



# LONDON FIELDS PRIMARY SCHOOL



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# Health and Safety Policy

September 2018

Next Review: September 2019

## **Introduction**

This document outlines the arrangements at this school for ensuring compliance with Health and Safety Legislation and guidance, and highlights the specific responsibilities of individuals to ensure that this is achieved.

A copy of this policy is issued to each member of staff at school. The head teacher will ensure that individual members of staff receive notice of any sections of this policy that are specifically relevant to them.

## **Statement from the governing body and head teacher**

The governing body and head teacher will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children and visitors and anyone else who may be affected by the school's activities.

The governing body and head teacher expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.

The Governing body and Head teacher will take all reasonably practicable steps to meet their responsibilities, and will:

- Appoint a member of the governing body with specific responsibility for health and safety.
- Maintain plant and equipment in a safe condition and without risks to health.
- Make adequate arrangements to avoid risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work.
- Provide sufficient information, training, instruction and supervision as necessary to ensure, the health and safety of all.
- Create a working environment without risk to health, including safe access and egress.
- Employ staff who are competent to do the work in which they are engaged.
- Comply with this policy, Health and Safety Legislation and any associated guidance from the Learning Trust.

## **Specific Responsibilities**

### **Line Management structure for Health and Safety:**

Teachers and all other staff report to the Head teacher. The head teacher reports to the school governing body. All members of London Fields School receive guidance from the Hackney learning Trust Health and Safety Team.

### **The School governing body:**

The school governing body are considered the policy setters and should monitor that health and safety are well managed in the school. To fulfil their functions the Governing body will:

- Ensure effective communication with the head teacher, Learning Trust officials, staff, safety representatives, parents and pupils.
- Assist in the implementation of the school's health and safety policy by setting health and safety objectives and performance standards for the school when necessary.
- Monitor implementation of any objectives and take all reasonable steps to ensure staff meet these objectives and standards.
- Ensure as far as possible that sufficient resources, including time and training, are provided to meet these objectives and standards.

- Monitor health and safety generally, receive termly reports from the Head teacher and discuss this as an agenda item at governing body meetings.

#### **The head teacher:**

The head teacher is responsible for the day to day management of health and safety within the school. He/She will:

- Take primary responsibility for ensuring that the school meets the objectives set out in this policy.
- Advise the governing body of any circumstances that restrict or obstruct implementation.
- Ensure that the school's policy statement is actively applied, revised annually and updated as necessary.
- Ensure that an action plan is in place to implement this health and safety policy and that it is reviewed and updated as necessary.
- Ensure that risk assessments are carried out and all necessary control measures are implemented.
- Ensure that all health and safety guidance issued is available to everyone and that appropriate training is offered to help staff perform these tasks.
- Welcome and assist in as far as is reasonably practicable any formal safety audit.
- Meet and consult regularly with safety representatives.
- Provide a health and safety report to the governing body upon demand.

#### **Teachers:**

In addition to having the responsibilities of all staff, teachers have additional responsibilities within their sphere of influence. They will:

- Carry out risk assessments within their sphere of influence, ensuring that all control measures are implemented and that they are reviewed annually or when there is a significant change in them.
- Advise the head teacher of anything that prevents them from undertaking their responsibilities.
- Liaise as necessary with other staff to ensure adequate health and safety awareness of their individual specialism, and advise the head teacher of any problems or perceived training needs
- Understand this policy and ensure its implementation within their sphere of influence
- Ensure that the details of all accidents or incidents are properly recorded, investigated and brought to the attention of the head teacher.
- Liaise appropriately with safety representatives and refer ongoing concerns to the head teacher.

#### **The Premises Manager/AHT:**

In addition to having the responsibilities of all staff, the Premises manager/Assistant Head teacher has additional responsibilities. He/she will:

- Monitor statutory inspections of premises, plant and equipment, and ensure that they are carried out at the correct frequency.
- Carry out risk assessments within their sphere of influence, ensuring all control measures are implemented and

they are reviewed annually or when there is a significant change in them.

- On behalf of the Head teacher, remove, isolate or contain any hazard and record and notify the head teacher of any such events.
- Make regular inspections of the school, paying particular attention to building and services conditions that could potentially become health and safety hazards.
- Notify the head teacher of any circumstances where he/she is unable to take suitable remedial action.
- Ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school.
- Ensure that the fire alarm system is tested weekly and that this is recorded.

#### **All staff:**

The Health and Safety at Work Act places a general duty on all employees to:

- Take reasonable care of themselves and other persons who may be affected by their acts or omissions at work.
- Co-operate with the employer so far as is necessary to comply with their (the employers) legal responsibilities.
- Understand this policy and any safety guidance provided to them by the Learning Trust and school governing body and apply it to their work.
- Advise the head teacher of anything that prevents them from undertaking their responsibilities.

