

## Statement of intent

The board of directors is committed to ensuring that high standards of health, safety and welfare are provided and maintained to ensure a healthy and safe working environment for all pupils, staff, students and visitors.

The board of directors recognizes that health, safety and welfare is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the school provision. This commitment also embraces all aspects of occupational health and safety, including physical and mental well being of all employees.

Managers at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, by supporting their staff and pupils to maintain this commitment and leading by example.

The head teacher, as appointed health and safety co-coordinator, will ensure that the board's commitment to health, safety and welfare detailed in this policy is actioned and communicated to all employees.

All employees are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health, safety and welfare could lead to the prosecution of board of directors and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

This statement, policy and arrangements was approved by the board of directors on 01.05.2010.

## Organisation and responsibilities

Although in practice the board of directors may delegate specific health and safety tasks to others at the school, the ultimate responsibility, no matter who carries out the tasks, remains with the board of directors.

### The role of the board of directors

The board of directors, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations 1999) to:

- institute a *Health and safety policy* and advise employees of it;
- ensure, so far as is reasonably practicable, the health, safety and welfare of all staff and pupils in school and during off-site visits, and of visitors to the school, and volunteers involved in any school activity;
- assess the risks of all activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures;
- ensure that staff are trained in their health and safety responsibilities; and,
- take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

### Head teacher

The head teacher is accountable to the board of directors for the implementation of the *Health and safety policy* and will also discharge the board of director's overall duty as employer. This will be achieved through the following systems.

Establishing and maintaining control by:

- ensuring the *Health and safety policy* is brought to the attention of all staff;
- allocating and defining the health and safety responsibilities of all managers and all employees;
- ensuring managers have access to competent advice and assistance.

Securing co-operation between individuals, safety representatives and groups to encourage ownership of the *Health and safety policy* by:

- establishing a health and safety committee to facilitate consultation;
- facilitating and encouraging local consultation between managers and employees or their representatives;
- ensuring arrangements are in place for appropriate co-operation and co-ordination where services are delivered in partnership with other organizations, including the self employed;
- supervising all office staff and ensuring the *Health and safety policy* is implemented in all school offices.

Establishing effective communication with regard to health and safety including:

- ensuring relevant health and safety information is appropriately disseminated to managers and staff;
- facilitating access of all managers to competent health and safety advice;
- ensuring managers lead by example;
- ensuring health and safety is included in team meetings;
- ensuring health and safety is addressed during appraisals;
- ensuring there are facilities for enabling employees to raise health and safety issues, concerns and suggestions;
- ensuring where persons are not employees, such as employees of a contractor, self-employed persons or voluntary workers, that arrangements are made for the provision of information with regard to relevant risk assessments and the associated preventive /protective measures;
- ensuring relevant health and safety information is provided to visitors, temporary and agency staff and voluntary workers.

Establishing arrangements to ensure staff are competent. These arrangements should include:

- recruitment procedures;
- the provision of information, instruction and training to meet these needs.

Establishing a planned and systematic approach to implementing the *Health and safety policy* which includes:

- effective risk assessment to identify, assess and eliminate or control hazards and risks;
- ensuring there are Codes of Practice in place to indicate the work place precautions and arrangements for implementing the policy;
- ensuring an annual health and safety action plan is prepared and agreed by the management team for prioritising different health and safety objectives;
- maintaining the fire register.

Establishing arrangements for monitoring health and safety performance including:

- arrangements for inspections of areas of work, including allocation of responsibilities for undertaking them and specified frequencies;
- arrangements for monitoring services (e.g. gas and electrical systems) and equipment;
- complying with the school's procedures for monitoring the implementation of health and safety systems;
- appropriate investigation of accidents and incidents;
- the collation and analysis of accidents and incidents records;
- the investigation and monitoring of sickness absence arising from work related ill health or injury;
- arrangements to enable staff to report hazards.

Establishing arrangements for reviewing health and safety performance including:

- establishing appraisal protocols which ensure issues identified by monitoring and auditing are addressed;

- an annual report is produced for the board of directors summarizing health and safety performance according to the criteria and in the format agreed by the board of directors;
- ensuring health and safety performance is included in appraisals;
- procedures for identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance.

A copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

#### **Health and safety co-ordinator**

The head teacher is the nominated health and safety co-ordinator and has responsibility for the overall co-ordination and monitoring of the implementation of this policy.

Responsibilities include:

- ensuring that the school's *Health and safety policy* reflects current priorities and is monitored, reviewed and revised as necessary;
- establishing means of communication on health, safety and welfare matters throughout the school;
- ensuring the effective co-ordination of health and safety throughout the school;
- ensuring effective monitoring systems in accordance with the school's policies are in place;
- ensuring all appropriate health and safety issues are addressed at management team level;
- ensuring all managers have access to competent advice and assistance on health, safety and welfare matters;
- preparing an action plan for health and safety (annually or longer term as appropriate).

#### **Head teacher's nominated deputy**

The head teacher's nominated deputy is responsible for carrying out the head teacher's duties in their absence.

#### **Managers (Including the senior teacher, head therapist and care manager)**

Managers are responsible for implementing the *Health and safety policy* in their area of control. This will include ensuring that:

- health and safety information and Codes of Practice appropriate to their areas of responsibility are brought to the attention of and communicated effectively to all staff within their management and are complied with;
- assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the Codes of Practice relevant to the subject area;
- all incidents occurring in the area of responsibility are reported; the causes are investigated and an incident report form is completed;
- reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- staff are aware of safety procedures (including fire procedures, first aid, accident and incident reporting, etc.);
- new employees receive appropriate health and safety information, instruction and training, including the area of responsibility safety procedures;
- all staff integrate the 'safe learner' concept into their induction and learning programmes;
- both active and re-active health and safety monitoring is undertaken in their area of control (inspections, accident/near miss investigations, appraisals, monitoring checklists, etc.);
- staff have the necessary competence to fulfil their duties (provision of information, instruction, training, etc.);

- health and safety issues are raised with the head teacher which cannot be addressed within the area of responsibility;
- health and safety is included as an agenda item at meetings;
- procedures for identifying and acting upon failures by any employees to adhere to the *Health and safety policy*.

### **Class teachers**

The safety of pupils in the classroom, around the school and during off-site activities is the responsibility of the pupil's class teacher. This applies to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (notices, posters and hand-outs, etc., are not enough);
- ensure that pupils' coats, bags, cases, etc., are safely stowed away;
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures, etc., when necessary;
- make recommendations on safety matters to the head teacher.

### **Senior caretaker**

The senior caretaker is responsible for the premises and ensuring appropriate standards of health and safety are maintained. Specific responsibilities include:

- supervising caretaking and cleaning and, where appropriate, grounds maintenance staff, and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant health and safety information including the *Health and safety policy* and Codes of Practice;
- ensuring arrangements are in place with regard to fire precautions;
- liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the school and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to children which might arise out of their work;
- lettings of school premises to outside organisations;
- ensuring that premises defects which affect health and safety are dealt with or, if this is not possible, for ensuring they are raised with the head teacher or the board of directors.

### **Line managers**

All managers, including therapists and class co-ordinators, are responsible for ensuring the *Health and safety policy* and arrangements that have been made are implemented in their areas of activity. As a general rule managers' direct responsibility for health and safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision. In addition to ensuring work activities under their control are carried out, so far as is

reasonably practicable, safely and without risk to health, managers' responsibilities include:

- monitoring the implementation of the *Health and safety policy* in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated;
- ensuring individual employees are aware of their responsibilities for health and safety;
- ensuring employees under their control are adequately trained, informed, instructed and supervised.

Therapists have additional responsibilities. In particular, they will need to ensure that:

- Codes of Practice appropriate to their area are brought to the attention of all relevant staff;
- Codes of Practice are complied with and appropriate safety signs or notices are displayed;
- relevant health and safety information is communicated to staff;
- first aid procedures are complied with;
- all accidents occurring in their area are reported and an accident/incident form is completed;
- reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- training needs of staff within the area are identified;
- staff are aware of the fire procedures;
- new employees receive appropriate health and safety information including specific safety procedures.

