

# WHITEFIELD ACADEMY TRUST



WHITEFIELD SCHOOLS



JOSEPH CLARKE SCHOOL

**This Policy sets out how the Whitefield Academy Trust intends to maintain high standards of health and safety across the Academy.**

**The scheme was written by the Vice Principal in collaboration with the Health and Safety Advisory Groups at both Schools on behalf of the Directors.**

**Ratified by Directors on 17<sup>th</sup> July 2015**

## HEALTH AND SAFETY POLICY

Updated  
June 2015



## **Health and Safety Policy Statement**

This policy is required under the Health and Safety at Work Act.

In the "Statement of Intent" the Directors make a positive commitment to high standards of health, safety and welfare. Although the Executive Principal has the prime responsibility for implementing the policy, all members of the school communities have an important part to play in its successful implementation. Failure to comply with safety requirements could also lead to disciplinary action.

All members of the leadership teams in both schools and everyone with a leadership role is responsible for ensuring that the policy is implemented. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Signed: ..... (Chair of Directors)

Date: .....

## Statement of Intent

The Directors of the Whitefield Academy Trust are strongly committed to fulfilling their duty of care to staff and pupils and therefore seek to maintain high standards of health, safety and welfare in line with the Academy's Mission Statement '**Enjoyment, achievement and wellbeing for all**'.

The Directors will also ensure, so far as is reasonably practicable, that the health and safety of visitors to the School and other non-employees who may be affected by its work activities are not endangered.

The Directors recognise the specific risks that arise in the Whitefield Academy Trust Schools, where the children and young people are particularly vulnerable because of their special educational needs and disabilities. All Health and Safety practice takes account of the increased risks to children and young people and the adults working with them.

The responsibility for implementing this policy lies directly and personally with school leaders from the Executive Principal through to every employee. The Whitefield Academy Trust Site Services Manager has specific responsibilities in his role as Health and Safety Officer.

## Objectives

The Directors' overriding aim is to ensure that all activities are carried out safely, without risk to health, so far as is reasonably practicable. Therefore they are committed:

- to ensure that all staff are aware of and actively support the responsibilities of the Directors and understand their own personal responsibilities;
- to ensure that all new employees are made aware of the Trust's Health and Safety Policy and the appropriate health and safety procedures during their induction period;
- to ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements;
- to ensure that employees are properly consulted on health and safety issues and actively encouraged to raise concerns;
- to promote awareness of health and safety issues with all members of the School community including children and young people attending the Schools;
- to make specialist professional advice available to the school leadership teams and managers on health, safety and welfare matters;
- to have and make readily available detailed health and safety information, which may be required resulting from legislation, Approved Codes of Practice, British Standards etc.;
- to ensure suitable and sufficient assessments are carried out of the risk to health and safety of employees, children and young people and others and that appropriate written procedures or guidance notes cover all potentially hazardous activities;
- to keep this policy under review and revise it as required;
- to monitor the implementation of this policy.

## **Organisation and Responsibilities**

### **The Directors**

The Directors will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist, also to be shared with Local Governing Bodies and reports of any external Health and Safety inspections.

### **The Executive Principal**

The Executive Principal is accountable to the Directors for the implementation of the Health and Safety Policy. The Executive Principal will be responsible, in particular, for setting up and monitoring systems to ensure that:

- all staff are aware of the health and safety policy;
- written policies, procedures and guidance notes are readily available to staff;
- other health and safety information is communicated to relevant staff;
- adequate first aid procedures exist, and that all staff are aware of the arrangements; this should include times when staff are present outside the normal hours of the establishment;
- accidents and incidents are reported;
- suitable arrangements are made for consultation with safety representatives and that reasonable arrangements are made to enable them to carry out their functions;
- the Health and Safety Committee meets regularly (no less than twice a term) and that recommendations from the Committee are acted on as soon as reasonably possible;
- training needs are identified and appropriate arrangements are made for training;
- fire drills are carried out and recorded;
- new employees receive appropriate health and safety information during their induction period;
- the overall procedures for safety are monitored;
- a copy of appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals;
- assessments are undertaken of all risks to health and safety as required by the health and safety at work regulations and other legislation and that the significant findings are recorded and acted upon;
- safeguarding procedures, including those relating to safer recruitment, are clear and are followed meticulously (see separate policies);
- arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the school and contractors;
- any health and safety matters that cannot be resolved appropriately are raised with the Directors.

### **Site Services Manager**

The Site Services Manager is responsible for overseeing health and safety on a day to day basis; specific duties include:

- establishing arrangements for dealing with health and safety matters such as:
  - i. Disseminating health and safety information to staff;
  - ii. First aid;

- iii. Accident and incident reporting;
  - iv. Ensuring accidents/incidents with health and safety implications are investigated;
  - v. Ensuring health and safety matters raised by staff are dealt with;
  - vi. Maintaining a central file of Codes of Practice;
  - vii. Managing home-school transport safety;
  - viii. Managing the therapy pool safely;
  - ix. Arranging regular fire drills on both sites.
- ensuring implementation of the Policy is monitored;
  - ensuring appropriate signage is displayed;
  - liaising with the Senior Site Officers on both sites with regard to premises defects and other health and safety matters and ensuring they are dealt with, or if that is not possible, for ensuring they are raised with the Executive Principal and/or the Headteacher of Joseph Clarke School;
  - discussing directly with the Executive Principal and/or Headteacher of Joseph Clarke School all health and safety matters which may arise concerning the schools.

