

Health & Safety Policy Statement

Reviewed September 2019
Next Reviewe September 2020

Statement of Policy

1.1 Scope

This Health and Safety Policy is specific to Grafton Primary School and it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), Department for Education (DfE) and other agencies.

Our Health and Safety management system will be integrated within the daily management of the school and will be continuously developed, maintained, implemented and monitored via a comprehensive series of documents, which includes:

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject Specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing incidents, injuries and ill health.

1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

1.3 Objectives

It is the responsibility of the Governing Body via the Head teacher together with the school's Senior Management Team to ensure that appropriate systems are in place, which will deliver a safe place of work for employees, pupils and visitors.

Equally it is the duty of all employees to co-operate with management on health and safety matters. The Health and Safety at Work, etc. Act 1974, requires each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions or omissions; therefore, the Governing Body expects all employees to fulfil their role in contributing to this objective.

The main objectives of this policy will apply as far as is reasonably practicable:

- I. To establish and maintain a safe and healthy environment throughout the school, ensuring sufficient resources are made available;
- II. To establish and maintain safe working procedures for staff and pupils;
- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;

- IV. To ensure the provision of sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;
- V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;
- VI. To ensure, as far as reasonably practicable, that outdoor educational visits are undertaken in a safe manner;
- VII. To formulate procedures for fire safety and other emergencies including plans for the safe and effective evacuation of the school premises;
- VIII. To lay down procedures to be followed in case of accident;
- IX. To provide and maintain suitable and sufficient welfare facilities;
- X. To develop and implement a training plan to ensure employees are trained to the appropriate level to fulfil their health and safety responsibilities;
- XI. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them;

1.4 Statement of Intent

Grafton Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

Grafton Primary School will adopt health and safety arrangements in line with Islington Council's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and our wide range of educational activities making every effort to maintain and advance our positive health and safety culture by creating an environment with fairness and clear lines of responsibility at its core.

Grafton Primary School will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

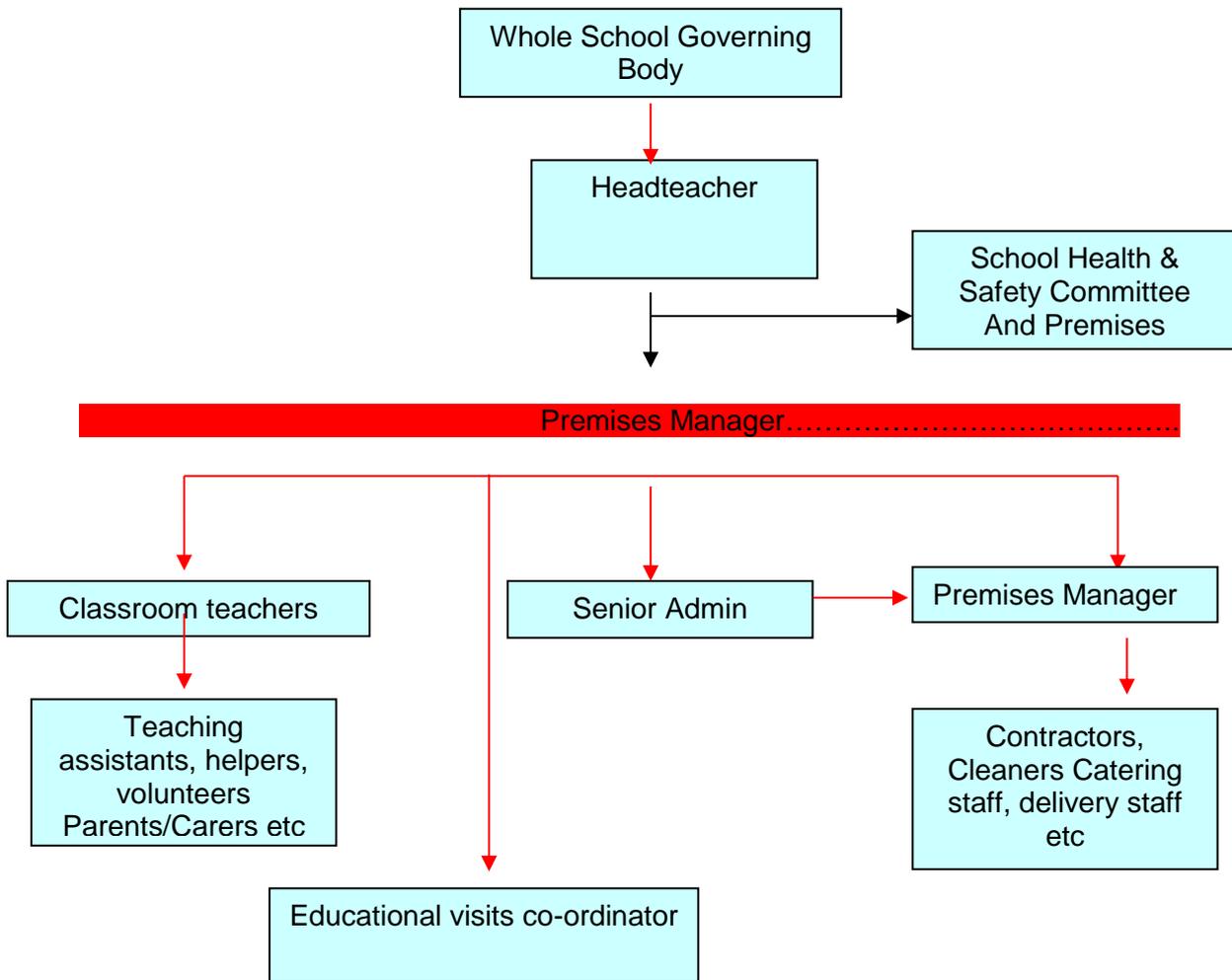
Signed: _____
Chairman of the Governing body

