

Portway – Health and Safety Policy

Minor review - November 2018

Date reviewed:	November 2018
Reviewed by:	Leadership team
Next review planned for:	October 2020
Policy ratified by Executive Head teacher (as per Scheme of Delegation) - minor changes:	November 2018
Minor changes on updated policy to be communicated to trustees [as a notification]:	January 2019



**Leading
Learning Trust**

Portway Primary School is part of the Leading Learning Trust



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1 - OVERVIEW OF THE POLICY MANAGEMENT PROCESS

1.1 Document history

Date	Document title	Version
October 2016	Revised Health and Safety Policy for Selwyn issued post the formation of the Leading Learning Trust	1.0
November 2018 - EHT/CEO review	<p>Approval of this version:</p> <p>Approved by the Executive Head teacher/CEO in November 2018; for notification to the trust board at the January meeting.</p> <p>Part 1: Signature of new Head teacher in place.</p> <p>Part 2: Minor revisions due to changes in personnel - including new roles for Emma Nicholls (CEO) and Jacqui Waine (Head teacher), as well as the appointment of Hardeep Hunjan (Health and Safety Lead - trust-wide). Copy of key health and safety roles and responsibilities provided at the start of this section. Revisions to roles and responsibilities bullet points due to slight changes in trust/school/personnel operation of health and safety duties.</p> <p>Part 3: No changes</p> <p>Part 4: Updated to accurately reflect arrangements with third parties and third party online training arrangements, as well as current induction arrangements further to the development of the Staff Sites platform.</p> <p>Part 5: Updated detail re Risk Assessments provided to reflect current practice.</p>	2.0



	Clarification of training and induction arrangements. Reiteration of the fact that we are always looking to improve our practice and to take on board recommendations from staff.	
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1.2 Review and approval

The Leading Learning Trust trustees have overall responsibility for the policy.

The Head teacher is responsible for the operation of the policy within the schools, as well as for the maintenance of a record of concerns raised in accordance with this policy and the outcomes.

This policy is reviewed every 2 years by the School Leadership Team, and is then ratified by the Leading Learning Trust trustees.



2 - THE POLICY - INTRODUCTION

2.1 Introduction

This policy has been drawn up following statutory guidance, and further to consultation with relevant members of the school team. It contains the 5 parts listed below, as well as an Appendix detailing our premises inspection management programme:

- 1 – **Statement of intent:** our statutory commitment to providing a healthy and safe environment for all users of our school;
- 2 – **Organisational responsibilities:** the responsibilities of key members of staff, the school's leadership, governors, trustees and the Leading Learning Trust management under the provisions of the policy;
- 3 – **Arrangements and communications:** this section details how we will consult and communicate with staff and their representatives on matters of Health and safety;
- 4 – **Training and competence:** this section describes how we induct and train our staff to ensure that they are safe at work, and furthermore, the checks we have to ensure that competence is maintained; and
- 5 – **Procedures for implementation:** this section details how the standards identified in the statement of intent are met, by detailing how they are implemented.

2.2 Aims

The aim of this summary policy is to clearly articulate Portway Primary School's commitment to ensuring that all children, staff, volunteers and all other visitors to our school are safe. It outlines our Executive Head teacher's commitment to this aim, and provides details of the range of roles, responsibilities, communications and training that we undertake to support this commitment. A list of all our accompanying policies that assist us in the implementation of our complete health and safety management system at school are provided in our Health and Safety Policy, which is available from the school office. The full policy also contains details of the checks and inspections that we undertake across all areas of our school site.

2.3 Review, communication and related policies

As per our policy review schedule at school, this policy is reviewed annually – or more frequently if required: for example, after changes to key personnel or premises, or as a result of issued identified in an investigation or audit.



The policy, together with any subsequent versions, is communicated to all staff at school, and also forms part of the induction process for new members of staff. Further information is provided in Section 4.

