



St Mary Magdalene C of E School
with
Christ Church C of E Primary School

HEALTH AND SAFETY POLICY

WRITTEN: June 2021
To be reviewed annually

Federation Vision

“Do unto others, as you would have them do unto you.”

In the Koinonia Federation we strive for excellence and high standards through:



A Koinonia student will go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.

Statement Of Intent

To provide a well-resourced, safe and secure environment for all those who work and learn at in our Federation of schools.

The Governing Body recognises and accepts its responsibility to provide a safe and healthy environment for all its employees, pupils, parents, contractors, visitors and any other persons that may use the premises. In ensuring there is a safe and secure environment for all stakeholders it enables us as a community to work towards our Federation vision. For this reason there is a commitment to adequately finance and resource any matters relating to Health and Safety, including training which leads to ensure the competency of all employees.

The Governors will take every reasonable and practical step within its power to fulfil their responsibility and to meet the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety regulations 1999.

To fulfil this aim the Governors and Leadership of the Federation will pay particular attention to the provision of the following:

- To maintain equipment, apparatus and safe systems of work practice.
- Safe systems for the use, handling, storage and transport of all articles, materials and substances.
- To provide information, instruction, training and supervision to enable all employees to contribute positively to their own Health and Safety and to avoid and prevent hazards to themselves and other persons.
- To maintain a safe and healthy place of work and provide adequate welfare facilities.

The key persons with overall responsibility of Health and Safety in the Federation are the Co-Chairs of Governors, supported by the Chair of the Premises Committee. The key personnel who co-ordinate Health and Safety activities within Federation are the Executive Co-Headteachers and the Facilities Manager. These key individuals have a commitment to review this policy regularly.

1.	Organisation	Key individuals in maintaining Health and Safety are listed in Appendix 1. Below outlines the responsibilities of these key individuals and any procedures that are followed in health and safety management. This policy should be read in line with other key documents concerned with Health and Safety such as the Safeguarding Child Protection Policy, First Aid Policy, Risk Assessments and the Educational Visits Policy.
2.1	Responsibilities	
2.1	Governing Body	<ul style="list-style-type: none"> ● Devising health and safety policy ● Approving the policy statement ● Establishing strategies to implement policies ● Assigning responsibilities for planning, measuring and reviewing health and safety policy and procedure ● Ensuring health and safety performance is regularly reviewed
2.2	Executive Co-Headteachers	<ul style="list-style-type: none"> ● Assisting to devise health and safety policy ● Establishing strategies to implement policies ● Specifying a structure for implementing policy and supporting plans ● Assigning responsibilities for planning, measuring and reviewing health and safety policy and procedure ● Ensuring health and safety performance is regularly reviewed ● Ensuring participation and involvement of all employees ● Establishing management arrangements, risk control systems and workplace precautions together with associated procedures ● Ensuring health and safety objectives are an integral part of the Federation Improvement plan ● The provision of the necessary resources for those carrying out their work ● Periodic feedback to Governors on health and safety performance
2.3	Federation Facilities Manager	<ul style="list-style-type: none"> ● Specific responsibilities identified in job description and/or risk assessments. ● Ensuring risk assessments are completed for all premises work and then followed ● Ensuring the Facilities team complete a daily check of each school premises so that there are no immediate Health and Safety risks to all school users. ● To report to Executive Co-Headteachers and Governors on Premises Health and Safety issues. ● Obtaining and co-ordinating specialist advice as necessary ● Keeping up to date with changes in legislation and good practice
2.4	Local Authority Health and Safety Team	<p>The Federation has access to competent health and safety advice from the Schools Health, Safety and Wellbeing Service. This support can be found on line as well as in person from the LA (SHSW) team.</p> <p>These advisors provide assistance with:</p> <ul style="list-style-type: none"> ○ Formulating policy ○ Promoting a positive health and safety culture ○ Planning and implementing strategies ○ Risk assessment ○ Monitoring and reviewing performance

