



JFS School

The Mall, Kenton, Harrow, Middx. HA3 9TE

HEALTH AND SAFETY POLICY

*Reviewed in the Summer Term 2020 by Finance & Premises Committee on 15.06.2020
Next due for review in the Summer Term 2023, subject to intervening legislative changes*

1. GENERAL

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, students and visitors. This aim has been addressed by the Governors' Finance & Premises Committee the members of which endorse this detailed Policy.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards staff and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their staff
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

- 1.2 The Governing Body notes the provisions of the Health & Safety at Work Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as it is reasonably practicable, that persons who are in his or her employment, as well as non-staff (ie students and visitors) are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of everyone using the school premises. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its students.

- 1.3 In respect of health and safety of students, this policy should be read in conjunction with the School's Medical Policy, Accessibility Plan, Educational Visits policy, Staff Code of Conduct, Evacuation/ Invacuation protocols and Medical policy.
- 1.4 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff, students and visitors must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2. THE RESPONSIBILITIES OF THE GOVERNING BODY

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform staff about risks and the measures in place to manage them

3. THE RESPONSIBILITIES OF THE HEADTEACHER

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation and invacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring service contracts, and ensuring cleaners and maintenance operatives, etc., are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Director of Operations or Deputy Head (Curriculum) assumes the above day-to-day health and safety responsibilities.

4. THE RESPONSIBILITIES OF THE HEALTH AND SAFETY COORDINATOR

The Health and Safety Coordinator (Estates Manager) will:

- 4.1 Receive all health and safety information sent to the school and disseminate the information to staff/governors as necessary;

- 4.2 Advise the Headteacher and Governors on action required to comply with relevant health and safety legislation;
- 4.3 In consultation with Headteacher and Governors, set timescales/ensure work is carried out to meet the requirements of health and safety legislation;
- 4.4 Carry out himself or make arrangements for the regular safety inspections.

5. THE RESPONSIBILITIES OF SUPERVISORY STAFF

(Supervisory Staff are all Middle Management and Technicians).

The Supervisory Staff will:

- 5.1 Ensure that health and safety is a standard item on the agendas of Departmental meetings where needed.
- 5.2 Produce departmental health and safety risk assessments which follow the conventions of the School's Health and Safety Policy.
- 5.3 Ensure that departmental staff and line managers are made aware of health and safety information relevant to them.
- 5.4 Be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.

6. THE RESPONSIBILITIES OF ALL MEMBERS OF STAFF

School staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation and invacuation procedures and feel confident in implementing them

7. STUDENTS

(Although students are not employed and have no specific responsibilities in legislation, the School has expectations of appropriate behaviour by students).

Students are expected to:

- 7.1 Comply with school rules relating to general behaviour;
- 7.2 Take note of and comply with information provided for safety with regards activities undertaken;

- 7.3 In cases of emergency to remain quiet, follow procedures and comply with instructions given by staff; and
- 7.4 Not to misuse anything provided for health and safety purposes.

8. HIRERS, CONTRACTORS AND OTHERS

- 8.1 When the premises are used for purposes not under the direction of the Headteacher then the principal persons in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
- 8.2 The Headteacher or the Health and Safety Coordinator or the PFI contractor will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 8.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an staff, will be treated as a hirer and will comply with the requirements of this section.
- 8.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of the hirers, contractors and others using the school premises or facilities that they are familiar with and comply with the requirements of the PFI Company's Health & Safety Policy and that they will not without the prior consent of the Governing Body:
- (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or students of the School.
- 8.5 All contractors who work on the school premises are required to ensure safe working practices by their own staff under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974.
- 8.6 In instances where Hirers, Contractors or Others create and refuse to eliminate unsafe working practices or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from being at risk or injury.
- 8.7 The Governing Body draws the attention of all users of the school premises (including Hirers, Contractors and Others) to s.8 of the Health and Safety at Work Act 1974, which states that no persons shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

9. SITE SECURITY

KSSL/1440 are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Headteacher, Deputy Headteacher (Curriculum) and Director Operations are emergency contacts and will respond if needed.

10. STAFF CONSULTATIVE ARRANGEMENTS

Should the need arise, the Governing Body, through the Headteacher, will make arrangements for the establishment of a Sub-Committee of the Finance & Premises Committee. Representation on this committee will cover all appropriate areas of work and special hazards and the nominated safety representatives of each accredited trade union or staff association will be offered a place on this committee.

11. CODES OF PRACTICE AND SAFETY RULES

It is acknowledged that the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue, from time to time, codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises and these will be incorporated into the School's health and safety policy and procedures as appropriate. If the Headteacher considers the inclusion of any such documents to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced methods of working which will achieve a similar or higher standard of health and safety.

12. GENERAL ARRANGMENTS TO ESTABLISH, MONITOR AND REVIEW MEASURES TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

(The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general requirements in place that apply across all areas. These are listed below).

12.1 Induction

All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains information specifically for their attention.

12.2 Lone workers (Staff)

Any staff, students, contractors or visitors who are identified as lone workers will be given the necessary instruction and training to enable them to recognize the hazards and appreciate the risks involved with working alone.

12.3 Fire safety and evacuation procedures

The School will carry out sufficient fire evacuation drills for compliance with legislation.

12.4 Workplace safety

The School will ensure that the school environment and workplace is safe for students, staff and visitors. This means that corridors, classrooms and other teaching spaces will be maintained in a tidy condition and free of safety hazards.

