



Hillcross Primary School

Health and Safety Policy

Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils. We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

This policy should be read in conjunction with:

- The Premises Management Policy
- The Critical Incident Policy – including the Emergency Evacuation Plan
- The Site Security Policy

Name/Signature of Chair of Governors:

Date:

Name/Signature of Head teacher

Date:

Review date:



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Part 2: Responsibilities and Organisation

Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) A lead governor for health and safety is nominated.
- d) People have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside with which to operate safe systems of work.
- g) Health and safety performance is measured.
- h) The school's health and safety policy and performance is reviewed annually.

The Head Teacher

Mrs Lisa Francis is responsible for the following:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.



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- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body annually on the school's health and safety performance.

Lead Governor for Health and Safety

Paul Wahba is responsible for the following:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Scrutinise and review health and safety performance.
- c) Provide support and challenge to the Head teacher in fulfilling their health and safety responsibilities.
- d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator

Mr Matt Trinidad is responsible for the following:

- a) To coordinate and manage the annual risk assessment process for the school.
- b) To coordinate performance monitoring processes.
- c) To make provision for the inspection and maintenance of work equipment.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Other staff members holding positions of special responsibility

Deputy/Assistant Headteachers, School Business Manager, Leadership Team & Facilities Manager/Assistant Site assist the Head Teacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.



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Health & Safety Responsibilities of Leadership Team

- Ensure that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc. for their area of work.
- Ensure so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff.
- Identify appropriate health and safety training for staff under their line management and supporting them in attending this training

Health & Safety Responsibilities of School Business Manager

- Resolve health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Prepare an annual report for the Headteacher on Health and Safety (*with Site Manager*)
- Ensure that all staff and visitors are properly informed of the school's health and safety arrangements.
- Disseminating health and safety information to appropriate persons throughout the school (*with Site Manager*)
- Ensure that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities.
- Arrange health and safety courses to meet identified staff training needs (*with CPD Coordinator*)
- Ensure that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and investigation system at: <http://intranetapps/accident/> and in line with the Corporate Accident and Investigation procedure (*deputised by HR & Finance Officer*).

Health & Safety Responsibilities of Facilities Manager/Assistant Site

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Undertake daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly.
- Ensure regular workplace inspections are carried out.
- Ensuring action is taken on issues arising from the health and safety visits carried out by the Corporate Safety Section.
- Ensure that contractors, members of the public and visitors follow the school's safety procedures.
- Ensure that contractors working on at the school are signed in and out, using the Inventory signing in system. Works only to be carried out by appointment (unless emergency works) and that all health and safety implications have been covered with the contractor before work is allowed to commence.
- Disseminating health and safety information to appropriate persons throughout the school (*with School Business Manager*)
- Prepare an annual report for the Headteacher on Health and Safety (*with School Business Manager*)



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- Ensuring equipment maintenance records are kept and maintained including:
 - Maintenance of fire alarm and fire extinguishers;
 - Maintenance of gas appliances;
 - Inspection and testing of portable electrical equipment;
 - Maintenance of hoists, lifting equipment etc;
 - Lightning protection inspection and Working at Heights;
 - Emergency Lighting;
- Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out

Health and Safety Responsibilities of Class Teachers

All **Class Teachers** are required to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written safety instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their **Headteacher** or **Line Manager** on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to the Facilities Manager and School Business Manager via the Google Noticeboard/Operational/Site Jobs. The Facilities manager will respond to indicate the timescale for addressing any issues raised made and will confirm when remedial action has been taken. These will also be indicated on the reactive/defects log (excel spreadsheet).

Health & Safety Responsibilities of All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- **All staff** should carry out regular health and safety risk assessments of the activities for which they are responsible.
- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.



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- Cooperate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their **manager** of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Union Health and Safety Representative(s).

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Accident Reporting and Investigation

- Minor injuries to non-employees (i.e. pupils and visitors) will be recorded locally in the school's Incident Report book. Where first aid is given this will be reported on the First Aid Record of Treatment form.
- The First Aid Record of Treatment forms are kept by: **The Admin team/ Qualified First Aiders.**
- **Headteacher** will investigate all incidents and act on findings to prevent a recurrence.
- **School Business Manager** is responsible for reporting incidents to the Corporate Safety Section and maintaining records.

Health and Safety Representatives/ Consultation with Employees

Lisa Francis (Headteacher) and the Governing **Body** of Hillcross Primary School recognise the role of Health and Safety Representatives appointed by recognised trade unions.

Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.



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They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the **Headteacher or Governing Body**.

Union-appointed safety representatives are: *There are no union-appointed safety representatives.*

Therefore, the school invited the school invite interested employees to become an elected representative of employee safety, the main purpose of which is to act as a link between senior management and staff. **Lisa Riddle** has been formally appointed to this role.

Communication and consultation with employees is provided through weekly staff briefings (the minutes of which are emailed to all staff), a health and safety noticeboard, the whole school email system, google noticeboard/site jobs and training on INSET days.