2.5	Staff	<p>Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.</p> <p>They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors;</p> <p>Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:</p> <ul style="list-style-type: none"> -ensuring staff and pupils follow safe procedures; -ensuring that protective equipment is used correctly by staff and pupils when needed; -bringing safety problems to the attention of the Head Teacher; -reporting 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; -checking that class rooms/work areas are safe; and -checking that equipment is safe and properly maintained before and after use.
2.6	Premises Committee Members	<ul style="list-style-type: none"> ● To monitor accident trends ● To approve Health and Safety audit reports and monitor any outcomes ● To ensure appropriate training takes place so that staff are able to carry out their role safely. ● To assist in the development of procedures and or safe systems of work ● To monitor the implementation and review of risk assessments
2.7	Health and safety representatives	<p>Their functions are as follows:</p> <ul style="list-style-type: none"> ● Investigate hazards, dangerous occurrences and accidents in the workplace they represent. ● Consult with managers on health and safety matters ● Make representations on general health and safety matters ● Carry out annual (or termly when deemed necessary) inspections of the workplace as agreed with Executive Co-Headteachers ● Consult with enforcing inspectors and be made party to any relevant enforcement related information ● Attend Premises Committee meetings <p>Trade union safety representatives are appointed by the trade unions and are not responsible to managers on health and safety issues.</p> <p>They are allowed reasonable time off with pay to carry out their functions and attend any necessary training.</p>
2.8	Risk Assessors	To complete risk assessments as required by their line manager. See appendix 3
2.9	First Aiders	To provide the immediate treatment of injuries or illnesses prior to the arrival of proper medical assistance
2.10	Fire Marshals	To check their designated areas have been evacuated and report to the fire co-ordinator (See fire notes by fire controller on responsibilities of fire marshals)
2.11	Educational visit co-ordinators	To co-ordinate educational visits and provide advice and support to those organising such visits.
	Arrangements and Procedures	This section consists of a number of procedures that detail how the health and safety policy statement will be implemented.
3.1	Procedure for the control of the health and safety management system documentation	<p>The preparation of specific documents will be delegated to specific staff as the need arises and these documents will be controlled by using issue dates and maintaining a record of which is the current version.</p> <p>A list of all documents in circulation is maintained and kept as appendix 2 in this policy.</p> <p>Certain records such as those relating to accidents or health records must be stored for specific periods of time see appendix 2.</p>

3.2	Procedure for ensuring co-operation for health and safety within the Federation	<p>The main formal method of ensuring co-operation is through this policy being communicated to all staff via the Executive Co-Headteachers and the Facilities Manager.</p> <p>The committee is made up of the Co-Chair of Governors, the Governors Premises Committee, the Executive Co-Headteachers, the Facilities Manager and the Trade Union Representatives.</p> <p>The committee meets termly, follows an agenda and minutes are taken that identify action points and who is to take action.</p> <p>The minutes are circulated to all members of the committee and any issues immediately affecting staff are shared with the relevant personnel within the Federation.</p>
3.3	Procedure for communication of health and safety within the school	<p>It is important that communication is effective within the Federation. To assist this the school relies on the following sources of information</p> <p>The LA Health Safety & Welling website provides a resource on a variety of health and safety items and is updated regularly.</p> <p>LA Education bulletins that are posted/emailed to the school and given to the appropriate staff member.</p> <p>Relevant updates are cascaded as required to individual staff, at staff meetings, management meetings and governors meetings. All relevant meetings should include Health and Safety on the agenda.</p> <p>The Facilities Manager is responsible for ensuring that the poster, "Health and Safety law, what you should know" is posted at all campuses, at a location that ensures that all staff will see it in the normal course of their work.</p> <p>The Facilities Manager is responsible for preparing for all Health and Safety audits and then for ensuring all relevant findings are dealt with. They report all this to the Premises committee of the Governing body</p>
3.4	Procedure for ensuring the competence for health and safety	<ul style="list-style-type: none"> ● Recruitment and placement ● Identification of training needs ● Training and instruction <p>All staff are given an induction that includes health and safety. In addition their longer term training needs are identified which feeds into a training plan for the Federation.</p> <p>Temporary and agency staff are given induction training that is proportionate to the work that they will carry out.</p> <p>Work experience students are also given an induction and careful consideration given to their supervision needs. Training may take the form of courses, or more informal small group or one to one sessions. Those carrying out training have the necessary skills to train and are competent in the subject matter.</p> <p>Health and safety performance may be considered as part of staff competency to ensure on going needs are addressed and supervision is used to assess the effectiveness of training provided.</p> <p>If staff move to new roles or provide cover for absent staff suitable training is given to ensure safety.</p>
3.5	Procedure for the completion of risk assessments	<p>The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.</p> <p>Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.</p> <p>Risk Assessments are written for Premises related matters e.g. Control of Substances Hazardous To Health (COSHH), Manual handling Display screen equipment, visits and trips, the control of infectious diseases and so on by the relevant staff member and authorised by a leader.</p>