Signed: _____
Head Teacher

Date: _____

2. Responsibilities

These organisational arrangements for staff with health & safety responsibilities are represented diagrammatically for our school on the table below.



The School Health and Safety Committee consists of representatives of key management, trades unions and staff

- | | |
|---------|---|
| Chair | Helena Blake |
| Members | Nitsa Sergides Yinka Williams Alex Barros Curtis Paul Graham Andrew Turnock Anna Sutton Graham Jimpson Clare Runacres Georgina Bull |

Governors responsibilities

The governing body of the school is a corporate body. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents/guardians and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

- a. Nominate a school governor with responsibility for Health, Safety and Wellbeing;
- b. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements this Policy;
- c. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- d. Ensure, so far as it is reasonable, that school specific Health and Safety arrangements are developed and effectively implemented to deliver this Policy;
- e. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- f. Include health and safety as a regular item on the governing body meeting agenda;
- g. Co-operate with advice and directions issued by the Council, relating to matters concerning Health, Safety and Wellbeing or establish and adopt other equally effective measures; and
- h. Ensure that in respect of any project that they initiate, consider and appropriately consult on issues affecting the Health, Safety and Wellbeing of all persons from the planning stage and include any necessary measures to control risks.

Head Teacher responsibilities

Head Teachers will regularly liaise with the Governing Body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises and/or activities. The Head Teacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed, it is effectively implemented and its requirements are communicated to all relevant persons;
- b. A suitable and sufficient Risk Register is developed, updated and implemented ensuring that all requirements of the relevant statutory provisions are met in full.
- c. Put in place effective arrangements and procedures that are proportionate and appropriate to the risks of an activity.
- d. Staff, visitors and students are informed and aware of existing procedures and the precautions to follow;
- e. Where health and safety functions are delegated, staff have the capacity to take on the responsibilities, together with the appropriate training and competencies and with clear lines of accountability established;
- f. Consider nominating a person to act as a focal point (H&S Co-ordinator – [see section 2.4](#)) for health and safety within the school;

- g. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors;
- h. An Asbestos Management Plan has been developed, is up to date and available for inspection, comprising details of location and condition of any asbestos containing materials that may be present.
- i. To co-operate with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- j. To ensure that employees are aware of their responsibilities regarding health and safety and that disciplinary measures are taken in the event of non-compliance with the requirements for this Policy.
- k. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- l. They keep informed of the general requirements of health, safety and welfare legislation and standards relevant to school premises and activities;
- m. Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- n. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place. Significant findings must be recorded.
- o. Employees have access to the Health and Safety Executive “Health and Safety Law – [What you should know](#)” poster or the associated leaflet.
- p. Employees have access to the school’s Health and Safety Policy and relevant safety arrangements and are made aware of their responsibilities.
- q. Implement site-specific arrangements to ensure the safety and wellbeing of employees, pupils, contractors and members of the public who may be affected by activities undertaken at the school.
- r. Consult and work with recognised TU safety representatives / employee representatives.
- s. Ensure that, if required, fully collaboration is provided to [HSE inspectors](#), as stated in current legislation.

