



Winchmore  
School

learning to realise potential

# Health & Safety Policy



Last Reviewed:	May 2023
Next Review Date:	May 2024
Review Committee:	Resources



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## 1. Policy Statement

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation and arrangements established by the Head Teacher and Governing Body to implement that policy.

The Governing Body and School Leadership are committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Children's Services Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety documents available on the Schools Traded Services Site, Fire Log Book, Responsible Persons Premises Log etc are implemented. In view of this, the School's own health and safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot.

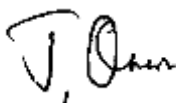
**The Governing Body and School Leadership recognise their responsibilities as set out in the Local Management of Schools Scheme. We will endeavour to ensure the Education Services and Children & Families Services Framework Policy is implemented with regard to provision/implementation of the following:**

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- an effective local organisation to implement the policy
- full consultation with staff on matters affecting their health and safety • effective communication throughout the school on health and safety matters provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities;
- the provision of adequate training and development
- competent advice when that is not available within the school
- risk assessments are undertaken, risks communicated and the necessary controls implemented
- the effective management of contractors where applicable and in agreement with the Local Authority;
- effective monitoring, audit and review of the implementation of the policy and health and safety performance adequate resources to implement this policy • adequate resources to implement this policy

The governing body will review this policy annually.



**Jim Orros**  
**Chair of Governors**



**Jim Owen**  
**Headteacher**

**Date: May 2023**

## **2. RESPONSIBILITIES**

### **Headteacher**

The Headteacher is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Headteacher will:

- A. nominate a senior manager as Health and Safety Coordinator
- B. ensure subordinate managers meet their health and safety responsibilities
- C. ensure the arrangements for consultation with staff are implemented and chair the safety committee
- D. ensure effective communication of health and safety matters
- E. ensure requirements with regard to staff training and competence are met
- F. ensure health and safety standards, school health and safety procedures/codes of practice and management plans are implemented
- G. ensure risk assessments are carried out and updated as necessary h)
  - undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
  - (i) ensure health and safety monitoring is undertaken, including:
    - (i) incident reporting and investigation
    - (ii) specific equipment & premises inspections
    - (iii) termly inspections
    - (iv) monitoring of health safety action plans
    - (v) health and safety in staff appraisals
    - (vi) ensuring an annual (or ongoing) report is provided to the governing body
    - (vii) make recommendations to the governing body in relation to external independent audits
    - (viii) report to the governing body any health and safety issues that cannot be resolved.

### **Senior Management Team**

The Senior Management Team will support the Headteacher with regard to the overall management of health and safety in the school. This includes:

- A. providing leadership by ensuring health and safety is considered as part of every decision
- B. considering the health and safety impact of new initiatives
- C. informing the Headteacher about any health and safety issues that affect the school
- D. agreeing strategic health and safety initiatives
- E. monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing health and safety reports.

## **School Health and Safety Coordinator**

The Health and Safety Coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Headteacher. Responsibilities include:

- A. coordinating all aspects of health, safety and wellbeing policy and practice including engagement/collaboration with the established H&S Governor
- B. liaising with safety representatives and chairing the safety committee
- C. disseminating health and safety information including where appropriate to the H&S Governor
- D. coordinating accident reporting procedures
- E. coordinating emergency evacuation procedures
- F. ensuring health and safety matters raised by staff are dealt with
- G. maintaining a central file of health and safety procedures and other relevant information;
- H. monitoring implementation of the policy by:
  - (i) ensuring heads of department undertake inspections
  - (ii) ensuring incidents are investigated
  - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
  - (iv) managing the schools annual monitoring checklist
  - (v) making recommendations to the Headteacher about an independent audit
  - (vi) reporting health and safety issues that cannot be resolved to the Headteacher/governing body.

## **Other Managers**

*(Including Heads of Department, Managers of Non-Teaching Staff)*

Managers are responsible for implementing this policy in their area of control. This includes:

- A. ensuring staff meet their health and safety responsibilities
- B. consulting with staff on matters affecting their health and safety
- C. communicating health and safety information to staff
- D. assessing staff competence and ensuring appropriate training and development
- E. ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- F. ensuring risk assessments are carried out
- G. ensuring safe working procedures and codes of practice are prepared for activities under their control
- H. undertaking risk assessments in relation to directly managed staff
- I. (i) implementing monitoring arrangements, such as:
  - (i) incident reporting and investigation

- (ii) specific equipment / premises inspections
  - (iii) termly inspections
  - (iv) the schools annual monitoring checklist
  - (v) including health and safety in staff appraisals
- J. reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Headteacher.

### **All Members of Staff**

All members of staff are responsible for:

- A. taking care of their own health and safety and the health and safety of others affected by their actions
- B. co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- C. reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- D. undertaking any health and safety training/development identified as necessary
- E. using work equipment in accordance with safe working procedures, instructions and training
- F. not making unauthorised or improper use of equipment
- G. ensuring a risk assessment is undertaken when carrying out projects or new activities and that risk assessments of established processes are updated and reviewed when related changes to circumstances or environment occur
- H. reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

### **Safety Representatives**

Safety Representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as “representatives of employee safety” in the Regulations), or a combination of the two.

### **3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

#### **Consultation with Staff**

##### **LB Enfield Schools' Health and Safety Committee**

There is an established Health and Safety Committee for Schools, which meets termly. It is chaired by the Director of Education and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools' issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

##### **Local Consultation**

Line managers will consult directly with staff on health and safety issues relevant to a department or work area.