Where required, we have separate but related policies in place – e.g. Health, Safety and Welfare Policy, Educational Visits Policy, Manual Handling and Lifting Policy. These are reviewed as part of the policy review schedule, published as part of our Scheme of Delegation. All policies are available to all staff, and are stored on Google Drive. Additional policies and procedures are provided by our third party partners who deliver various health and safety services to our school under a set of contracts/service level agreements.

3 - POLICY - PART 1 - GENERAL STATEMENT OF INTENT

Portway Primary School will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent legislation.

We are committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of our employees and to the provision of information, training and supervision for this purpose. We also recognise and accept our responsibility to protect the health and safety of pupils and all other visitors to its sites, which include contractors, temporary staff and members of the public.

The trustees of the Leading Learning Trust, together with the local governing body of Portway Primary School, commit to providing (or overseeing the provision of) the necessary leadership and resources in order to implement, maintain and continuously improve the health and safety management system. This includes the procurement of competent advice from a third party provider, which is currently OneSource (www.onesource.co.uk).

This policy will be brought to the attention of every employee and volunteer. The policy will be reviewed on an annual basis or sooner if required, as per the arrangements in our Scheme of Delegation and Policy Review Schedule.

Signed:

Jacqui Waine
Head teacher



Note that Portway Primary School's Safety Management System is based on the HSE's (Health and Safety Executive's) model in HSG 65 – *Successful Health and Safety Management*.

Date: 20 November 2018

4 - POLICY - PART 2 - ORGANISATIONAL RESPONSIBILITIES

The person with overall responsibility for health and safety at Portway Primary School is Jacqui Waine, Head teacher. As the employer, the Leading Learning Trust has overall responsibility for health and safety within the school.

4.1 Summary of roles and responsibilities

Governance oversight - trust-wide: Suzanne Hsu, Leading Learning Trust trustee, and Portway Local Governor

Strategic oversight - trust-wide: Emma Nicholls, CEO

Health and Safety Lead - Selwyn: Jacqui Waine, Head teacher

Health and Safety Lead - Portway: Jacqui Waine, Head teacher

H&S - Operational lead - trust-wide: Hardeep Hunjan, Executive PA and School Support Manager - LLT

H&S - Assistance with Premises (Portway only) - Marcia Jacobs, Business Lead - Finance, LLT

Competent health and safety advice procured from: [OneSource](#) - Stephen Cately is the contact.

This is correct as at: 20 November 2018

CEO, the Leading Learning Trust

Responsibilities of the Leading Learning Trust Trustees



As a trust board, the trustees have overall responsibility for health and safety across the Leading Learning Trust.

The nominated trustee leading health and safety is Suzanne Hsu.

4.2 Responsibilities of the CEO

The CEO is responsible for holding the Head teacher to account in all matters concerning health and safety at school. The CEO is furthermore responsible for having oversight of health and safety across the Leading Learning Trust, and ensuring, via the Head teacher in most cases, that the necessary personnel are in place to carry out all duties and requirements competently.

4.3 Responsibilities of the local governing body

The local governing body is responsible for holding school leadership to account in all areas of school life. Below is a summary of the responsibilities of the Local Governing Body:

- To ensure adherence to the school's Health and Safety Policy and any recommended procedures and standards, put in place either by the school or by third party providers as part of a service level agreement (SLA).
- To ensure the existence of a valid and compliant Health and Safety Policy for the school.
- To monitor, review and evaluate the school's health and safety performance through the relevant LGB reporting procedures.
- To receive from the Head teacher (or a member of staff that she nominates) reports on health and safety matters, as well as any specific reports (by exception) to the governing body re any hazards which the school is unable to rectify from its own budget.
- As required by the Health and Safety at Work Act 1974, to support the school to seek specialist advice on Health and safety matters which the school may not feel competent to deal with.
- To promote a positive health and safety culture and high standards of health and safety within the school.
- To ensure that health and safety is a standing agenda item for local governing body meetings and, if appropriate, to form a separate Health and Safety Committee.
- To keep informed of the Department for Education's (DfE) advice and guidance on health and safety matters.

4.4 Responsibilities of the Head teacher

Overall responsibility for the day to day management of health and safety rests with Jacqui Waine, Head teacher.



