



Enfield County School

Health and Safety Policy

October 2017

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1 Enfield County Health and Safety General Statement

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 Enfield County 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 to ensure:

- 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. **All policies and risk assessments, including fire risk assessments, are reviewed and audited annually, or more frequently if there are changes that no longer render them suitable or sufficient.**

The governing body will review this policy annually.

Signed

Chair of Governors

Date:



Introduction

This Safety Policy complies with Health and Safety Legislation which requires each workplace to have a "suitable and sufficient" written health and safety policy. It covers all staff and students of Enfield County School, visitors, voluntary workers and any other workers who are directly contracted to work on the school site by the Headteacher. Responsibility is also taken for other people who may be affected.

Particular attention will be paid to the provision of:

- such information, instruction, training and supervision as is necessary to ensure that all teaching and non-teaching staff can contribute positively to their own safety and health at work and avoid hazards
- a safe place of work and safe accordance to it
- a healthy working environment
- adequate welfare facilities
- safe environment, equipment and systems of work and protective clothing where necessary
- safe arrangements for the use, handling, storage and conveyance of chemicals, cylinders, materials and substances
- first aid facilities
- information and instruction on fire and emergency precautions and procedures

Each department will be responsible for the implementation of the School Health & Safety Policy and any other Departmental Safety Policies within their own areas. The policies will be reviewed and amended following alterations in arrangements or annually as required.

Supporting documents which should be read in conjunction with this policy are the London Borough of Enfield Education Framework Policy and:

- Accident Reporting Procedures (RIDDOR)
- Consortium of Local Education Authorities for Provision of Science Services (CLEAPS)
- DATA (Design and Technology Association) Guide
- Education Department First Aid and Welfare Policy
- Health and Safety in Building Work
- Safety Guide for P.E. – BAALPE Safe Practice in Physical Education
- Safety Statement on Playground Equipment



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- School Science Service Laboratory Handbook
- Control of Asbestos Information for Employees
- Vehicle Safety Policy
- Guide to Safe Practice in Art and Design
- Supporting Pupils with Medical Needs
- Guidance for Staff Health and Safety Responsibilities
- Control of Substances Hazardous to Health (COSHH)
- Control of Contractors Policy
- Health and Safety Record keeping
- Any other relevant policies produced by the Local Authority Health and Safety Team including the School Health and Safety Manual: Volume 1 Premises Logbook

Responsibilities

Overall responsibility for health and safety is that of the Governing body

This responsibility is delegated to the Headteacher who is responsible; in as far as this is within her competence and control, for the safety, health and welfare at work of staff and students. She shall maintain a constant and continuing interest in all aspects of safety in particular by:

- a. Promoting a safe working environment, integrating clear health and safety procedures into general management systems
- b. Creating a partnership in health and safety management, where everyone takes appropriate responsibility for their own and others safety
- c. Ensuring there are regular safety audits and inspections and taking appropriate action
- d. Consulting safety representatives on safety matters
- e. Reporting and recording accidents in accordance with The Accident Reporting Procedure Safety Guide of the Local Authority.
- f. Making or facilitating arrangements for the Safety Representatives to carry out their duties, and to attend courses and Safety Committees, arranged for the promotion of safety and health at work
- g. Reviewing the school's safety policies regularly and maintaining staff awareness of safety through staff meetings, middle managers' meetings, departmental meetings, INSET, assemblies etc.
- h. Assessing risk



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She will also take any other appropriate measure to protect staff, students, members of the public and other persons who use or visit the premises:

The Headteacher will delegate tasks regarding Health & Safety to the Health & Safety Group, which will be made up of:

The School Business Manager - Health & Safety

Safety Representatives

Site Staff

Health & Welfare Assistants

A Governor

Heads of Department are responsible for risk assessments and health and safety policies of their Department, which comply with the Local Authority, and other relevant policies and procedures.

