



# HEALTH & SAFETY

## **LONDON BOROUGH OF NEWHAM**

### **SCHOOL BASED HEALTH AND SAFETY POLICY STATEMENT**

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## **SCHOOL BASED HEALTH AND SAFETY POLICY STATEMENT**

### **1. Responsibilities Under the Health and Safety at Work etc. Act 1974 (HSW)**

- 1.1 The general duties of employers are set down in Section 2 and 3 of the HSW, those of Governors in Section 4 as having control of the premises and those of employees in sections 7 and 8. The obligations for all parties involved are further elaborated in the Council's Statement of Policy on Health and Safety at Work for non-teaching staff and the Council's Statement of Policy on Health and Safety at Work (Teacher's Policy) for teaching staff. The implementation of these policies in the Education Department is clarified in the Education Departmental Arrangements and a Health and Safety Guidance to School Establishments has been produced to interpret these policies at the school base level.
- 1.2 This is the school based health and safety policy statement for Cumberland School Specialist Sports and Applied Learning College which shows all the arrangements necessary to implement the policies in 1.1 such that the Authority's Governors' and Employees' duties identified in the HSW can be carried out on these premises.
- 1.3 A copy of this policy statement will be issued to every person employed by the school.

### **2. Responsibilities of School Governors**

- (a) make arrangements to receive, disseminate to all employees in the school and implement as appropriate the Council's Health and Safety Policy, Education Department Policy and Procedural Memoranda, Bulletins and other safety instructions from the Authority.
- (b) make arrangements for the resolution of health and safety issues at school level, wherever possible, and the referral of those requiring greater authority and/or expert advice;
- (c) be available to employees with supervisory responsibilities to resolve health and safety problems and to other employees where such problems cannot be resolved at a lower level as indicated in this policy statement;
- (d) be readily available to accredited Safety Representatives to co-operate with them in carrying out their functions, and to receive and action, as appropriate, written reports from Safety Representatives following their inspection of the workplace;
- (e) ensure that accredited Safety Representatives are consulted on all health and safety matters affecting employees they represent;

- (f) receive and action, where appropriate, reports from the Central Health and Safety Section;
- (g) make arrangements to identify the training needs of employees with supervisory responsibilities to ensure the implementation of this policy;
- (h) make arrangements to ensure that all employees are familiarised with this policy statement and identify training needs to achieve this;
- (i) JLIS Facilities Manager ensures that the *Premises' Record Book* is correctly filled out, kept up to date and easily available for inspection;
- (j) ensure that this policy is regularly reviewed and updated, in consultation with the Central Health and Safety Section, as required;
- (k) those arising from the Council's Statement of Policy on Health and Safety at Work (Teachers' Policy), including Section 2.4.

### **3. Responsibilities of Employees with Supervisory Responsibilities**

Responsibility on a day to day basis for Health and Safety is delegated to staff in supervisory positions as indicated in the Council's Statement of Policy on Health and Safety at Work for non-teaching staff and the Council's Statement of Policy on Health and Safety at Work (Teachers' Policy) for teaching staff. Their duties are listed below as follows:-

- (a) to familiarise themselves with the Health and Safety Policy Information and advice provided by the Council, including the Education Department's Policy and Procedural Memoranda and Bulletins, and to ensure that staff are kept informed, as necessary, in accordance with the arrangements made;
- (b) to liaise with staff, who refer to them directly at site level, on Health and Safety matters and to identify and take action on hazards, or report to the Head in accordance with the arrangements made;
- (c) to ensure that all accidents within the area of their responsibility are reported and recorded in accordance with the Council's procedures and, if appropriate, to John Laing Integrated Services.
- (d) to monitor sites and places of work to ensure that safe practices and methods of work are being followed, and report in accordance with the arrangements made to achieve this;
- (e) to identify the need for protective clothing and equipment and ensure that such clothing and equipment is properly used, stored, maintained and renewed as required;
- (f) to take responsible steps to ensure that training needs to implement this policy are identified and reported in accordance with the arrangements made;

- (g) to ensure that new employees receive the information necessary for working safely;
- (h) to familiarise themselves with the School Premises Record Book;
- (i) those arising from the Council's Statement of Policy on health and Safety at Work (Teachers' Policy), including section 2.5.