### **Senior Site Officers**

The Senior Site Officers on each site ensure that:

- any premises defects are dealt with in consultation with the site services manager or as appropriate. Where premises defects cannot be immediately dealt with the senior site officer is responsible for ensuring appropriate interim measures are taken to make the area safe;
- safety equipment including moving and handling equipment is maintained;
- all site safety and all fire equipment systems and procedures are effectively maintained, routinely tested and recorded;
- fire alarms are tested weekly and records of tests are kept;
- there are safe systems for marshalling transport;
- water quality in the therapy pool is maintained;
- staff under their control are aware of, trained in and comply with relevant health and safety requirements including all relevant policies, procedures and guidance notes;
- risk assessments are completed for all activities carried out by the site management staff;
- all contractors working on site are conversant with the school's health and safety and operational requirements before work commences and monitoring their compliance;
- a ladder register is maintained.

### **Senior Leadership Teams and Management and Development Team**

School Leaders implement the Health and Safety Policy within the areas for which they are responsible. In particular they ensure that:

- activities under their control are carried out, so far as reasonably practicable, safely and without risk to health;
- arrangements are in place for monitoring the implementation of the safety policy in their area of responsibility; carrying out inspections of the workplace and equipment;
- individual employees are aware of their responsibilities for health and safety;
- employees under their control are adequately trained, informed, instructed and supervised;
- policies, procedures and guidance documents appropriate to their School or service are brought to the attention of all staff in their area of responsibility;

- policies, procedures and guidance documents are complied with;
- relevant health and safety information is communicated to all staff;
- first aid procedures are complied with;
- all accidents/incidents occurring in their area of control are reported via an incident report form, and carrying out a preliminary investigation if necessary;
- staff are aware of fire evacuation and other emergency procedures;
- induction training includes appropriate health and safety information and training;
- classteachers make a thorough assessment of risk and record it on the appropriate forms for:
  - educational visits;
  - swimming;
  - moving and handling;
  - any other activities where there is a foreseeable significant risk.
- all members of staff are aware of the risks arising from the special educational needs of the children and young people in their care and take appropriate steps to keep them safe;
- that any health and safety matters which cannot be resolved are raised with the Executive Principal and Site Services Manager.

### **Class Teachers**

The safety of children and young people in all learning environments on and off site is the responsibility of the class teacher. Class teachers:

- make the safety of children and young people and the adults working with them a priority;
  - exercise effective supervision of children and young people;
  - ensure that appropriate and direct supervision is provided for those pupils who are not able to guard themselves against common dangers;
  - make a thorough assessment of risk and record it on appropriate forms for:
    - educational visits;
    - swimming;
    - moving and handling;
    - any other activities where there is a foreseeable significant risk.
  - all members of staff are aware of the risks arising from the special educational needs of the children and young people in their care and take appropriate steps to keep them safe;
  - ensure that the school's behaviour policy is followed in all activities;
  - ensure that the school's moving and handling policy is followed in all activities;
  - assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
  - integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff;
  - follow safe working procedures personally, including guidance on moving and handling and support for challenging behaviour;
  - ensure that staff, volunteers and visitors working with the team know what is expected of them;
  - alert more senior staff to any health and safety concerns;
- NB. Higher Level Teaching Assistants, Supervisory Teaching Assistants and Teaching Assistants in charge of groups are responsible for the safety of pupils and for carrying out the duties noted above, even when under remote direction from a teacher.

## **All Employees**

All employees:

- take due care of their own health and safety and that of other persons working with them;
- take due care of the safety of children and young people in their care, taking account of the children and young people's special educational needs and their ability to manage risk and guard against common dangers;
- make every effort to keep the site safe and secure by closing doors and gates as needed, supervising children and young people, wearing identity badges and challenging anyone who is not wearing a badge;
- co-operate with the Directors so far as is necessary to enable it to meet its responsibilities for health and safety;
- use work equipment provided correctly in accordance with manufacturers instructions and training;
- report any accidents or incidents that occur at work;
- report any damage to the site or any fixtures, fittings or equipment as soon as possible after it happens;
- raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable a member of the Senior Leadership Team;
- comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at Whitefield Academy Trust.

## **Safety Representatives**

The Directors will provide for effective joint consultation on health and safety matters with safety representatives via the Health and Safety Committee.

## **Health and Safety Advice**

Essex County Council Learning Services Directorate Health and Safety Advisory Service has been appointed to assist in undertaking protective and preventative measures.