Health and Safety Co-ordinator responsibilities

The day to day responsibility for all school health, safety and welfare matters and activity rests with the Health and Safety Co-ordinator who will:

- a. Be the focal point for reference on health, safety and welfare matters and to provide advice according to their competency or indicate source of advice (e.g. health and safety adviser);
- b. Liaise with and report directly to the Head Teacher on all matters relating to health and safety;

- c. Ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school activities and seeking approval of the Head Teacher for meeting the financial implications of identified control measures;
- d. Ensure that all certification and statutory inspections are kept up to date;
- e. Investigate accidents, incidents, dangerous occurrences and near misses, ensuring correct completion of the online incident reporting system (IRIS) and support the Head Teacher on any management reviews/actions to be undertaken;
- f. Issue updates as required to all holders of health and safety policy documents;
- g. Liaise with Islington council's Corporate Health and Safety team regarding relevant matters;
- h. Support Head Teacher in providing information to HSE representatives if required.

Premises Managers responsibilities

The Premises Manager (or equivalent) has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken and regularly reviewed and recorded, including specific hazards such as Asbestos, Legionella and electric supply/appliance, etc.;
- b. Where significant alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is updated, with the assistance from Islington Council's Corporate Health & Safety team;
- c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working on the premises and first aiders;
- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure of persons to hazardous substances or materials;
- e. Premises-related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- f. Appropriate emergency procedures are established and maintained;
- g. An emergency team is appointed that includes a trained responsible person (e.g. Head Teacher / H&S Co-ordinator), fire marshals and first aiders. Sufficient information on the building's emergency procedures is given to staff and visitors to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out and recorded;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. All building and service contractors are employed in accordance with the council's Procurement Code;
- l. The Asset Management team in Islington council are consulted before any arrangements are initiated involving contractors undertaking work regarding:

- alteration to a building's structure or its grounds;
 - substantial change to a buildings use (whether partially or wholly);
 - significant change to a building's water or energy supply or environmental control systems; or
 - alteration or removal from service (whether partially, wholly or temporary) of a building's fire alarm, detection or sprinkler system;
- m. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;
- n. Undertake responsibilities assigned to them by the Head teacher to comply with Asbestos legislation and the School's Asbestos Management System, including the management of contractors and works within the school;
- o. Common areas are inspected at least once per quarter;
- p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local emergency procedures and the required health and safety standards; and
- q. Systems for environmental control are regularly serviced and are without risk to health.

Employees (including temporary staff & volunteers) responsibilities

Grafton Primary School reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time, temporary or volunteers, have a responsibility to:

- a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;
- b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare or individual may be subjected to disciplinary action according to the school's disciplinary procedures.
- d. Undertake mandatory training and carry out activities in accordance with training and instructions;
- e. Familiarise themselves with the school's Health and Safety Policy and keep up to date with any changes to this document; and
- f. Inform your employer or a member of senior management team of any serious risks.

In order to carry out the above, all employees must:

- make themselves familiar and comply with relevant safety instructions at all times;
- use approved personal protective equipment for its intended purpose, informing management if this equipment has become defective / requires replacement.

- report to their manager incidents that have led to or may lead to injury or damage to property/equipment and assist in the investigation of such incidents if required;
- use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given, and report any problems;
- make full use of any system of work designed to reduce the risk of injury to themselves;
- not work under the influence of alcohol or drugs; and
- discuss with their manager any work-related stress or health issues that could affect their ability to perform safely or to the required standard. .

Contractors

Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The premises manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

Work on mains electrical wiring, mains incomers and distribution boards.
 Removal of asbestos or work where asbestos materials are known or suspected to be in place.
 Major excavations
 Access to roofs and roof voids
 Sterilising of water systems with chemicals
 Access by anyone to confined spaces such as voids sumps and drains

(An example permit to work can be found at: www.islingtonschools.net/services/pam/hs)

Catering

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering contractor or school is responsible for:

- the safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
- ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

Hygiene. To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff area if appropriate.

Fire. To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

Training Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire fighting equipment.

Asbestos

The Headteacher is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the LBI manual, Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors.

The premises manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.

They should immediately stop work, evacuate the area and request advice from the Health and safety team, telephone 020 7527 5971.

