



JFS School
The Mall, Kenton, Harrow, Middlesex HA3 9TE

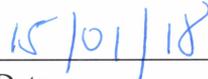
HEALTH AND SAFETY POLICY

Reviewed in the Autumn Term 2017

Next due for review in the Summer Term 2020



Chairman of Governing Body



Date



JFS School

The Mall Kenton Harrow Middlesex HA3 9TE

HEALTH AND SAFETY POLICY

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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.
- 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-employees (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 for supporting students with medical conditions.
- 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 employees, 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

- 2.1 The Governing Body, in the discharge of its duty and in consultation with the Headteacher, will:
 - 2.1.1 ensure that Competent Health and Safety advice is obtained to support the school management in order for it to make itself familiar with the requirements of the Health & Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety Work Regulations 1992 (S1 1992 No. 2051).
 - 2.1.2 ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School.

- 2.1.3 periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- 2.1.4 identify and evaluate all risks relating to:
 - (i) accidents;
 - (ii) health;
 - (iii) school-sponsored activities (including work experience).
- 2.1.5 identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- 2.1.6 create and monitor the management structure.
- 2.2 In particular the Governing Body undertake to provide:
 - 2.2.1 a safe place for staff and students to work, including safe means of entry and exit.
 - 2.2.2 plant, equipment and systems of work which are safe.
 - 2.2.3 safe arrangements for the handling, storage and transport of articles and substances.
 - 2.2.4 safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements;
 - (ii) codes of practice whether statutory or advisory;
 - (iii) guidance whether statutory or advisory.
 - 2.2.5 supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health & safety training which is appropriate to their responsibilities and which will be given before an employee commences any relevant work. Whether training is required by statute or considered necessary for the safety of staff, students and others, the Governing Body will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
 - 2.2.6 necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
 - 2.2.7 adequate welfare facilities.
- 2.3 So far as is reasonably practicable, the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
 - 2.3.1 this policy.
 - 2.3.2 all other relevant health and safety matters.
 - 2.3.3 the instruction and training that will be given to all employees so that they may carry out their responsibilities in a safe manner without placing themselves, or others, at risk.

3 THE RESPONSIBILITIES OF THE HEADTEACHER

- 3.1 The Headteacher will ensure that:
- 3.2 Competent health and safety advice is obtained to properly assist the school management to comply with its health and safety obligations.
- 3.3 A School H&S policy is produced for approval by the Finance and Buildings committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- 3.4 Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid;
- 3.5 Safe systems of work, identified from risk assessments or to comply with national standards/guidance, are monitored to ensure they are being followed and are effective;
- 3.6 Information and advice on health & safety is acted upon/circulated to employees and governors.
- 3.7 He/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- 3.8 Regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- 3.9 An annual report is produced that summarises accident/incidents that have occurred, what health and safety specific policies and risk assessments have been revised and any significant health and safety issues that have been identified;
- 3.10 Employees are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- 3.11 If he/she delegates H&S responsibilities to an individual, referred to as the H&S Coordinator, he/she ensures that the responsibilities are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.
- 3.12 In particular the Headteacher will:
 - 3.12.1 appoint competent persons to advise on health and safety matters and emergency escape.
 - 3.12.2 be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other relevant legislation and codes of practices relevant to the work of the School.

4 THE RESPONSIBILITIES OF THE HEALTH AND SAFETY COORDINATOR

The Health and Safety Coordinator 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 the regular safety inspections.

5 THE RESPONSIBILITIES OF SUPERVISORY STAFF
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(Supervisory Staff are all Middle Management and Science Technicians).

The Supervisory Staff will:

- 5.1 Ensure that health and safety is a standard item on the agendas of Departmental meetings. Produce departmental health and safety risk assessments which follow the conventions of the School's Health and Safety Policy.
- 5.2 Assist the Health and Safety Coordinator in identifying competent persons and carrying out risk assessments.
- 5.3 Ensure that departmental health and safety requirements are adequately catered for in the Departmental budgets or brought to the attention of Headteacher, as appropriate.
- 5.4 Ensure that departmental staff are made aware of health and safety information relevant to them.
- 5.5 All Supervisory Staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 5.6 In addition to the general responsibilities which all members of staff have (see Section 6.0), they will 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.
- 5.7 They will take a direct interest in the School's health and safety policy and in helping other relevant members of staff, students and others to comply with its requirements.
- 5.8 As part of their day-to-day responsibilities they will ensure that:
 - 5.8.1 safe methods of working exists and are implemented throughout their department
 - 5.8.2 health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - 5.8.3 staff, students and others under their jurisdiction are instructed in safe working practices
 - 5.8.4 new employees within their departments are given instruction in safe working practices
 - 5.8.5 regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
 - 5.8.6 positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others

- 5.8.7 all plant, machinery and equipment in the department with which they work is adequately guarded
- 5.8.8 all plant, machinery and equipment in the department in which they work is in good and safe working order
- 5.8.9 all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- 5.8.10 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- 5.8.11 toxic, hazardous and highly inflammable substances in the department in which they work are correctly used, stored and labelled
- 5.8.12 they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- 5.8.13 all the signs used meet the statutory requirements.
- 5.8.14 all health and safety information is communicated to the relevant persons.
- 5.8.15 they report, as appropriate, any health and safety concerns to the appropriate individual.