## **General Arrangements for Health and Safety**

**General arrangements for implementing this policy can be found in:**

- Staff Handbook
- Emergency Response Plan
- Emergency Evacuation Procedures

## **Codes of Practice**

The school has adopted Essex County Council Learning Services Directorate Codes of Practice: these are arrangements for carrying out the safety policy and should therefore be read in conjunction with the school safety policy (a copy is held in the Library at Whitefield Schools and the staff room at Joseph Clarke School).

## **Accident/Incident Reporting**

The accident/incident reporting procedure is detailed in the Emergency Response Plan and Staff Handbook. Report form at Appendix 1.

## **Risk Assessments**

Under the Management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. The school has adopted the Essex County Council Codes of Practice, which for most activities not only indicate preventative and protective measures but also incorporate a checklist or some other aid to risk assessment. However, it is necessary for staff responsible for any activity to check that the Code adequately covers the specific circumstances and that it is being followed and, where necessary, to complete a specific risk assessment for the activity. Specific risk assessments are required for all Educational Visits, for swimming, and for moving and handling (see relevant procedures). In other situations staff should follow the Risk Assessment Procedure.

## **Health and Safety Monitoring**

- Annual inspections of the schools will be arranged by the Site Services Manager.
- An internal review of health and safety arrangements and procedures will be carried out annually using checklists provided by Essex County Council Learning Services Directorate Health and Safety Advisory Service. A report will be made to the Directors at its autumn term meeting and shared with the local Governing Bodies.
- All incidents will be investigated by members of Senior Leadership Teams in the first instance, to identify any failures in the management of health and safety and referred to the Site Services Manager if necessary. Where necessary reports will be submitted to the Directors.
- Accident forms are given to the Headteacher at Joseph Clarke School and the Heads of School at Whitefield School who will carry out any immediate follow up action. The Vice Principal and Executive Principal also review accident forms so they are aware of all incidents.
- The Vice Principal presents a summary of accident reports to the Senior Leadership Team and the Management and Development Teams at Whitefield School so that they can identify any causes for concern and plan appropriate action.
- Routine inspections are carried out on the following equipment: PE equipment, moving and handling equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems, and any equipment that new regulations specifically mention.

## **Access to Policy Statement**

All staff will be made aware of this policy during staff induction and relevant refresher training. It is available from the school offices, from each School's representative on the Health and Safety Advisory Group and accessible on the Schools' websites.

# WHITEFIELD SCHOOLS

## HEALTH AND SAFETY POLICY

### ESTABLISHMENT HEALTH AND SAFETY ORGANISATION AND ARRANGMENTS – NOTICE BOARD INFORMATION

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|--|--|
| <b>1. Head of Establishment:</b>   | <b>Elaine Colquhoun, Executive Principal</b>   |
| <b>2. Name of Member of Staff with responsibility for Co-ordinating Health and Safety:</b> | <b>John O'Reilly, Site Services Manager</b>  |
| <b>3. Safeguarding Leads</b>   | <b>Laura Pease, Gill Wadeson, Lesley Middleton, Lisa Barrett</b>                                       |
| <b>4. Location of Policy, Practice and Procedures:</b>                                     | <b>Head of School offices and Personnel Office</b>   |
| <b>5. Location of central file of Codes of Practice:</b>                                   | <b>Site Services Office</b>  |
| <b>6. Location of Fire Register:</b>   | <b>Site Services Office</b>  |
| <b>7. Location of Central file of Health and Safety Information Bulletins:</b>             | <b>Site Services Office</b>  |
| <b>8. Procedure for Incident Reporting:</b>  | <b>See Emergency Response Plan and Staff Handbook</b>  |
| <b>9. Person responsible for reporting Accidents to HSE:</b>                               | <b>John O'Reilly, Site Services Manager</b>  |
| <b>10. Safety Representatives:</b>   | <b>Appointed by PTP, NCS, MBS, Admin (see School Notice Boards)</b>                                    |
| <b>11. First Aid Arrangements:</b>   | <b>See School Notice boards</b>  |
| <b>12. First Aid Kit Locations</b>   | <b>See School Notice boards, every Minibus</b>   |
| <b>13. Nearest Hospital Casualty Unit:</b>   | <b>Whipps Cross Hospital<br/>Whipps Cross Road<br/>Leytonstone E11 1NR<br/>Telephone 0208 539 5522</b> |

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AND ARRANGMENTS – NOTICE BOARD INFORMATION**

- |  |  |
|--|--|
| <b>1. Head of Establishment:</b>   | <b>Elaine Colquhoun, Executive Principal<br/>Maureen Duncan, Headteacher</b>                           |
| <b>2. Name of Member of Staff with responsibility for Co-ordinating Health and Safety:</b> |  |
| <b>3. Safeguarding Leads</b>   | <b>Maureen Duncan, Sarah Bent</b>  |
| <b>4. Location of Policy, Practice and Procedures:</b>                                     |  |
| <b>5. Location of central file of Codes of Practice:</b>                                   |  |
| <b>6. Location of Fire Register:</b>   |  |
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