Hirers, Contractors & Others Using or Working in the School

This section should be read in conjunction with the LBI guidance, **Community Use of School Premises and Facilities**.

When the school's premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The Head 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 the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- (a) Introduce equipment for use on the school premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

Visitors

All visitors must report to the School Office where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Visitors should wear a suitable visitors badge when on the premises.

Staff will be provided with identity badges.

**Furthermore the Following list of arrangements will be in place.
NB Not all documents relating to this list is within this policy**

- a. Communication of health and safety procedures
- b. Accident, Incidents, Dangerous Occurrences and Near misses
- c. Asbestos
- d. Control of contractors
- e. Control of Substances Hazardous to health
- f. Display Screen Equipment
- g. Document Control
- h. Electricity at work
- i. Emergency procedures
- j. Fire Safety Management
- k. First Aid
- l. Legionella
- m. Lifting Operations and Lifting Equipment
- n. Management of health and safety
- o. Manual handling
- p. Medical Support to Pupils
- q. New and Expectant Mothers
- r. Noise at work
- s. Personal protective equipment
- t. Safety Representatives and consultation
- u. Site security
- v. Stress at work
- w. Training
- x. Violence and aggression
- y. Visitors
- z. Work Experience

Provision of first aid

A risk assessment will be carried out to decide what first aid arrangements are required for the school. This takes into consideration the types of activities in the school and their levels of risk to decide numbers training levels and first aid facilities.

(A generic first aid risk assessment can be found at: www.islingtonschools/services/pam/hs)

The schools designated first aiders are:

| Name | Location | Tel no |
|----------------------|--------------|---------------|
| Wendy Lewis | Ground floor | 020 7272 3284 |
| Helen Williamson | Middle Floor | 020 7272 3284 |
| Mrs Christalla Savva | Top floor | 020 7272 3284 |

A Full List of First Aiders is

Paediatric First Aid

Charli

Pet

Deniz

Marina

Wendy

Junior

Anna

3 Day First Aid

Gloria

Christalla

Karen M
Mark

Helen

Lauryn

Wendy

Leonie

1 Day Basic First Aid incl defib

All staff

The designated persons responsible for checking and maintaining the contents of the first aid boxes are Gloria Tofi and Christella Savva.

Note: If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

Accident Reporting

Accidents must be reported using the school's reporting system, furthermore any serious cases must be reported to LBI and followed up by the head teacher.

It is the responsibility of the HEADTEACHER to sign off an accident form in the event of an incident. She should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years.

In the case of minor accidents to non-staff, i.e. pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a schools minor injuries book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk)

Fire and emergency arrangements

It is the duty of all members of staff to be aware of the fire and emergency procedures. The following person(s) are responsible for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

| <u>Name</u> | <u>Location</u> | <u>Tel no.</u> | <u>Area of Responsibility</u> |
|-----------------------|--------------------------------|----------------------|-------------------------------|
| Paul Graham | School Office | 07947338325 | Premises Manager |
| Andrew Turnock | Associate Head's Office | 020 7272 3284 | Associate Head Teacher |

A formal check of the premises fire arrangements should be made by the members of the senior management team as often as is required. This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the premises committee and the Premises Manager.

Fire fighting and precautions

All fire fighting equipment is annually inspected and serviced by CHUBB

It is the responsibility of the Premises Manager to ensure that fire fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

| <u>Name</u> | <u>Location</u> | <u>Tel no.</u> | <u>Area of Responsibility</u> |
|-------------|-----------------|----------------|-------------------------------|
|-------------|-----------------|----------------|-------------------------------|

| | | | |
|--------------------|----------------------|--------------------|-------------------------|
| Paul Graham | School Office | 07947338325 | Premises Manager |
|--------------------|----------------------|--------------------|-------------------------|

Fire alarms

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the Premises Manager. Fire alarms should be serviced annually by a competent contractor and records kept of the tests. (LOVELOCK AND TAYLOR)

| <u>Name</u> | <u>Location</u> | <u>Tel no.</u> | <u>Area of Responsibility</u> |
|--------------------|----------------------|--------------------|-------------------------------|
| Paul Graham | School Office | 07947338325 | Premises Manager |

Fire drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible, where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

Fire drills will be arranged by:

| <u>Name</u> | <u>Location</u> | <u>Tel no.</u> | <u>Area of Responsibility</u> |
|--------------------|----------------------|----------------------|-------------------------------|
| Paul Graham | School Office | 07947338325 | Premises Manager |
| T. Sergides | School | 020 7272 3284 | Headteacher |

NB – the Premises Manger must be informed of any person in the school who may have difficulties exiting the school if there were to be a fire.