All teaching and non-teaching staff have a legal personal responsibility for maintaining high levels of safety and should:

- a. Co-operate with the Head when carrying out risk assessments and other Health & Safety responsibilities, taking reasonable care of their own health and safety and that of others who may be affected by their omissions
- b. Study and comply with the Local Authority Safety Policy Document, Safety Guides and other advice on safe working practices, and avoid all conduct which would put others at risk
- c. Not do anything to obstruct stairs, passages and exits
- d. Study and comply with fire and emergency precautions
- e. Be aware of where the nearest fire equipment and fire escapes are and know the emergency evacuation procedures
- f. Monitor students' behaviour and safety in and out of lessons (duty rotas are drawn up for this purpose) and report every accident involving injury or damage to persons, equipment, furniture and buildings which might give rise to injury. Safety rules regarding students' behaviour in the building and in the playground are given out regularly in assembly and in notices around the school
- g. Report any defective equipment or dangerous working conditions
- h. Report any dangerous occurrences or near misses
- i. Be aware of the whereabouts of emergency shut off valves and switches within their own area of responsibility
- j. Ensure that they themselves and also any staff, students or pupils under their immediate supervision:
 - i. use/wear appropriate protective clothing, equipment and goggles if provided



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- ii. operate all machinery with care and follow any manufacturer's or supplier's instructions; guards or stays available must be fitted and used
- iii. lift and handle goods carefully and ensure they are stacked safely
- iv. observe all appropriate precautions in the use, handling or storage of dangerous substances or equipment

The Education Health & Safety Team has the competency to advise the Headteacher and staff on all aspects of Health and Safety.

Funding and Resources

A Health and Safety budget is held by the school and by the Local Authority. The LA Education Health and Safety Officer will be informed in writing by the Headteacher of any health and safety issues which need to be addressed by the Education Authority.

Monitoring and Evaluation

Safety audits will examine many aspects of the working environment. These include:

Organisational Aspects of Safety:

- e.g. Training requirements
- Systems of information dissemination
- Suitability of cleaning and other contracts
- Review of safety policies and organisation
- Analysis of accident data
- Systems of work
- Work/Life balance

Practical Aspects of Safeguarding People:

- e.g. Display screen equipment
- Workstation Assessment and Ergonomics
- Hazard detection and rectification
- Protective clothing
- Machine guarding
- Safe use and storage of chemicals



Fire precautions

Hygiene

Litter

Lighting and glare elimination

Travel

Ventilation

Heating and other environmental factors

Efficiency of cleaning

Attitudes - promotion of safety conscious attitudes

Access control systems

Infection control.

Monitoring Timetable:

- a. The Local Authority, will conduct a safety audit of the school every 1 to 2 years.
- b. The Headteacher or the Safety Group designated for the purpose will initiate a school safety inspection once per term.
- c. These routine inspections of the school will be undertaken by subject and area Co-ordinators. These will relate both to practical aspects of safeguarding people as well as ensuring that attitudes to safety are appropriate.
- d. An annual audit of H&S policy and procedures will be undertaken by the Headteacher, a representative from the H&S Group and the Governing Body.
- e. Spot checks on aspects of the policy will be made by the Headteacher and members of the Safety Group.

Consultation and Communication

Departments will have a copy of their own Health & Safety policy. It is the responsibility of each Department Head to ensure that members of their department are made aware of and asked to read and act on the policies.

The following Health & Safety documents are posted on Staff Notice Boards:

School Health & Safety Policy, Annual Audit, Fire Risk Assessments, General Risk Assessments and Serious Incident Plan.



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Regular information on safety matters will be communicated via weekly bulletin, staff meetings and school assemblies. All relevant information from the Local Authority. will be distributed to members of the Safety Group.

Health and Safety Training

All employees will receive Health and Safety training on taking up post; this will normally be undertaken by the School Business Manager, INSET Co-ordinator and Head of Department (or where necessary some other authorised person).