#### **4. Responsibilities of all Employees**

- (a) to co-operate with the Head and employees with supervisory responsibilities in implementing this policy;
- (b) to report any hazards in accordance with the arrangements made for doing this.
- (c) to co-operate with Safety Representatives when carrying out their functions;
- (d) to familiarise themselves with the arrangements for fire drills and the safe evacuation of the school in case of fire or other emergencies;
- (e) those arising out of the Council's Statement of Policy on health and Safety at Work (Teachers' Policy), including section 2.6

#### **5. Communication**

5.1 The Head will ensure that all staff are made aware of the normal communications channels within the school and the Authority for Health and Safety matters. These will be used for notifying potential safety hazards and for referring matters to a level at which they can be resolved. (See Appendix 1).

5.2 The Head will ensure that the existence of all Health and Safety advice is:-

- made known throughout the school;
- notified, in particular, to employees with supervisory responsibilities, and also accredited Safety Representatives;
- posted on noticeboards, wherever appropriate;
- circulated to staff as necessary;
- updated as necessary;
- filed so as to be readily available to all employees.

## 6. Accidents and Incidents

All accidents, dangerous occurrences (including near misses) and certain serious diseases must be reported. The procedure is given in detail in the Health and Safety Policy and Procedural Memorandum Number 7.

- (a) Incident and Accident Report Forms are kept in the Medical Room and will be completed by the appropriate employee with the supervisory responsibilities, who is

Name: Mrs P Russell      Room: Medical F03

- (b) The Record of Accidents, Dangerous Occurrences and Ill Health Enquiries Registers are kept in F03 and should be completed as appropriate

## 7. Accredited Safety Representatives

Under the Regulations on Safety Representatives which became operative on 1st October 1978 recognised trade unions can appoint Safety Representatives.

They are entitled to:-

- (a) investigate potential hazards and to examine causes of accidents;
- (b) investigate employee complaints;
- (c) make representations to the employer on matters arising out of 8 (a) and 8 (b);
- (d) make representations to the employer on general matters affecting the health, safety and welfare at work of employees;
- (e) carry out inspections of the workplace;
- (f) represent employees in consultations with the employer and with Inspectors of the Health and Safety/Executive (HSE)

These functions are described in more detail in section 4 of the Council's Statement of Policy on Health and Safety at Work for non-teacher accredited safety representatives and in section 4 of the Council's Statement of Policy for Health and Safety at Work (Teachers' Policy) for teacher accredited safety representatives.

The name(s) of the accredited Safety Representatives in this School are:-

Name	Department	Contact Room / Phone
Vez Pawluczyk	Science	F31

## 8. Fire Instructions for Staff

Please refer to this section on page 148.

## 9. First Aid

First Aid boxes must be kept fully equipped by the first aiders responsible for them. However they should only contain the items listed in the Health and Safety Policy and Procedural memorandum No. 9.

### Location Of First Aid Boxes

<u>Room No.</u>	<u>Type of Box</u>
F03	Full Kit
F28	Full Kit
F33	Full Kit
G11	Full Kit
G23	Full Kit
G24	Full Kit
G51	Full Kit
G81	Full Kit

All first aid boxes are conspicuously marked with a white cross on a green background and their location is indicated in the Premises Book.

### Qualified First Aiders

Pauline Russell	Zalika Ledeatte-Williams	Samantha Flippance
Kaina Smalling	Tracy Davis	Louise Graham
Kelsey Jenkins	Lisa Brodie-Brown	

A log of pupils given First Aid will be kept in the Medical Room. It will be the responsibility of Pauline Russell to keep the log.

## 10. Supplementary Policies

This School will develop, and update, other policies, in consultation with the Central Health and Safety Section through the Education Department Health and Safety Liaison Officer, as required in the Health and Safety Guidance to School Establishments and JLIS FM. These supplementary policies will be kept in the school office for easy access to all employees.

## APPENDIX 1

### SCHOOL BASED HEALTH AND SAFETY POLICY STATEMENT RESPONSIBILITIES OF PERSONNEL

#### **Establishment: Cumberland School Specialist Sports and Applied Learning College**

The Headteacher must ensure that all existing staff and new members of staff are given a copy of the school based health and safety policy statement and that they are informed where other health and safety information, they may require, is located within the school.

1. Head is:-

NAME:	John Bradshaw
DESIGNATION:	Head teacher
WORK LOCATION:	S31
TELEPHONE NUMBER:	Ext 7512
TELEPHONE NUMBER:	(For Emergencies) 7711

The person designated to deputise for the Head (in his absence) on health and safety matters is:-

NAME:	Sharon Murphy
DESIGNATION:	Director of Resources
WORK LOCATION:	F06
TELEPHONE NUMBER:	Ext 7501
TELEPHONE NUMBER:	(For Emergencies) 7702

# First Aid