As manager of the school and of all the activities carried on within it, the Head teacher will advise the CEO of any areas of health and safety concern which may need to be addressed through the allocation of funds. As noted above, the Head teacher will be held to account in all matters of health and safety by the CEO of the Leading Learning Trust.

The general responsibilities of the Head teacher include:-

- To support and to cooperate with the CEO and the governing body to enable Health and Safety Policy and procedures to be implemented.
- To ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, implementing actions, and submitting inspection reports to the governing body where necessary.
- Via a nominated representative, to communicate the school policy and other appropriate Health and safety information to all relevant people - including to contractors.
- To carry out any necessary health and safety investigations – either herself, or through the use of a nominated member of staff.
- To ensure that all staff are competent to carry out their roles, and that they are provided with adequate information, instruction and training in all health and safety matters applicable to their roles - either herself or via a nominated representative.
- To ensure consultation arrangements are in place for staff and their trade union representatives, and recognising the right of trade unions in the workplace to require a representative Health and Safety Committee to be set up.
- To report to the CEO any hazards which cannot be rectified within the school's budget.
- Through the deployment of a nominated member of staff, to ensure that the premises, plant and equipment are maintained in a serviceable condition.
- Through the deployment of a nominated member of staff, to monitor purchasing and contracting procedures to ensure compliance with the school policy.

4.5 Responsibilities of the Site Supervisor

- To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment, the safe storage of any potentially harmful materials and that there is appropriate, and effective signposting.
- To demonstrate a comprehensive awareness and knowledge of duties in all health and safety matters as a member of staff with responsibility for maintaining the premises in a safe and healthy condition.



And, in addition, in liaison with the Health and Safety Operational Lead, and making use of both (a) online systems for monitoring and recording purposes and (b) various SLAs (service level agreements) in place for this purpose:

- ensure maintenance and monitoring of fire, safety and emergency equipment;
- maintain safe storage of potentially harmful materials;
- be a nominated 'First Aider' and point of contact for 'Out of hours' use of the school site;
- to ensure movement of furniture and supplies etc. where required and to arrange for access to the site by authorised persons;
- to 'induct' new members of staff regarding security arrangements and ensure that all stakeholders are aware of the school guidelines and procedures on security and the use of alarm systems, and
- to maintain a 'key-holding' system for the site and ensure access arrangements for authorised personnel.

4.6 Responsibilities of other teaching/non-teaching staff holding posts of special responsibility for health and safety

The Head teacher may delegate functions and responsibility for health and safety matters to other members of staff – for example, to members of the office team/Leadership Team. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the school.

4.7 Responsibilities of employees and volunteers

Under the Health and Safety at work Act 1974, all employees and volunteers have general health and safety responsibilities. They must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

The general responsibilities of employees and volunteers include:

- To take reasonable care for the health and safety of themselves and others in undertaking their work.



- To comply with the school's Health and Safety Policy and procedures at all times – including those that are managed by a third party provider through an appropriate SLA (service level agreement).
- To report all accidents and incidents in line with the appropriate reporting procedures.
- To cooperate fully with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- To report all defects in condition of premises or equipment and any health and safety concerns immediately to a member of the Senior Leadership Team.
- To report immediately to a member of the Senior Leadership Team any (or any perceived) shortcomings in the arrangements for health and safety.
- To ensure that they only use equipment or machinery that they are competent/have been trained to use, and to seek out an appropriately trained person if necessary.
- To make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.

In addition, the **EVC (Educational Visits Coordinator)** is required to ensure that educational visits are correctly risk assessed, and managed in accordance with the standards laid out in the Educational Visits Policy.

Leading Learning Trust obtains **competent advice** from a third party. As at the publication of this policy, advice is obtained, via the provisions of a service level agreement (SLA) with OneSource (www.onesource.co.uk).

5 - POLICY - PART 3: ARRANGEMENTS AND COMMUNICATIONS

This section describes the arrangements we have in place at Portway Primary School to consult with and to communicate with our staff and their representatives, in all aspects of health and safety.