Display Screen Equipment and Workstations

The **School Business Manager** is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet if they do not have an assessment or their existing assessment is over two years old.

Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA).

The school's appointed Educational Visits Co-ordinator (EVC) is **Helen Beckett**.

Emergency Procedures – Fire and Evacuation

- Escape routes are checked by: Facilities **Manager** as appropriate.
- Fire extinguishers are maintained and checked by: Lexten Protection Systems Ltd, annually.
- Alarms are tested by: Lexten Protection Systems Ltd, annually.
- Emergency evacuation procedures will be tested once every term by: **Headteacher**.

Fire Safety

A fire risk assessment/review will be carried out annually and local fire safety procedures developed for the premises by the Head Teacher following guidance and documentation available on the Merton Extranet.

First Aid

First aid box(es) are kept at/held by: School office/Midday Play Leaders/Educational Trip Leaders and first aid cupboards are located within each teaching phase. Please see the first aid policy for up to date names.

General Risk Assessments

General Risk Assessments will be coordinated by the **Facilities Manager** following guidance and documentation available on the Merton Extranet.



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The **Facilities Manager** will be responsible for ensuring all required actions and control measures are implemented.

Hazardous Substances

The Facilities manager /cleaning contractor will identify hazardous substances and ensure Safety Data Sheets AND COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Extranet.

Health and Safety Training

The members of staff named below have received or will receive health and safety training in the following areas: **Head Teacher, School Business Manager, Facilities Manager**. See school Health & Safety Folder for details of training courses attended by relevant staff.

Induction

Health and Safety induction training will be provided for all new employees and for work experience placement students by **School Business Manager/Facilities Manager** following guidance and documentation provided by Learning & Development.

Strategic Health and Safety Management and Premises Management Training

The following training will be the responsibility of:

- Accident Reporting and Investigating **Headteacher /School Business Manager**.
- Asbestos Awareness **Headteacher/School Business Manager/Facilities Manager**.
- Control of Substances Hazardous to Health **Facilities Manager**.
- Critical Incident Management **Leadership Team**.
- Display Screen Equipment (workstations) **School Business Manager**.
- Educational Visit Co-ordinator **Deputy Headteacher**.
- First Aid **Deputy Headteacher**
- Fire Risk Assessment **Headteacher/School Business Manager/Facilities Manager**.
- General Awareness for Staff **Headteacher**.
- General Awareness for Managers **Headteacher/School Business Manager**.
- Introduction for Risk Assessment **Headteacher/School Business Manager/Facilities Manager**.
- Safe Manual Handling of Static Loads **Facilities Manager**.
- Water Safety **Facilities Manager**.

Primary and Secondary PE and School Sport

Risk Management in PE and School Sport: **PE co-ordinator**.

Outdoor Education

Educational Visits Coordinator: **Deputy Headteacher**.

Occupational Risks



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First Aid at Work: **Qualified first aiders.**

Emergency First Aid at Work: **Qualified first aiders.**

Paediatric First Aid (for schools with children up to age 5): **EYFS trained paediatric first aiders.**

Manual Handling: **Facilities Manager.**

Moving and Handling of Disabled Pupils: **Individual LSAs.**

Caretaking/Site Management

School Caretakers Health and Safety Awareness: **Facilities Manager.**

Safe Use and Inspection of Ladders and Stepladders: **Facilities Manager.**

Training Records and Training Needs Identification

Health and safety training records are held by: **Headteacher.**

Training needs will be identified, arranged and monitored by: **School Business Manager.**

Information and Advice

Statutory Health and Safety Law Poster(s) is displayed in the **Staff Room.**

Health and safety advice is available from the **Headteacher** and from Corporate Safety Services on (020) 8545 3384.

Management of Asbestos

The asbestos register and asbestos management plan is held by: **Facilities Manager.**

The **Facilities Manager** is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.

This information can be found in the Contractor's pack that is given to all contractors prior to them engaging in any work on the school site. Facilities Manager shows contractors the actual locations of known asbestos before starting work.

Managing Medicines

Prescribed medication will be administered to pupils according to our medication in Schools policy.

The **SENDCO** is responsible for control of administration of medicines to pupils.

Manual Handling



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Manual handling risk assessments will be carried out by **Headteacher**, following guidance and documentation available on the Merton Extranet.

Monitoring

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: **Facilities Manager**, every three months

Occupational Health

Access to occupational health services is via Duradiamond Healthcare Limited (w.e.f 1/6/21)..

Risk Assessment of Curriculum Activities

Relevant **school leaders, subject teachers and class teachers** will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available on the Merton Extranet.

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the **Facilities Manager**.

Any problems or defects with plant and equipment should be reported to the **Facilities Manager**.

Selection and Management of Contractors

School Business Manager/ Facilities Manager is responsible for ensuring that contractors are selected and managed following guidance and documentation available from the London Borough of Merton.

School Security and Visitors

All visitors must report to Reception where they will be asked to sign in via the Inventory signing in system and wear the printed ID badge together with the appropriate colour coded school lanyard.