12.5 Display Screen Equipment (DSE)

The School operates in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

12.6 Manual Handling

The School operates in accordance with the Manual Handling Operations Regulations (1992).

12.7 Production of Departmental Risk Assessments are the responsibility of Heads of Department.

The purpose of Departmental Risk Assessments is for risk to be eliminated, or reduced to the lowest level which is reasonably practicable for implementing a safe system of work.

- 12.8 Risk assessments should be completed and reviewed as necessary. Any actions identified must be completed within a reasonable timeframe.
- 12.9 Machine maintenance
The school operates in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment in schools is:
- **suitable** for use, and for the purpose and conditions in which it is used;
 - **maintained** in a safe condition for use so that people's health and safety is not at risk;
 - **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use.
- 12.10 Control of substances hazardous to health (CoSHH)
- The school will implement systems to ensure that hazardous substances are stored correctly, used and disposed of correctly and that records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:
- Hazard data sheets will be available which will describe the hazards presented and which will give information on handling, storage and emergency measures in case of accident.
 - Hazardous materials will be stored in locked cabinets with a clear system explaining where the products are stored and who has responsibility for any keys to locked cabinets.
 - Appropriate Personal Protective Equipment will be available for use when handling hazardous substances.
- 12.11 Occupational health and managing work-related stress.
We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Any staff member who is experiencing stress is encouraged to talk to their Line Manager or a member of SLT or the HR Manager and the school will do everything it can to support them.
- 12.12 Off-site visits
School trips, off-site visits, residential visits and any school-led adventure activities are carried out as part of an enriched curriculum to support the learning and development of our students. Before any activity is allowed to take place the School will ensure that:
- The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable.
 - The group leader and/or other supervisors are competent to lead or instruct students.
 - A sufficient level of insurance is in place.
 - Appropriate risk assessments have been carried out.
 - Medical needs: The school will try to accommodate students with medical needs wherever practicable in line with its approved medical procedures.

13. SMOKING

Smoking, including e-cigarettes are not permitted anywhere on the school premises.

14. ACCIDENT AND INCIDENT REPORTING

14.1 Accidents

All accidents sustained by students, staff and visitors which involve injury will be recorded and records will be held by the School Medical Officer. Accidents will be informed to the HSE as required by HSE guidance.

14.2 Near Miss Incidents

Any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, will be recorded; records will be held by respective teaching Department or administrative Department and incidents will be informed to the Health & Safety Coordinator who will act on the information as appropriate.

14.3 Behaviour Incidents

These include violence, bullying and harassment incidents and will be recorded by the using the school's MIS system (SIMS/PARS); incidents will be informed to the Deputy Heateacher (Pastoral) who will act on the information as appropriate.

15. ASBESTOS POLICY STATEMENT

- 15.1 The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012 (CAR 2012) where the responsibility for the maintenance or repair of non-domestic premises may be managed through an explicit agreement. In respect of the School, the Project Agreement places KSSL in a position to manage these responsibilities and, in turn, they are acquitted by 1440 as their Facilities Management contractor.
- 15.2 The governing Body has been informed that the likelihood of asbestos being present in the premises is absolutely minimal; however, the Health & Safety Coordinator will monitor the activities of KSSL and 1440.

16. HEALTH AND SAFETY FILE POLICY STATEMENT

16.1 Health and Safety File

The premises are owned by KSSL and this has implications to responsibilities for retention and maintenance of the Health and Safety File for the premises. Hence the Health and Safety File will be maintained by 1440 on behalf of KSSL and will be available for inspection in their offices as required.

16.2 General responsibility to maintain health and safety records for the premises

In addition to the Health and Safety File, 1440 will implement such health and safety processes regarding safe occupation of the premises as would have been arranged by the Headteacher if the premises had been owned by the Governing Body. This information will contain, but not be limited to, the following:

- An up to date list of names of individuals with key health and safety responsibilities for safe occupation of the premises.
- A register of risk assessments completed for safe occupation of the premises.
- Records of accidents and near misses.

- Details of emergency procedures.
- Dates and findings of health and safety inspections together with details of any follow-up actions and timescales to be taken;
- Inspection and statutory examination reports relating to equipment.
- Other equipment maintenance and service records.
- Fire evacuation records.
- Health and safety training records as required for safe operation and maintenance of the premises.
- Copies of annual health and safety audit checklists and action plans.

17. EMERGENCY PLANS

17.1 The Headteacher will ensure that an Emergency Plan is prepared to cover major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

This sequence will determine the priorities of the Emergency Plan.

- 17.2 The Emergency Plan will be updated from time to time, as deemed appropriate and will be agreed by the Governing Body.
- 17.3 The Headteacher will also ensure that an Emergency Fire and Invacuation Plan is prepared. This will be regularly rehearsed by staff and students for compliance with legislation and the plan will be updated from time to time as deemed appropriate.

18. REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

The School Medical Office will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Medical Office will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death.
- Specified injuries.

These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where a staff is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

19. FIRST AID

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.

The number of certified first aiders will not, at any time, be less than the number required by the law.

At the discretion of the Headteacher and after seeking appropriate advice, staff will be given training in first aid techniques as is required to give them a basic level of competence.

Supplies of first aid material will be held at various locations throughout the School. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly by the schools Medical Officer and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff; student or other person receives first aid treatment either on the school premises or as part of a school-related activity.

Staff Return Slip

*Please read the Health and Safety Policy document **before** completing this slip.*

I, (insert name) acknowledge that I have read and understood the JFS Health and Safety Policy document.

Signed:

Date: / /

After signing and dating this slip, please return it to the Central Office in Administration.