"> <input type="checkbox"/> This details the schools management of any loss of function.
Drugs/ Medication	<ul style="list-style-type: none"> • The procedure for the storage and administration of medication is listed in the First Aid and Medication policy • Any member of public acting inappropriately under the influence of drugs or alcohol will be asked to leave the site
Emergency Evacuation	<ul style="list-style-type: none"> <input type="checkbox"/> In the event of an emergency the evacuation plan will be followed as detailed in the Fire and Evacuation Policy
Fire	<ul style="list-style-type: none"> • The fire systems will be tested and checked in accordance with the fire plan/risk assessment. Records are maintained in the Fire log book. • Fire evacuation procedures are the same as general evacuation • There are emergency call points on each external door, and relevant staff are given regular training in the use of extinguishers

First Aid	<ul style="list-style-type: none"> • There are two Appointed First Aiders (Paediatric trained) and the right proportion of staff are first aid trained. • The appointed First Aiders co-ordinate and replenish first aid equipment in school • The nearest hospital is in Frome
Food/School Meals/Catering Van	<ul style="list-style-type: none"> • Milk and fruit for KS1 and EY are stored in the fridge and used in good time • Food tasting permission slips are signed by parents on entry into the school • The SCC Food Safety Policy is followed in respect of whole school food provision. Clear documented procedures are in place for all food activities in school to ensure the school is compliant with all legal responsibilities • The Catering Van is equipped with a full operational manual that incorporates all required documented procedures and a gas safety manual and relevant risk assessments.
Hazardous substances	<ul style="list-style-type: none"> • These will be kept locked within caretaker's cupboard and Art Room. COSHH data sheets /Risk Assessments are in place • Hazardous waste is disposed of in the medical bins located Washrooms/toilets
Hazards	<ul style="list-style-type: none"> • All hazards must be reported to the HSO or SLT immediately • Maintenance issues must be reported in the caretaker's book
Housekeeping	<input type="checkbox"/> All staff are responsible for the safe and hygienic use of the school and must ensure areas are kept in order
Isolation points	<p>Locations as follows:-</p> <ul style="list-style-type: none"> Water – In Boiler Room • Gas – In Boiler Room • Electricity – In meter cupboard in the main corridor (meeting reading point at Trinity School) • Keys to the boiler room and electrical cupboard are kept in the office
Legionella	<input type="checkbox"/> The SBM/caretaker are responsible for the management of legionella, and all checks are recorded in the H & S log book <input type="checkbox"/> Annual audits are carried out by the LA
Lettings and out of school use	<input type="checkbox"/> Hirers are required to sign and accept School Terms and Conditions
Lone working	<ul style="list-style-type: none"> • Staff should ensure that they have made someone aware (i.e. family member) when they are working alone in school • Arrangements are in place for the safety and security of the cleaning staff who work in the building alone at the beginning/end of the school day • Pregnant women are advised not to work alone

Manual Handling	<ul style="list-style-type: none"> • A general manual handling risk assessment is in place, and all procedures are in place regarding handling specific heavy loads. • Staff responsible for handling mobility-impaired pupils must have undergone the relevant training
Off-site visits	<ul style="list-style-type: none"> □ The Educational Visits Co-ordinator is Sophie Addison
Outdoor Play Equipment	<ul style="list-style-type: none"> □ All outdoor play equipment is visually inspected every week and a record of the checks logged. An annual inspection is carried out by an approved contractor and records kept in the Buildings Log Book.
Personal and protective equipment (PPE)	<ul style="list-style-type: none"> • Staff must wear suitable attire for the activity they are undertaking • Protective equipment should be worn and identified in RA for more hazardous activities
Risk Management	<ul style="list-style-type: none"> • The LA EEC system is used for all risk assessments risk • Generic and specific RA are updated each year and staff are responsible for ensuring they are familiar with RAs relating to their role
Security/Safeguarding	<ul style="list-style-type: none"> • Signing in the system and ID badges authorise all personnel on-site. • Site monitored by caretaker daily and secured at the end of the day • JR Security provide a security patrol service after school hours • All school data is stored securely in locked cupboards or under password protection • Staff must ensure windows are closed at the end of the day • Any suspicious activity must be reported immediately • Clear safeguarding procedures are in place for all visitors to the school
Severe Weather	<ul style="list-style-type: none"> • The school site will be cleared and made safe by the caretaker and other school staff, as available • Any school closure is communicated via text and the website. • Local staff and/governors may be required to attend school and help administer information or clear the site
Smoking	<ul style="list-style-type: none"> • The school is a non-smoking site • E-cigarettes/vaping is also not permitted on site
Statutory Equipment Testing	<ul style="list-style-type: none"> □ All portable electrical appliances will be tested by the LA every 3 years. Visual inspections take place annually by the caretaker and are recorded.
Stress & Staff Wellbeing	<ul style="list-style-type: none"> • Health issues, particularly those relating to stress, must be brought to the line managers attention promptly • Referrals may be made to the Occupational Health