### **All employees**

Health and safety responsibilities for all employees include:

- taking reasonable care of their own health and safety and that of all persons affected by their acts or omissions;
- co-operating with the board of directors so far as is necessary to enable it to meet its responsibilities for health and safety;
- using work equipment provided correctly in accordance with instructions and training;
- to inform the board of directors, through line managers, of any work situations which represent a serious and immediate danger to health and safety.

All employees are reminded of the need to report any accidents which occur at work.

Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with their line manager or the head teacher.

### **Pupils**

Pupils have no particular responsibility in the implementation of the school's *Health and safety policy*, but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the school and in particular the instructions of staff given in an emergency;
- use and not willfully misuse, neglect or interfere with any item provided for safety.

## **Safety representatives and the safety committee**

### **Safety representatives**

The board of directors will provide for effective joint consultation on health and safety matters with safety representatives.

### **Safety committee**

The board of directors has established a school safety committee, which normally meets termly.

## General arrangements

### Health and safety advice

Essex County Council's Health and Safety Advisory Service has been appointed to assist in undertaking protective and preventive measures.

### Codes of Practice

Information on Essex County Council's Codes of Practice and Guidance Standards can be downloaded from the schools Infolink and should be made available to the relevant departments.

### Accident reporting

Details of who to contact in the event of an accident are detailed in Appendix 1 of this policy. Please also see the school's *Accident/Incident policy*.

### General arrangements

Appendix 1 should be completed and displayed in an area where all staff have access. This information informs employees where they would find the general arrangements for implementing this policy.

### Risk assessment

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 form to record significant findings. For most activities Essex County Council Codes of Practice and Guidance Standards indicate the preventive and protective measures and the assessment form will refer to the particular code.

## Health and safety monitoring, auditing and reviewing

- The Essex Internal Monitoring Form will be completed annually by the head teacher and managing director and a copy sent to other board members.
- An inspection of the school will be carried out termly by the senior caretaker and head teacher.
- All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary, reports will be submitted to the board of directors.
- Accident /incident records will be examined at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event.)
- In addition to the above, annual inspections will be carried out of the following equipment; P.E. equipment, climbing frames, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances and hot and cold water systems. Other routine inspections are detailed in specific Codes of Practice.

## Consequences of non-compliance

It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the policy (including the Codes of Practice), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure within the establishment.

For serious breaches of health and safety legislation or the *Health and safety policy* resulting in an employee putting either themselves or others at risk, disciplinary action in accordance with the school's disciplinary procedure will follow.

Where the breach is considered to be sufficiently serious it may be regarded as gross misconduct, possibly resulting in dismissal.

Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the school's *Health and safety policy* requirements is a ground for suspending delegation, subject to the right of appeal.

It is necessary to have relevant procedures in place, as stated in this document, to ensure that all employees and managers in the school fulfil their legal responsibilities so that the board of directors is able to meet its legal obligations as the employer. A failure to manage health and safety could lead to enforcement action by the health and safety executive.

### **Access to the *Health and safety policy***

A copy of this policy will be available to all employees on the school notice boards.

## **Appendix I – Woodcroft health and safety arrangements**

Local organisation and arrangements notice

*(Copies to be displayed on the school notice boards in prominent positions)*

Name of establishment: **Woodcroft School**

Manager responsible for establishment: **Margaret Newton**

Health and safety co-ordinator: **Margaret Newton**

Location of health and safety Codes of Practice, documentation and risk assessments:

**Head teacher's office and resource room**

Location of fire register: **Main office**

Procedure for accident reporting including the name of the employee to report to and who reports to the HSE: **Margaret Newton signs accident/incident reports daily and reports to the HSE**

First aiders / Appointed persons: **Sam Bloxside, Lyn Cushway, Janet Denhard, Diane French, Charlotte Germain, Michael Greenwood, Sandra Gregory, Tina Isaac, Cheryl Kelly, Louise Ludlow, Melissa MacFarlane, Teresa Mitchell, Cristina Poyot, Paulette Regan, Sarah Smart, Rob Tunstall, Pam Walker**