Other arrangements to ensure the security of pupils and employees on site are: All visitors must produce evidence of a DBS clearance. They will then be given a visitors' badge with a yellow lanyard. If there is no sight of the DBS clearance a visitors' badge with a red lanyard will be issued, thus alerting all staff and pupils that the person should not be unaccompanied at any time.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by **Headteacher** following guidance available on the Merton Extranet. Where applicable the assessment cross-refers to the school's behaviour policy.

Part 3: Arrangements and Procedures



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The arrangements relevant to Hillcross Primary School are listed in the Table of Arrangements below. This details the operational arrangements in place at Hillcross Primary School to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc. It describes how Hillcross Primary School will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The table is split into two parts. The first part lists mandatory health and safety arrangements that ALL sites MUST have in place. The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at Hillcross Primary School.

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements and Procedures are located in the Location of Arrangement column below.

Lisa Francis, Headteacher, has delegated responsibility for ensuring that suitable health and safety arrangements and procedures are in place at Hillcross Primary School and for ensuring the following tables are accurately completed at all times to Ruth Short, School Business Manager.

Table of Mandatory Arrangements as at August 2017

Table of Mandatory Arrangements for: Hillcross Primary School				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Accident Reporting and Investigation	Ruth Short SBM	Electronically in H:\Ruth\Health& Safety and in H&S file located with Site files and Accident book in medical room – main office. See also : Staff handbook and first aid policy.	March 2015	Summer 21
Asbestos Management	Lisa Francis Head Teacher	Electronically in H:\Ruth\Asbestos	Feb 20	Annually



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		Contractors pack is found in Facilities Manager's office.		
Client Handling	Lisa Francis Head Teacher	Head Teacher's office This is only reviewed if there are children who require it.		
Communication and Consultation with employees on health and safety matters	Lisa Francis Head Teacher Ruth Short SBM	Staffroom and via email – Staff briefing notes School google noticeboard	Ongoing	
Control of Hazardous Substances	Matt Trinidad, Facilities Manager	Cleaning cupboard		
Critical Incident Management	Leadership Team	Electronically in staff resources/Critical Incident folder and in Grab bags	August 2018	September 19
Educational Visits / School Trips, including residential visits and any school-led adventure activities	Helen Beckett Deputy Head Teacher	Head/Deputy office	On-going Policy Reviewed Sep 2016	On-going Policy Review May 2018 and updated Feb 19 or as appropriate.
Facilities / Buildings Management	Matt Trinidad, Facilities Manager and Ruth Short SBM	Electronically in H:\Ruth\Premises and in SBM office. Also LBM facilities team: 020 8545 3684	Ongoing	
First Aid Arrangements and Supporting Medical Needs	SENCO	Google Noticeboard/Policies	Ongoing Policy Reviewed Jan 2019	
Health and Safety Training for all staff	Leadership team	Head Teacher's office	Ongoing Sep 2018	Sep 2021
Lettings	Matt Trinidad, Facilities Manager	HR & Finance office	Ongoing	
Lone Working	Lisa Francis Head Teacher	Staff Handbook and as appropriate	June 2018	June 2019 & as appropriate
Maintenance and Servicing of Services, Plant & Equipment	Matt Trinidad, Facilities Manager	In house facilities management	Ongoing	



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(including statutory examination, inspection and testing)				
Managing Work Related Stress	Lisa Francis Head Teacher	Staff Personal files in SBM office	As necessary	
Manual Handling of Static Loads	Matt Trinidad, Facilities Manager	Site Files located in front office. As appropriate	As necessary	
Occupational Health Services	Lisa Francis (HT) and Ruth Short (SBM)	Staff files in SBM office – as appropriate.	Ongoing	
Personal Protective Equipment (PPE)	Matt Trinidad, Facilities Manager	In house facilities management		
Risk Assessment (including general and activity/task specific)	Matt Trinidad, Facilities	Site Files/Educational Visit Files	On-going	On-going
Safety in School Science (CLEAPS)	N/A			Summer 2022
School / Workplace Safety Inspections	Paul Wahba Governor	SBM office	Termly	
School Security	Matt Trinidad, Facilities Manager	Staff handbook for matters relating to pupils/staff safety. Google noticeboard/home page:Health & Safety		
Selecting and Managing Contractors	Matt Trinidad, Facilities Manager Ruth Short SBM	SBM office	As and when required	
Slips, Trips and Falls	Ruth Short SBM	Electronically in google drive shared with staff	Ongoing	
Violence and Aggression to Staff	Ruth Short SBM	Electronically in google drive shared with staff	Ongoing	
Workstation (Display Screen Equipment) Assessments	Ruth Short SBM	SBM office	Summer 2019	Annually – review due June 21



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Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with the most recent version of Keeping Children Safe in Education, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

Privacy Policy

Hillcross School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

Monitoring and Evaluation

Written & Approved: Sep 2015

Review Cycle: This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid.

Reviewed: June 21

Date of next review: June 22