Notifying the Emergency Services

The following staff have specific responsibility to call emergency services in the event of a fire :

| <u>Name</u> | <u>Location</u> | <u>Tel no.</u> | <u>Area of Responsibility</u> |
|-----------------------|----------------------|----------------------|-------------------------------|
| Paul Graham | School Office | 07947338325 | Premises Manager |
| Gloria Tofi | Middle Floor | 020 7272 3284 | First Aider/TA |
| June Ritchards | School Office | 020 7272 3284 | Office Admin |
| Jeni Whelan | School Office | 020 7272 3284 | Office Admin |

Clearing premises in an emergency

The following staff have specific responsibility to check all areas are cleared and people with disabilities :

| <u>Name</u> | <u>Location</u> | <u>Tel no.</u> | <u>Area of Responsibility</u> |
|-------------------------|----------------------|--------------------------|-------------------------------|
| Paul Graham | School Office | 020 7272 3284 | Premises Manager |
| | | 07947338325 | |
| T. Sergides | Head's Office | 020 7272 3284 | Headteacher |
| Gloria Tofi | Top Floor | School | Teaching Assistant |
| Christella Savva | Top Floor | School – as above | Teaching Assistant |

Assembly Areas

The following staff have specific responsibility to take charge of the assembly area (LARGE PLAYGROUND) and check numbers correspond with attendance figures:

| Name | Location | Tel no. | Area of Responsibility |
|--------------------------------|------------------------|----------------|-------------------------------|
| T. Sergides | School – Assembly area | 020 7272 3284 | Headteacher |
| Anna Sutton and Andrew Turnock | School – Assembly Area | 020 7272 3284 | Deputy Head Associate Head |
| June Richards | Office – Assembly Area | 020 7272 3284 | Admin staff |

Information, documentation and training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the School's health & safety manual. The Headteacher must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held by all staff with a central copy held in the main office. The headteacher must ensure that their staff are familiar with all relevant documentation. It is the responsibility of the Headteacher to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

The people responsible for co-ordinating Health and Safety meetings are Paul Graham and Gloria Tofi and meetings will take place every term in the second week of every term.

Repairs and maintenance

All damage, signs of wear and defects in the premises or any other issues of concern must be reported to:

| Name | Location | Tel no. | Area of Responsibility |
|--------------------|----------------------|----------------------|-------------------------------|
| Paul Graham | School Office | 020 7272 3284 | Premises Manager |
| | | | |

Note: A record must be kept of all reported items in a maintenance book, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

School Premises Plans

Area available as an additional document and copies are held in the school office.

| Name | Location | Tel no. | Area of Responsibility |
|--------------------|----------------------|----------------------|-------------------------------|
| Paul Graham | School Office | 020 7272 3284 | Premises Manager |

Electrical equipment

All portable electrical equipment will be tested by AV every year.

A copy of the inventory of the electrical equipment tested including the results should be kept with the school health and safety manual, which is held by the premises manager – Paul Graham.

All staff must visually check all electrical appliances prior to their use and report any defects to The Premises Manger – Paul Graham and Senior Leader responsible for safety issues

All defective equipment must be taken out of use immediately and reported to Headteacher. Privately owned appliances must not be used on the School's premises.

Machinery and plant

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards

All equipment should be suitable for its purpose.

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. The following people carry out these tests.

| Name | Equipment/plant to be tested | Frequency or interval |
|-------------|---|------------------------------|
| Stannah | Lifts | yearly |
| N/A | Fume cupboards | |
| TBC | Extraction systems for COSHH related activities | |
| N/A | Pressure vessels, autoclaves | |
| N/A | Art, design & technology equipment, e.g. kilns, lathes, etc | |
| OCO Ltd | Heating system & Boiler | Yearly |

Arrangements should be in place to ensure that the CLEAPSS guidance is fully available to science teachers and technicians and for suitable training support and monitoring to be in place to ensure continuing high standards of safety and control.

Information should be available without recourse to passwords or inaccessible PCs which will inhibit or reduce the availability of essential preparation or safety information. These must be kept by Headteacher.