There is an established health and safety committee for the school, which meets termly. It is chaired by the Headteacher and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on local schools' issues, such as policy, strategy and codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed

##### **Health and Safety Procedures**

The School's Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies, Guidance, Briefings and procedures as found on the Schools Traded Services site (The Hub), Fire Log Book, Responsible Persons Premises Log etc.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

##### **Educational Visits**

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA.

##### **Fire and Emergency Procedures**

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Fire Log Book.

## **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases, the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Heads of Department and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

Formats for general risk assessment are available from the School's Policy and Guidance on Risk Assessment and includes specific guidance and advice e.g pupil risk assessment. All are available on the School's Traded Services Site (The Hub) under Schools Health and Safety.



#### 4. Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

Responsibility	Name
Governor (H&S)	Glenn Keelan
Headteacher	Jim Owen
Senior Management Team	Noel Thompson (Deputy Headteacher) Hank Sim (Deputy Headteacher) Justine Marlowe (School Business Manager) Mark Fox (KS3 Assistant Headteacher) Matt Larner (KS4 Assistant Headteacher) Andy Panayi (KS5 Assistant Headteacher/Director of Sixth Form) Steve Higgs (Assistant Headteacher - Behaviour) Jo-Anne Martinez (Assistant Headteacher)
Health & Safety Co-Ordinator	Justine Marlowe (SBM)
Other Managers	Noel Thompson (EV Co-Ord) Kevin Mustafa (Premises Manager) Stella McCaul (Headteacher's PA/Office Manager) Karen Harris (Technology Tech) Amit Nagrani (Lead Technician Science) Heads of Faculty Heads of Department Heads of Year
School Safety Committee Representatives	Jim Owen Justine Marlowe Stella McCaul Flora Nadarajah Karen Harris Amit Nagrani Kevin Mustafa Bahise Kiazim Rachel Fuller Sacha Donnelly
First Aiders – First Aid at Work	Flora Nadarajah (Welfare/Medical) Emma McLeod (School Office/Reception) Fotini Charalambous (School Office/Reception) Louisa Diomidous (Administrator)

First Aiders - First Aid at Work (cont)	Simone Berndes (Administrator)
First Aiders – First Aid for School Staff	<p> KAREN HARRIS - FOOD TECH  RACHEL FULLER - IT TECH  AHMED AOURARH - SUPPORT STAFF  ALEX MOSEDALE - DESIGN TECH  FIONA RONKETTI - SCIENCE  STELLA MCCAUL - HEADTEACHER'S PA/ADMIN  AMIT NAGRANI - SCIENCE  KIMBERLEY VEREB - MFL  MARIA TANTI - LIBRARY ASSISTANT  JANICE ZENIOU- 6<sup>th</sup> FORM ADMIN  JO MARTINEZ - PE  ROBYN DIVES - PE  HELEN SMITH - PE  PAUL BIRCHELL - PE  THOMAS PATTRICK - PE  BIANCA BAPTISTE - BEHAVIOUR TEAM  FILOMENA SCANNELLA - SCHOOL COUNSELLOR  KATHRYN COWEN - DRAMA/HOY  ELLEN PATTERSON - ENGLISH  TEDDY BURTON - SCIENCE  ANDY PANAYI - ICT/BROOMFIELD 6<sup>TH</sup> FORM  NATASHA DE SOUZA - SCIENCE/HOY  STEPHEN ELLIS - PREMISES  SACHA GENTCHEV - MUSIC  SAM COVILL - COMPUTING  KATIE SIM - TA  MARSHA MARTIN - COVER SUPERVISOR  ALEXANDRA CHRISTODOULOU - COVER  MANAGER  SHELINA BHEEKOO- ONLINE TRAINING -  SCIENCE </p>
Appointed Person	Flora Nadarajah

Location of First Aid Boxes	Art Broomfield Food technology Library PE Office (two) Premises Medical Room Music School Office Science Technicians' Rooms Sixth Form Technology Technicians' Room
Name and address of nearest hospital	North Middlesex Hospital Sterling Way, London N18 1QX Tel: 020 8887 2000
Fire Safety Manager / Evacuation	Kevin Mustafa / Justine Marlowe
Officer Location of Fire Log Book	Premises Team Office
Fire Assembly Point	School Playing Field (After 4pm Millennium Playground)
Time of weekly Fire Alarm Tests	Wednesday 8am
Asbestos (Appointed Person) Webtracker access	Kevin Mustafa / Justine Marlowe
Procedures reporting hazards (Name and/or contact arrangements)	1. Premises Team Helpdesk (or Premises Manager) 2. Report to Line Manager 3. Line Manager reports to Kevin Mustafa / Justine Marlowe
Legionella (Appointed Person)	Kevin Mustafa / Justine Marlowe
Premises Manager/Site Manager	Kevin Mustafa

**Documents relating to this Policy are listed below along with the locations in which they can be found.**

<b>Documents</b>	<b>Location</b> (e.g. Office, School Website etc.)
Fire Log Book	Premises Team Office
School Policies	School Office, Staff Interface
Asbestos Management Plan	Premises Team Office/Staff Interface link to Webtracker
Legionella Risk Assessment	Premises Team Office
Staff Training Plan (SH&ST Training Programme)	Staff Interface
First Aid Book	Medical Room
Accident/Incident Reporting Guide	Medical Room/Staff Interface/Department Offices
COSHH Assessments	Premises Office /Staff Interface
Risk Assessments	Staff Interface / Department Offices
Responsible Persons Premises Log	Premises Team Office
Education Visits Guide	Evolve – On Line