Vehicles	<ul style="list-style-type: none"> <input type="checkbox"/> Staff must complete the relevant paperwork and Vehicle Familiarisation to drive the school car <input type="checkbox"/> Staff must complete the relevant risk assessment and provide copies of insurance/driving licence etc. to be able to transport pupils in their car <input type="checkbox"/> All staff who drive the minibus are required to undertake full training and complete all risk assessment paperwork <input type="checkbox"/> All paperwork is reviewed annually
Working at height	<ul style="list-style-type: none"> <input type="checkbox"/> Ladders and footstools must be used appropriately for working at height.

Emergency Evacuation Procedures (Taken from the Emergency Evacuation Policy)

Exit route maps are available in all areas

On hearing the Fire Alarm

The fire alarm is a continuous alarm with flashing lights which is heard in all areas including external buildings

- Evacuate the building via the nearest, safest exit and proceed to the nearest of two assembly points, the school playground or car park. If possible and safe to do so, doors and windows should be closed on exit
- Suppose you are aware of a fire's location or a reason for the alarm (i.e. broken emergency glass point). In that case, this should be reported to the Headteacher immediately on evacuation. Admin staff will check the fire alarm panel on exit and report the outcome to the Headteacher
- Children and adults with mobility difficulties will have a PEEP in place (Personal Emergency Evacuation Plan). Staff should be aware of this to assist them in an evacuation safely.

At the assembly point

- Admin staff will check that all visitors and staff at the car park assembly point are accounted for and inform the headteacher/senior leader accordingly. The headteacher/senior leader will then proceed to the main assembly point to manage the evacuation.
- Class teachers/supervising staff will check that all children are present by carrying out a headcount against class registers and informing the Headteacher or designated senior staff members.
- The Headteacher will assess the situation and advise when it is safe to return to the building/or confirm the next course of action. **Under no circumstances should anyone attempt to re-enter the building until told to do so by the Headteacher.**

On return to the building

- On return to the building Class teachers should ensure all PEEPS are reviewed, signed and dated accordingly
- Any observations/issues regarding the evacuation procedures should be reported to the SBM as soon as possible
- Evaluation of the procedure will be undertaken and adjustments made as required

Taken from the Emergency Evacuation Procedure

Personal Emergency Evacuation Plan (PEEP)
For visitors to Learningsure College
(Taken from the Emergency Evacuation Policy)

Premises

Critchill School is a single storey building.

Fire Alarm

The fire alarm is a single or continuous alarm which can be heard in all areas and has visual indicators in the form of flashing lights.

Assembly point location

Playground – The distance to the assembly point is approximately 100 metres

On activation of the alarm

➤ Non Ambulant Persons

The person you are visiting will escort you to the assembly point, via the nearest exit point suitable for wheelchair access

➤ Sight/Mobility/Hearing Impaired

When the alarm sounds the person you are visiting will inform you of the fact, .and escort you out of the building to the assembly point at a pace suitable for you.

Evaluation following evacuation

What went well?

What can be improved	
Headteacher Signature:	
Printed Name:	Date