



Health and Safety Policy

Benthal Primary School

1. Introduction

- 1.1 This local safety policy has been produced under health and safety guidance from London Borough of Hackney. This policy will be reviewed annually.
- 1.2 This document outlines the arrangements at this school for ensuring compliance with Hackney Education's Policy, and where appropriate highlights the specific responsibilities of individual employees to ensure that this is achieved.
- 1.3 A copy of this policy is issued to each member of staff at school. A copy of Hackney Education's Health and Safety Policy is kept in binder form in the main administrative office, and this is available for the information of all staff. The headteacher will ensure that individual member of staff receive any sections of the binder that are specifically relevant to them.

2. Statement from the Governing Body and Headteacher

- 2.1 The governing board and headteacher will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children and visitors.
- 2.2 The governing board / headteacher expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.
- 2.3 The governing board / headteacher will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:
 - maintenance of plant and equipment that in a safe condition and without risks to health
 - adequate arrangements for avoiding risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work

- the provision of sufficient information, training, instruction and supervision as is necessary to ensure, the health and safety of all staff, children and visitors
- a working environment without risk to health, including safe access and exit
- employment of staff who are competent for the work in which they are engaged
- compliance with this local policy, the Health and safety legislation and any associated guidance from Hackney Education

3. Specific Responsibilities

3.1 The school governing board will:

- ensure effective communication with the Headteacher, Hackney Education officials, staff, safety representatives parents and pupils
- assist the implementation of the Hackney Education & school's health and safety policy by setting health and safety objectives and performance standards for the school
- take all reasonable steps to ensure staff meet these objectives and standards
- monitor health and safety generally, receive termly reports from the School Business Manager and discuss same as an agenda item at governing board meetings

3.2 The Headteacher/School Business Manager will:

- take primary responsibility for ensuring that the school meets the objectives set out in this policy
- advise Hackney Education and the Governing Board of any circumstances that restrict or obstruct implementation
- ensure that the school's policy statement is actively applied, and updated and revised as necessary
- ensure that all health and safety guidance issued by Hackney education is available to everyone and that appropriate training is offered to help staff perform these tasks
- welcome any formal safety audit

- remove, contain or isolate as is appropriate any hazard on the school premises
- meet and consult regularly with H & S representatives
- provide a health and safety report to the governing board termly
- conduct quarterly H & S inspections of the premises and grounds
- ensure H & S posters at work have up-to-date information
- keep and maintain a register of Health and Safety audits, assessments and safety reports

3.3 **SLT will:**

- advise the Headteacher of any circumstances that restrict or obstruct their responsibilities
- liaise as necessary with other staff to ensure adequate health and safety awareness of their individual specialism, and advise the headteacher of any problems or perceived training needs
- be conversant with this policy and assist in its implementation in the areas affecting their responsibilities
- ensure that the details of all accidents or incidents are properly recorded, investigated and brought to the attention of the headteacher
- liaise appropriately with a H & S representative and refer ongoing concerns to the headteacher
- .

3.4 The assistant site manager will:

- on behalf of the Headteacher, remove, isolate\contain any hazard
- make regular inspections of the school, paying particular attention to building and services conditions that could extend to being health and safety hazards
- notify the headteacher of any circumstances where he\she is unable to take suitable remedial action
- ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school

- ensure that the fire alarm system is tested regularly

4. All staff

4.1 The Health and Safety at Work Act places a general duty on all employees to:

- take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- co-operate with the employer so far as is necessary to comply with their legal responsibilities

4.2 All employees are required to be properly conversant with this policy and any safety guidance provided to them by Hackney Education and school governing body applying to their work, and comply in so far as it affects their work.

5. Risk Assessment

5.1 All employers must carry out suitable and sufficient assessments of the risks to the health and safety of any person who may be affected by the work under the employers control to record any significant findings.

5.2 The School Business Manager, on behalf of the Governing Board, will liaise as necessary with the Health and Safety Advisor at Hackney Education to meet the school's responsibilities.

5.3 Detailed guidance on risk assessment is set out in the health and safety manual for schools.

5.4 Annual risk assessment for all school areas will be undertaken annually and circulated to all staff. It also includes school grounds and most common school educational trips.

6. Fire Precautions and Emergency Evacuation

6.1 Emergency evacuation procedure notices are posted at key points throughout the school. Employees must ensure that they are conversant with these notices.

6.2 Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency.

- 6.3 All employees must take charge of any unsupervised child.
- 6.4 The headteacher will make specific arrangements for anyone with special needs.
- 6.5 The assistant site manager will ensure that the fire alarm system and fire appliances are tested and properly maintained.
- 6.6 The School Business Manager will ensure that fire drills are carried out each half term or more frequently where circumstances dictate, organise annual fire equipment checks, produce fire safety reports and ensure all recommendations have been implemented. School Business Manager will organise fire safety training/fire marshal refreshers for staff.

7. Accident and Incident Reports

- 7.1 This is carried out in accordance with Hackney Education's Health and Safety Policy using the form provided with the manual.
- 7.2 All injuries requiring treatment must be recorded in the DSS approved accident book, which is kept in the main school office and reported to Hackney H & S via Assure system.
- 7.3 In the case of an injury to a child, the member of staff who was supervising at the time of the incident is responsible for ensuring that the incident is recorded.
- 7.4 Certain accidents or incidents must be formally notified in accordance with the guidance in the health and safety manual.

8. First Aid Arrangements

- 8.1 These are in accordance with Hackney Education advice, the First Aid guidance is contained in the health and safety binder kept in the main school office.
- 8.2 Notices are prominently displayed throughout the school detailing the name and location of the qualified first aiders and equipment. Staff must ensure that they are conversant with these notices. Staff will attend regular refresher first aid training.

9 Safety Inspections

- 9.1 The Headteacher will arrange an internal health and safety inspection of the school at least termly. The inspection team will include:

- the Headteacher / deputy/ school business manager,
- a H & S link governor,
- any union appointed safety representative, and
- an assistant site manager.

9.2 The headteacher will ensure that inspection reports are distributed as necessary and refer any concerns to the appropriate body.

10. Hazardous Substances

10.1 Arrangements for complying with the Control of Substances Hazardous to Health Regulations, are made in accordance with Hackney H & S guidance as specified in the health and safety and safety manual.

11. Portable Electrical Appliances

11.1 These are inspected and maintained etc, in accordance with Hackney Education 's guidance in the health and safety manual. The PAT testing is undertaken annually in April by the assistant site manager in line with the school PAT testing policy.

12. Communications

12.1 The headteacher will arrange for all health and safety information and guidance issued by Hackney Education to be distributed to all relevant members of staff.

12.2 The headteacher/school business manager will make arrangements for any necessary health and safety training.

13. Safety Representatives

13.1 The governing board or Headteacher will accept the appointment of safety representatives, for health and safety interests.

Revised: April 2023

Headteacher: Ms Louise Drew

Chair of F & P: Mr William Howard

Chair of Governors: Ms Stella Sandford