3.6	Procedure for fire	A fire risk assessment is carried out for each campus across the Federation and is stored in the premises offices. This is actioned and reviewed by the Facilities Manager.
3.7	Procedure for dealing with contractors and construction activities	<p>Once a decision is made to contract out work it is important to carefully consider all the significant risks prior to work being contracted out. This will include ensuring that a competent contractor is selected from the outset and monitored throughout the period of the contract.</p> <p>Consideration should be given to selecting from the Council or Diocesan approved list in accordance with Standing Orders. The Facilities Manager also has an approved list of contractors.</p> <p>The responsibility of selecting, ensuring and monitoring contractors is that of the Facilities Manager and also extends to monitoring the activities throughout the contract and making sure work is carried out according to agreed standards.</p> <p>Staff who have responsibilities for pro-active monitoring of contractors' health and safety performance are also adequately trained and competent to do so.</p> <p>When selecting a competent contractor the following is considered:</p> <ul style="list-style-type: none"> ● Assessing their Health, Safety and welfare arrangements. ● Obtaining information of previous work, including references. ● Requesting information regarding qualifications & skills of employees and membership of any relevant trade associations. ● Ensuring that contractor has a effective selection procedure for appraising the competence of a sub-contractor. ● Arrange for a panel to be set up where appropriate to review and select candidates for the contract. <p>Other Considerations</p> <ul style="list-style-type: none"> ● Making sure that relevant Health and Safety arrangements for the site are communicated to the contractor i.e. permit to work system, accident reporting etc. ● Set up regular meetings where relevant health and safety information is exchanged between client and contractor. These meetings should continue until contract is complete. Accurate records need to be kept of agreed arrangements. ● Where more than one contractor or sub-contractor are engaged in work on the same site, the client must set up liaison arrangements with all parties. ● Develop procedures for continuous pro-active monitoring of work throughout the contract period, to ensure that work is carried out according to the agreed standards. ● Ensure adequate systems are in place to rectify any health and safety problems identified. <p>Extensive works across the Federation will be led by the Federation's appointment surveyor.</p>

3.8	Procedure for dealing with enforcing authorities - Health and Safety Executive (HSE) and London Fire and Emergency Planning Authority (LFEPA)	An HSE or LFEPA inspector can visit at any reasonable time and have right of access. A visit may be scheduled in which case contact will be made first, or unscheduled. In either case there is still right of access even if the timing is not convenient. The Council's corporate occupational health and safety service should be notified as soon as you are aware that a visit is going to take place and they will arrange for an advisor to attend the meeting where possible.
3.9	Procedure for accident reporting	<p>The Greenwich accident/incident report form (now known as Itrent) is used for reporting all accidents/incidents that affect school staff, visitors and pupils, that occur on school premises or, are due to school activities. The form is electronic and should be completed by one of the office/admin team or by a trained first aider. The only exceptions are the most minor pupil accidents that are not linked to a school activity or part of the premises. These accidents are recorded and stored in the school's first aid file and in the student's file.</p> <p>Where the accident or incident is more serious the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations may apply. In the event of a fatality, major injury or dangerous occurrence, the HSE should be notified without delay by telephone on 0845 3009923.</p> <p>The LA HSWS should also be informed on 020 8921 556.</p> <p>All accidents will require investigation, however for minor accidents this may mean a simple consideration of what happened and what could be done to prevent a similar occurrence with a record made on the Greenwich form in the section 'action taken to prevent similar incident'.</p> <p>For more serious accidents a fuller investigation may be required with the need for a specific accident report.</p> <p>As the seriousness of the accident increases so too should the seniority of the person carrying out the investigation and as such the Campus Leaders and Executive Co-Headteachers must be notified of all accidents that are reportable to the HSE in order that a decision can be made as to the extent of the investigation.</p> <p>The report should contain the following:</p> <ul style="list-style-type: none"> ● A summary of what has happened. ● An introductory summary of events prior to the accident. ● Information gained during investigation e.g. from accident site, witness statements ● Conclusions. ● Recommendations. ● Supporting material (e.g. photographs, diagrams to clarify). ● The date and be signed by the person or persons carrying out the investigation.
3.10	Procedure for Legionella	The Facilities Manager is the nominated competent person for Legionella across the Federation and acts on behalf of the Premises Committee and the Executive Co-Headteachers to provide the necessary competence to enable Legionella to be managed safely. The Facilities manager and team undertake regular Legionella awareness training and all training records are retained. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative and school requirements. They will advise the Premises Committee and the Executive Co-Headteachers of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the LA Health & Safety team if required.