Procedure for reporting hazards: **Premises manager Mick Marshall via the maintenance jobs book kept in the school office**

Fire assembly point: **Main lawn**

Fire marshals / Evacuation officers: **Jackie Baker, Diane French, Mick Marshall, Margaret Newton, Rob Tunstall**

Day and time of weekly fire alarm tests: **Friday after school**

Name, address and telephone number of nearest hospital: **Whipps Cross Hospital Whipps Cross Road, Leytonstone, London E11 1NR (020 8539 5522)**

Location of First Aid boxes: **Each classroom, the secretary's office and the two school mini buses**

Date: **01.05.2010**

This document sets out Woodcroft School's policies on the maintenance of its buildings, grounds and equipment.

Responsibility for the routine maintenance of Woodcroft School's property and resources lies with the head teacher, in consultation where stated, with the directors. Much of the practical day-to-day maintenance is delegated to the senior caretaker and maintenance team and other work to recognised specialists.

## Getting work done

### Defects

Any defects relating to the school premises or equipment should be recorded in the *Jobs book*, which is kept in the school office. Appropriate action will be taken by the head teacher or maintenance staff.

### Improvements

Any member of staff can make a request for improvement work to be carried out by recording their request in the *Jobs book*. The senior caretaker will respond as soon as possible and will discuss requests with the head teacher who will authorise the request (in consultation with the directors for major changes).

### Risk assessment

Woodcroft's *Health and safety policy* gives details of the health and safety requirements relating to maintenance.

### Complaints

Staff wishing to make complaints concerning maintenance work should first approach the head teacher and if necessary follow the school's *Grievance policy*.

## Day-to-day maintenance

It is the responsibility of the class teacher or therapist to tidy their classroom, therapy room, kitchen, bathroom and corridor areas at the end of each school day, making it ready for the maintenance team to clean.

The maintenance staff carry out all of the day-to-day maintenance work. This includes emergency mending work and cleaning. There is a separate cleaning schedule which sets out: the areas/equipment to be cleaned; the frequency; the cleaning methods; the person responsible; and evaluation details.

The garden areas are maintained by the school gardener and senior caretaker in consultation with the directors.

## Specialist maintenance

Specialist maintenance is usually carried out during school holidays. All building, carpentry, plumbing, electrical, blind fitting and specialist gardening work (such as tree pruning) is carried out by specialists. A contact list is kept by the senior caretaker.

It is the responsibility of the senior caretaker, in consultation with the head teacher and directors, to commission any specialist work. It is the responsibility of the senior caretaker to check and accept the quality of the finished work and arrange payment through the financial administrator.

## The 'look' of Woodcroft

Woodcroft School has a very particular aesthetic which should be upheld by the head teacher and maintenance team by the application of the following rules:

### General

- All materials used must be of good quality, e.g. the use of good quality paint rather than a cheaper alternative which will not last as long.
- All work carried out (day-to-day maintenance and specialist) must be of a good standard.
- Plans for new or extended permanent fixtures, e.g. cupboards, carpets, exterior signs etc., must be approved in writing by the directors.
- Expenditure outside the head teacher's maintenance budget can only be carried out once written consent from the directors has been obtained.
- Any alterations to the garden areas (including trellis, fences etc.) can only be carried out once written consent from the directors has been obtained.

### Specific

- All internal paintwork is white (emulsion walls, gloss woodwork).
- All external paintwork on Woodcroft house is white gloss. Farrow and Balls' *Hardwick White* is used on the classroom building.
- All internal window blinds and curtains are plain (no pattern) and in pale grey or pale blue. Boarded windows are painted to match the blinds.

### Vehicles

The school has a separate *Vehicle safety policy* document. This details the school's: vehicle maintenance schedule; regular safety checks; general safety procedures; and method for defect reporting.

### Equipment

The head teacher is responsible for purchasing and arranging for the maintenance of equipment. An inventory, including records of safety checks required by the school *Health and safety policy*, is kept by the head teacher in the school office.