It is a legal requirement that before a person is allowed to operate equipment unsupervised that they receive training from a competent person, who has knowledge and experience in the use of that equipment.

Other Health and Safety training including Fire Safety Awareness will be provided as deemed appropriate by the Headteacher, Safety Officers and Safety Group, including Fire Safety Awareness.

Personal Protective Equipment

All staff who need protective equipment will have it provided. Decisions about the need for safety equipment and clothing will be made by Departments.

Heads of Department will give instruction in its use. Where necessary external training will be provided, in agreement with the School Business Manager, INSET Co-ordinator, the Headteacher and Governors.

Aggression at Work

All reasonable care will be taken to protect staff and students from foreseeable risk:

- a) Lone workers on site have to inform Site Staff of their movements
- b) In cases of intruders: all non-staff personnel on site should have signed in at the office and be wearing ID badges. If a stranger is found to be on the premises for no good reason, he/she should be asked to leave. If it is felt intruders present a danger the Police should be called
- c) Aggressive parents should be seen by more than one member of staff and The Visitor Behaviour Policy should be referred to. Home visits should not normally be undertaken. If, in an emergency a visit is deemed necessary, a colleague should be informed of this and the home should not be entered unless the parents are present.

Stress and Mental Health

All colleagues are responsible for assessing the risks in this area. If individuals feel they or a colleague are experiencing difficulty they should talk to a senior member of staff with whom they feel comfortable. The Occupational Health Service may be contacted when a person is at risk.



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It is the responsibility of the Headteacher and Senior Management team, indeed all staff to ensure that the procedures and relationships within the school are as stress-free as possible. In fact everyone has a responsibility to help contribute to a low stress environment. The Staff Code of Behaviour outlines how relationships should be conducted.

Health Surveillance

Occupational Health provides pre-employment screening, and health profiles are examined. Should continuous monitoring or referral be needed, this will take place.

Working on or Visiting Other Premises

When working on or visiting other premises staff are expected to follow the safety procedures of that establishment - this also involves visiting work experience placements.

Access Control System

- a. All visitors to the school are asked to sign in and out at the School Office, wear security identity badge and follow safety procedures outlined at Reception. This includes Governing Body members and LA personnel.
- b. All doors and fences are kept in good working order to provide adequate security. Where appropriate, doors are fitted with security systems to restrict entry. Alarms are fitted and other security measures are considered as needs arise.
- c. Outside lighting is of an appropriate standard to encourage safety and security.

Contractors Working on the School Sites

Contractors have to be made aware of the safety requirements imposed by the schools, both in and out of term time. Schools are staffed at all times (Site Staff and cleaning staff in holidays) and staff have to be protected from the potential danger of the work of contractors, all of whom are issued with the LA.'s "Health and Safety in Control of Contractors" documents.

While building work is in progress a full risk assessment will be carried out prior to the start of work. In the course of the work, daily meetings with site foreman/project manager and Site Manager will take place to discuss matters of safety. The Education Health & Safety Officer has authority to stop work in progress if it does not meet with LA Health & Safety requirements.

Cleaning and Maintenance

The cleaning and maintenance of buildings and equipment will take place according to procedures laid down in Cleaning and Maintenance Schedules.

Heads of Department have a responsibility to do regular inspections, ensure that this takes place and report any deficiencies.



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Site Managers have daily responsibility for ensuring that the cleaning of the building is satisfactory, and staff can report any shortfalls to the School Business Manager or the Cleaning Supervisor. Site staff also have responsibility for repairs and maintenance across the school site.

Risk Assessment

Risk assessments are undertaken some examples are as follows:

- Fire Risk Assessment – to ensure fire safety and safe emergency evacuation procedures.
- General Risk Assessment – to ensure safe environment/activities throughout the school.
- Curriculum Risk Assessment – ensuring lessons are conducted safely
- Accident Risk Assessment – to reduce preventable risks

All reviewed annually.