Furniture and equipment

Nominated staff, Paul Graham and Andrew Turnock, must ensure that there is a system of inspection to identify against defective furniture and equipment. . All discovered defects must be reported to the premises manager who should take immediate remedial action where necessary following approval by the Headteacher.

Control of Substances (COSHH)

All substances, chemicals, etc purchased and used within the school must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals. Risk

assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

Substances will be used in accordance with the guidance given in *"Be Safe" from the HSE*; in the *CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"*; and in accordance with the manufacturers, instructions and advice on the label.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the Head. Any substance not identified should be disposed of.

Cleaning arrangements

The School's premises are cleaned by school employed staff and the specification for the cleaning regime is held by the premises manager and the head as well as the staff themselves.

Any problem relating to the cleaning should be made to the premises manager.

The school is responsible for providing a specification of the cleaning arrangements and will include:

- The health and safety policy of the contactor
- Risk assessments of the arrangements for cleaning tasks.
- Arrangements for supervision and control of their employees.
- Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
- Coshh assessments for the use and storage of cleaning materials.
- Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- Use and storage of personal protective equipment
- Training in responding to emergencies such as fire and accidents
- Regular meetings should be arranged with the cleaning staff to review the suitability of safety arrangements and records kept of the meetings

Where it employs its own cleaners the school is responsible for all of the above.

Risk assessment

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.

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.

Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors.

Premises Inspection

- a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.

- b) In addition, Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Manager.

Monitoring Systems

- a) The School Health and Safety Committee will meet at least once per term, usually following termly inspections so that any issues can be addressed.
- b) The Head teacher will monitor the school's performance on health and safety issues.
The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for health and Safety issues arising.

Audit and Review of Performance

Schools are to be audited according to their requirements, e.g. Secondary schools are to be formally audited annually. Primary Schools are to be formally audited on year one and require a self-assessment year two. Therefore:

- a) There will be an annual audit of all aspects of Health and Safety. The Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.
- b) There will be a bi-annual self-assessment audit carried out in the years that a formal audit is not being carried out.

Third Party Monitoring/Inspections

- a) The school will be subject to third party inspection and monitoring as follows:
 - As part of Ofsted requirements
 - Provided by Corporate Health and Safety
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Offsite Visits

It is important that suitable arrangements are made for all offsite visits by students. The school will appoint and train an Educational Visits Coordinator (EVC) , Anna Sutton, who will take a central role in planning and administering offsite visits. The DfE has provided full guidance and information which can be found at [www.islingtonschools.net /services/PAM/hs](http://www.islingtonschools.net/services/PAM/hs) and from the LBI Health and Safety Team tel 020 7527 5971

It is EVC and head teacher's responsibility to ensure the safety of the school's children and staff off site. Reasonable steps must be taken to ensure everyone's health and safety and it

is essential that children follow the school's rules whilst on visits. In exceptional circumstances children may not be permitted to attend a school trip if their previous behaviour suggests that their health and safety, or the health and safety of others, cannot be guaranteed.

Conclusion

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well being.

Additional:

Fire Marshalls

Fire Marshal Procedures Grafton Primary School

The following members of staff have received a full day training and are certified as Fire marshals:

Helena Blake Mez

Leonie Thompson MF

Gloria Tofi PC

Michelle Hughes LF

Wendy Lewis Nursery

Andrew Turnock MF

Linda Scully Top Mez

Paul Graham (Fire Marshall)

Future training is planned for to ensure comprehensive coverage and additional capacity against illness or absence.

- The responsibility of the fire marshal is to make visual checks on the building at regular periods.
- Health and Safety is a shared responsibility and all staff members in the school understand the importance of keeping our place of work and learning safe for children and adults.
- Fire marshals should also check for potential risks such as fire doors being kept open.
- Serious risks should be reported to the premises manager, associate head or head teacher.
- In the event of a fire, fire marshals should assist with the evacuation of the building by ensuring that everyone in their immediate vicinity is aware of the need to and does evacuate. If checking toilets and small rooms, fire marshals should enlist the help another staff member to keep doors open. Fire marshals should never go towards a fire.
- Fire marshals should also bring a first aid kit with them as they leave their floor.
- Vital medicines such as asthma inhalers, epi pens or medication for children with epilepsy should be brought from the office in the event of a fire.
- The school office retain a 'grab bag' of vital information and medicines that should be brought out of the building in the event of the need to evacuate.

List of First Aiders:

First Aiders See list above