#### **Competent Health and Safety Advice:**

The school has appointed the Learning Trust's Health and Safety Team to provide advice and assistance to all members of the school. To achieve this they will undertake the following tasks, which do not replace the legal responsibilities of the school's management in regard of health and safety. They will:

- Carry out and review risk assessments, including fire risk assessment on behalf of the school.
- Monitor compliance with legislation and best practice.
- Assist in the inspection regime.
- Review the health and safety policy, informing the school of any necessary changes.
- Maintain a series of guidance notes on best practice on various topics.

#### **Health and Safety Arrangements**

This section outlines the arrangements that are in place to manage health and safety within the school. Where no specific arrangements are mentioned in this section, the guidance produced by the Learning Trust must be followed. This guidance is available at:

<http://trustnet.learningtrust.co.uk/Healthandsafety/Pages/home.aspx>

#### **Risk Assessment**

- Risk assessments will be carried out on all activities and significant risks will be recorded as detailed above.
- Once these have been ratified by the head teacher they will be made available to all members of staff.

- They will be reviewed annually or when there is a significant change in the activity.
- Staff or pupils who are at increased risk, new or expectant mothers or those with a disability, either short or long term, will have a specific risk assessment carried out.
- Detailed guidance on risk assessment is set out in the health and safety manual for schools.

#### **Fire Precautions and Emergency Evacuation**

- A Fire Risk Assessment will be carried out and reviewed as necessary by the Health and Safety Team.
- Emergency evacuation procedure notices are to be posted at key points throughout the school. Employees must ensure that they understand these notices.
- Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency.
- All employees must take charge of any unsupervised child.
- The head teacher will make specific arrangements for anyone with special needs.
- The school keeper or premises manager will ensure that the fire alarm system and fire appliances are tested and properly maintained.
- The head teacher will ensure that fire drills are carried out each half term or more frequently where circumstances dictate.

#### **Accident and Incident Reports**

- All staff accidents must be recorded in the accident book (B1510), in addition the Learning Trust's accident/incident form must be completed and returned to the Learning Trust's Health and Safety Team.
- If there is a trivial accident to a pupil (i.e. one with only a minor injury such as a small cut, graze or bruising) then the incident should only be recorded in a local accident book.
- In the event of a more serious accident to a child or visitor, the Learning Trust's accident/incident report form must be completed and sent to the Learning Trust's Health and Safety Team.
- If the injury is a major one, such as a fracture to a limb then the Learning Trust's Health and Safety Team must be informed by telephone on 020 8820 7338.
- In the case of an injury to a child, the member of staff who was supervising at the time of the incident is responsible for ensuring that the incident is recorded.

#### **First Aid Arrangements**

- Notices are prominently displayed throughout the school detailing the name and location of the qualified First Aiders and equipment. Staff must ensure that they are conversant with these notices.
- Appointed First Aiders are responsible for regular recorded checks of First Aid equipment and for restocking consumables items
- Further guidance is available on Trustnet at:

<http://trustnet.learningtrust.co.uk/Healthandsafety/Pages/home.aspx>

## Safety Inspections

The head teacher will arrange an internal health and safety inspection of the school at least termly. The inspection team could include:

- the head teacher or Deputy,
- the named H & S governor or a governor deputising for him/her
- any union appointed safety representative,
- the Trust's Health and Safety adviser
- the School Business Manager and
- the school keeper or premises manager

The head teacher will ensure that inspection reports are distributed as necessary, copied to the Health and Safety Team at the Learning Trust and refer any concerns to the appropriate body.

## Hazardous Substances

No hazardous substances should be decanted into unsuitable containers. If substances are decanted the containers must be clearly marked with the substance it contains.

Staff using hazardous substances must ensure that they are aware of the assessment or Hazard data sheet for the substance.

Detailed guidance for complying with the Control of Substances Hazardous to Health Regulations is available in the Health and Safety Manual.

## Portable Electrical Appliances

Before using any item of portable electrical equipment, everyone should carry out a pre use inspection to ensure that it is not damaged or shows signs of overheating.

These appliances are to be tested and maintained on an annual basis by a competent person and suitable records are maintained.

## Communications

The head teacher will arrange for all members of staff to be informed of the Health and Safety Policy and associated guidance. Health and Safety Policy April 2014

The head teacher will make arrangements for any necessary health and safety training.

The head teacher will accept written reports and representation from union appointed Health and Safety representative and will respond within a reasonable time.

## Safety Representatives

The governing body and head teacher welcome the appointment of safety representatives, and appreciate the impact they have on Health and Safety performance.

The head teacher will offer safety representatives the facility outlined in "The Approved Code of Practice and Guidance on the Safety Committees and Safety Representatives' Regulations 1977", also known as the "Brown Book" and the Learning Trust's Guidance.

  
08-02-19

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17.10.2018