Serious Emergency Plan

The Schools Emergency Plan will be activated in the event of an emergency situation relating to: e.g. Bomb Threat/Alert/Evacuation, Biological Incident, Fire Response/Evacuation, First Aid, Suspicious Packages or Materials.



Fire Threat

There is need for constant vigilance by all staff to ensure life and property are not endangered by fire.

Steps to be taken by STAFF discovering a fire:

- a. Set off fire alarm to ensure evacuation of students and staff. (Once evacuation has been initiated and providing you **DO NOT PUT YOURSELF IN DANGER**, you may use the correct fire extinguisher if the fire is small.
- b. From the nearest phone ring the fire brigade, or report the matter to the Office, site manager or ask a colleague to do it for you. The person in charge of Evacuation must be informed of your action. **If the fire alarm is a false alarm the fire brigade SHOULD NOT BE CALLED.**
- c. In the event of a real fire, when a student breaks the glass to sound the alarm she should report the fact to a member of staff. The member of staff should telephone the Fire Brigade this should be reported to the person in charge of the Evacuation of the Building: who will put the Emergency Plan into operation.

At the Lower School - Ms J Scott or Ms S Evans

At the Upper School – Ms P Rutherford or Ms J Foster

All Year Heads and Senior Leadership Team members are trained to take on the lead role of Emergency Manager

- d. Follow the Instructions "Emergency Evacuation of Building", which are in every room of the school.

Practice Emergency Evacuation

Will take place termly and will be arranged by the Site Emergency Manager.



Maintenance of Fire Alarm and Fire Equipment

The fire alarm is maintained and tested regularly. Fire-fighting equipment is recharged and maintained regularly, and this is arranged by the Site Managers who check the equipment according to correct procedures according and complete the Fire Maintenance Logs.



2 Bomb Threat, Suspicious Materials, Biological Incidents

Suspicious Letter, Package or Materials

If for any reason you have the slightest suspicion that a letter or package may be an explosive device or contain suspicious material, do not touch it and ensure no-one else does. EVACUATE THE AREA AND IMMEDIATELY INFORM A SENIOR MEMBER OF STAFF OR SITE STAFF who will activate the EMERGENCY PLAN.

Telephone Threats:

If you receive a TELEPHONE CALL that there is a bomb or some other threat in the school:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat
- Ask the following questions:
 - Where is the bomb right now?
 - When is it going to explode?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name?
 - What is your address?
 - What is your telephone number?
- Record time call completed:
 - Where automatic number reveal equipment is available, record number shown
 - Inform the Security Co-ordinator of name and telephone number of the person informed
 - Contact the police on 999 writing down time informed.
- The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed:

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- Time and date of call
- Length of call
- Number at which the call was received (i.e. your extension number)
- About the caller
 - Sex of caller
 - Age of caller
 - Nationality



3 Emergency Evacuation Procedures – Fire

Signals	
Signal for Fire Evacuation	Continuous Bell
Signal for all-clear	Verbal instruction from SLT

Fire	
<p>ON DISCOVERY OF A FIRE, STAFF OR STUDENTS SHOULD SET OFF THE FIRE ALARM. STUDENTS SHOULD ENSURE AN ADULT CALLS 999 (FIRE SERVICES) AND INFORMS THE SERIOUS EMERGENCY PLAN CONTROLLER.</p>	
<p>LEAVE THE BUILDING IMMEDIATELY BY THE SAFEST ROUTE IN THE DIRECTION OF THE GREEN ARROW:</p>	<ul style="list-style-type: none"> a. DO NOT attempt to take any other property with you. b. DO NOT attempt to collect your coat or bag c. Close door behind you d. DO NOT USE THE LIFTS
<p>DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL THE EMERGENCY PLAN CONTROLLER HAS GIVEN THE ALL CLEAR</p>	
<p>THE PLAYGROUND</p>	<ul style="list-style-type: none"> a. Labels are fixed to wire fencing to show where each Form should line up b. Delegated office staff will distribute registers, late sheets, signing-out sheets and megaphone
<p>WHAT TO DO - STUDENTS</p>	<ul style="list-style-type: none"> a. Proceed to the playground in SILENCE, line up facing away from the building and listen to instructions from teachers and the Incident Manager.