3.11	Procedure for auditing	Auditing is carried out by the LA Schools Health, Safety and Wellbeing Service on an annual basis and audit findings are actioned by the Facilities team discussed at the review meeting and at the Premises committee.
3.12	Procedures for review	<p>The Executive Co-Headteachers and Governors are responsible for reviewing health and safety performance.</p> <p>This is done annually and the following information is used as a basis for the review:</p> <ul style="list-style-type: none"> ● Information from active monitoring ● Information from accident reports ● Audit reports ● Changes in the legislation or guidance ● The achievement of objectives or targets <p>The review takes place termly, follows an agenda and minutes are taken that identify action points and who is to take action. The minutes are circulated to all members of the Premises Committee and any relevant personnel</p>

APPENDICES

Appendix I

Federation Organisational Structure:

Co-Chairs of Governors: Mrs Judith Eastaugh / Dr Peter Gregory

CO-Chairs of Premises Committee: Mrs Deborah Rowe/Mrs Susan Hall

Executive Co-Headteachers: Mrs Claire Harrison / Mrs Victoria Wainwright

Federation Facilities Manager: Mr Aaron Flanagan

Teacher Health and Safety Representative: Mrs Victoria Wainwright

Support Staff Health and Safety Representative: Mr Aaron Flanagan

SDBE Health and Safety Advisor: Paul Forrest

LA Health and Safety Advisor: Schools Health Safety and Wellbeing Team

Qualified First Aiders:

Victoria Wainwright – All campuses

Nicole Wenden – CC

Delaine Allen – CC

Kyla Butterworth – ST MM P

Carolyn Shanahan – ST MM P

Natalie Crabb – ST MM P

Rose Rogers – ST MM W

Tania Thomas – ST MM W

Appendix 2

Forms in circulation

Form	Prepared by	Date of issue	How long to store completed forms
Greenwich accident Form (Itrent electronic form)	Greenwich council and school staff	As and when an accident happens	At least 5 years but note that pupils have until they are 21 to make a civil claim
Risk assessment forms	Facilities Manager Leadership Teaching staff Support staff	Dependent on need of risk assessment	12 months and any review notes
Induction forms	Leadership Team	Revised Annually and issued when staff start at the school.	As long as member of staff employed in school (kept in staff file)
School Accident Letters and Log	Leadership team	Completed when needed.	Copies of letters stored in pupil files. Accident Log stored for 7 years.

Appendix 3

Risk assessors and areas assessed

Name of Assessor	Area Assessed / Assessments Prepared	Where Assessments Are Stored
Teachers	Educational Visits PE/Sports Equipment Outdoor play equipment	EVC Folder By Sports lead EYFS area
Facilities Manager	Various areas and equipment use related to Premises	Premises Risk Assessment Folder
Facilities Manager or Leadership Team Member	Areas to be used by Contractors	Contractors Folder

The general risk assessments are completed following steps outlined below.

STEP 1: Look for the hazards

STEP 2: Decide who might be harmed and how

STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

STEP 4: Findings are recorded

STEP 5: Review your assessment and revise it if necessary

STEP 1 Look for the hazards

Decide what could reasonably be expected to cause harm. Ignore the trivial and focus on the significant hazards that may result in serious harm or affect a number of people.

Some examples include:

- Slipping/Tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals (e.g. used in chemistry)

- Moving parts of machinery
- Work at height
- Electricity (e.g. poor wiring)
- Manual handling
- Poor lighting

Sources of information you may wish to use include:

- Staff who already do the job or who are familiar with it
- Manufacturer's instructions for equipment
- Industry or Trade Association guidance
- HSE guidance
- Accident records
- National and Industry standards
- Legislation
- Approved Codes of Practice

STEP 2 Decide who might be harmed and how

Think about staff who are exposed to hazards whilst at work and others who may be affected as a result of the school's activities. You need to pay particular attention to:

- Young workers, work experience, trainees, new and expectant mothers, staff with disabilities, etc who may be at particular risk
- Cleaning operatives, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time.
- Peripatetic workers
- Members of the public if there is a chance they could be hurt by your activities
- Pupils

STEP 3 Decide whether existing precautions are adequate or more should be done

Remember the risks to health as well as safety

Ask yourself whether the existing precautions:

- As a minimum meet the standards set by a legal requirement
- Comply with a recognised industry standard
- Represent good practice
- Reduce the risk as far as reasonably practicable

Ask yourself whether you have provided:

- Adequate information, instruction, or training
- Adequate systems or procedures

If so, then the risks are adequately controlled, but, you need to indicate the precautions you have in place.

If not, you need to ask yourself the following:

- Can the hazard be eliminated?
- If not, how can the risk be controlled?

In controlling the risks, apply these principles if possible in the following order:

- Try a less risky option
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment – use this only as a last resort

STEP 4 Record your findings

Write down the significant hazards and control measures.

STEP 5 Review and Revise if necessary

Set a date for the review of the assessment – assessments must be reviewed:

- Following accidents or incidents
- If monitoring shows the current system to be inadequate
- Where working practices change
- On at least an annual basis – the frequency must reflect the extent and nature of the risk and the consequence of the hazard occurring

When reviewing your assessments, check that the precautions for each hazard still adequately control the risk. If not, indicate the action needed and who will complete it.