6 THE RESPONSIBILITIES OF ALL MEMBERS OF STAFF

All members of staff shall:

- 6.1 take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- 6.2 report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- 6.3 not misuse anything provided for health and safety purposes;
- 6.4 report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- 6.5 cooperate with management in respect of complying with health and safety requirements.
- 6.6 It is noted that Volunteer Helpers have the same responsibilities as those indicated for employees.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.

- 6.7 All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.
- 6.8 as regards any duty or requirements imposed on his or her employer or any other persons by or under any relevant statutory provisions, co-operate with their employer or other persons so

far as necessary to enable that duty or requirement to be performed or complied with.

- 6.9 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 6.10 In particular all members of staff will:
 - 6.10.1 be familiar with the safety policy and all safety regulations as laid down by the Governing Body.
 - 6.10.2 ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
 - 6.10.3 see that all plant, machinery and equipment is adequately guarded.
 - 6.10.4 see that all plant, machinery and equipment is in good and safe working order.
 - 6.10.5 not make unauthorised or improper use of plant, machinery and equipment.
 - 6.10.6 use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
 - 6.10.7 ensure that toxic, hazardous and highly inflammable substances are correctly used, stored and labelled.
 - 6.10.8 report any defects in the premises, plant, equipment and facilities which they observe.
 - 6.10.9 take an active interest in promoting health and safety and suggest ways of reducing risks.

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 employee, 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 KSSL'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 employees 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 them 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 STAFF CONSULTATIVE ARRANGEMENTS

- 9.1 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 number of places on this committee.

10 CODES OF PRACTICE AND SAFETY RULES

- 10.1 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.

11 GENERAL ARRANGMENTS TO ESTABLISH, MONITOR AND REVIEW MEASURES TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS
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(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 policy requirements in place that apply across all areas. These are listed below).

11.1 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.

11.2 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.

11.3 Fire safety and evacuation procedures

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

11.4 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.

11.5 Display Screen Equipment (DSE)

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

11.6 Manual Handling

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

11.7 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.

11.8 The principle which the School expects staff to adhere to in production of risk assessments are:

- For the person's own health and safety to be safeguarded whilst they are at work, and also that of any person who may be affected by their actions.
- For safe systems of work to be followed as determined by the risk assessments.
- For staff to be trained in any mechanical aids which have been provided for their use.
- For equipment to be used as per manufacturer's instructions.
- For staff to attend training sessions as required.

- For all accidents and incidents and near misses to be reported which have either caused or could have caused harm or injury.
- To inform line management if they are unable to perform manual handling duties and to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability.
- To comply with risk assessments regarding suitable clothing and footwear and wearing of jewellery so as not to injure pupils or themselves when undertaking tasks.
- To avoid the need to lift, carry, push, pull, lower or support loads wherever possible.
- To mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists.

11.9 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.

11.10 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.

11.12 Occupational health and managing work-related stress.

The School takes the health and wellbeing of all its staff and students very seriously and acknowledges that managing work-related stress can be very difficult that in a busy and hard working environment. Any staff member who is experiencing stress is encouraged to talk to their Line Manager or a member of SLT and the school will do everything it can to support them.

11.13 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.

12 RISK ASSESSMENT

- 12.1 The School will implement specific arrangements in different departments of the School to ensure appropriate health and safety practices and the Headteacher will ensure that a risk assessment survey of the various departments and the premises is carried out, methods of work and all school-sponsored activities is conducted annually (or more frequently if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

13 ACCIDENT AND INCIDENT REPORTING

- 13.1 **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.
- 13.2 **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.
- 13.3 **Behaviour Incidents**
These include violence, bullying and harassment incidents and will be recorded by the School's Behaviour Management Team; incidents will be informed to the School Medical Officer who will act on the information as appropriate.

14 ASBESTOS POLICY STATEMENT

- 14.1 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.
- 14.2 The duty to manage asbestos requires the party to, among other things:
- Take reasonable steps to find out if there are materials containing asbestos in the non-domestic premises, and if so, its amount, where it is and what condition it is in;

- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;
 - Assess the risk of anyone being exposed to fibres from the materials identified;
 - Prepare a plan that sets out in detail how the risks from these materials will be managed;
 - Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
 - Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- 14.3. 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.

15 HEALTH AND SAFETY FILE POLICY STATEMENT

15.1 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.

15.2 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.

16 EMERGENCY PLANS

16.1 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.

16.2 The Emergency Plan will be updated from time to time, as deemed appropriate and will be agreed by the Governing Body.

16.3 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.

17 FIRST AID

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

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

17.3 At the discretion of the Governing Body 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.

17.4 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 and any deficiencies made good without delay.

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

17.6 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.

18 REVIEW

18.1 The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, students and visitors.

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.