<p>WHAT TO DO - STAFF</p>	<ul style="list-style-type: none">a. On hearing the fire bell immediately escort your class out the building checking any toilets you pass on the way to the exitb. Evacuation Officers ensure your area is evacuated and report to the Emergency Manager.c. Teachers – Register Forms allocated to you and report students not accounted for to the Emergency Manager immediatelyd. Staff to deploy themselves to ensure order and quiet is maintained until instructions are given by the Emergency Manager
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4 Emergency Evacuation Procedures – Lockdown

Signals	
Signal for lockdown	Continuous Sound
Signal for all-clear	Verbal instruction from SLT

Lockdown	
Rooms most suitable for lockdown	Classrooms/offices
Entrance points (e.g. doors, windows) which should be secured	All doors are secured by fob or key pad access
Communication arrangements	<ul style="list-style-type: none"> ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Action	Initial response - lockdown
1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.
2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.
3	Dial 999. Dial once for each emergency service that you require.
4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors.
5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
6	If possible, check for missing / injured pupils, staff and visitors.
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.



5 Emergency Evacuation Procedures - Shelter

Signals	
Signal for shelter	Continuous Sound
Signal for all-clear	Verbal instruction from SLT

Upon hearing the shelter signal, take the action below.

Action	Initial response - shelter
1	Ensure all pupils are inside the school building.
2	If appropriate, move pupils away from the incident (e.g. to the other side of the building).
3	Dial 999, if appropriate. Dial once for each emergency service that you require.
4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.
5	Check for missing / injured pupils, staff and visitors.
6	Reassure pupils and keep them engaged in an activity or game.
7	Notify parents / carers of the situation.
8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.



6 Maintenance Inspection and Testing of Equipment

Electrical Safety

- a. There is an annual inspection of items of electrical equipment
- b. Trailing leads, adaptors and extension leads are not allowed, nor are free standing electric fires

Any malfunctions should be reported to the Site Manager who will arrange for an approved electrical contractor to deal with it. Under no circumstances should electrical work be carried out by anyone else.

Maintenance Inspection and Testing of all Equipment must comply with the Local Authority Policy, Electrical at Work, Version 4, October 2017.

Site Staff are competent to fit plugs and fuses.



7 First Aid Arrangements

The appointed persons who administer First Aid are **Valerie Morgan-Black, Julie Poulton and Anna Noonan** in the Lower School and **Jane Mowat, Julie Page, Dawn Heath and Tina Savage** in the Upper School. They are to be found in Student Services and the School Offices and they are responsible for the maintenance of the First Aid boxes.

The First Aid boxes are to be found at the following points:

- a. In the Offices
- b. In the Technology rooms
- c. In the Science rooms
- d. In the Staff Rooms
- e. P.E. Office

They comply with the Health and Safety (First Aid) Regulations, LA policy 2014.

Contaminated material will be disposed of in accordance with correct procedures.

The person responsible for ensuring that all new employees have been informed of the First Aid arrangements is the Head of Department.

Accident and ILL Health Reporting

All accidents to staff and pupils should be reported to:

Jane Mowat in the Upper School

Julie Poulton or Anna Noonan in the Lower School

They will be responsible for completing Risk Assessments, Accident Form AF1 and Accident Book BI 510. The forms are returned to the Local Authority Enfield Health and Safety Department.

If staff feel that they are suffering ill health as a result of their work, they should report the matter to the Headteacher or the School Business Manager.



8 Purchasing Policy

Anyone who is responsible for purchasing equipment must ensure that it complies with the British or European Standards of Safety, and take into account that regular maintenance is an implicit part of the cost. C.O.S.H.H. data sheets should be acquired with purchases and referred to when products are used.