All health and safety matters will be communicated regularly to all staff. All members of staff know that that they can bring a health and safety issue to a member of the Senior Leadership Team, and that it will be dealt with accordingly, in a timely manner. Our school ethos supports a culture of continuous improvement in all areas – health and safety included. Health and safety is an agenda item at staff meetings and at meetings of the local



governing body. The Head teacher's report to the governing body, as well as the CEO's report to the trustees, addresses health and safety matters.

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The school will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake, as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

6 - POLICY - PART 4: TRAINING AND COMPETENCE

The Health and Safety at Work Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with Portway Primary School and the Leading Learning Trust in undertaking their legal duties.

The Health and Safety Executive (HSE) describes competence as '*the combination of training, skills, experience and knowledge that a person has and their ability to apply these to perform a task safely*'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. For example, you would not need the same health and safety competence to work in an office as you would on a construction site.

We will appoint competent people to assist us in meeting our Health and safety duties.

Where members of staff do not have the necessary training to complete a task (e.g. carrying out risk assessments) then appropriate training will be provided – or an external competent person will be engaged. Similarly, specific training in areas such as manual handling, or the safe use of display screen equipment (DSE) will be provided if a need is identified – i.e. if a member of staff requires such training in order for him/her to complete their tasks in a safe manner. Certification will be retained on file.

Portway Primary School will ensure that all staff are inducted into all health and safety policies and procedures in use at school. This entails the following:

- 1) Reading through all induction (general) information provided on the trust's internal Staff Sites portal, and then confirming this has been undertaken via the completion



of an online form, stored in Google Drive. This process also entails review of detailed specific health and safety documentation, as well as Safeguarding information. Electronic records of the forms completed for each section are stored in Google Drive.

- 2) Undertaking a tour of the premises, led by the Health and Safety Operational Lead/a nominated competent colleague.
- 3) Undertaking an online elearning course, lasting an hour, entitled Introduction to Health and Safety. Licences are purchased by the Leading Learning Trust, through our current provider of competent advice - OneSource, by the H&S Operational Lead, who ensures that all new starters are provided with login credentials and who monitors completion. The online training platform has been developed by Nexus eLearning. The H&S Operational Lead (as well as a colleague) has administration rights, which allows for accurate monitoring and reporting.

7 - POLICY - PART 5: PROCEDURES FOR IMPLEMENTATION

The way in which we implement our health and safety procedures comprises the following:

- An electronic set of all health and safety policies and procedures that we deem necessary for the safe running of our school, which are both authored and provided by OneSource. Any updates to these policies during the validity of the SLA (service level agreement) with OneSource will be communicated to us;
- A system for keeping up to date with all legislative and best practice developments in health and safety, particularly as they apply to a primary setting, is provided via our SLA with OneSource;
- Site management checks (e.g. daily, weekly, monthly checks) will be recorded on SafeSmart's SmartLog system, which provides a suite of reports available as and when required (the H&S Operational Lead and a colleague have full administrative rights);
- All new staff will be required to complete online training around the basics of health and safety, as detailed in Part 4 of this policy
- Where duties require additional training, this will be provided either online or face to face by either OneSource or Nexus eLearning, using the most cost effective option. Out Training and Competence Matrix specifies the skills are required for each role in our school;
- A detailed list of specific responsibilities, which is provided in Part 2 of this policy;
- Our approach to the carrying out and reviewing of premises-focussed risk assessments is provided by OneSource (see Appendix 1 to this policy) for the agreed



schedule. We have developed a full set of Risk Assessments for ALL areas of school activity - both those with a specified Safe System of Work as per the OneSource Health and Safety Manual, and those not detailed in the manual. All are held in Google Drive, labelled appropriately and accessible by all members of staff.

- We have developed a schedule of reviews of our fixed and portable installations, which is managed via a series of SLAs (Service Level Agreements) currently in place with the Local Authority. At Portway Primary School, we use the Maintenance and Inspection Matrix that we have been supplied by OneSource, and which is available as Appendix 1 to this policy;
- We have a number of supplementary policies (in addition to this over-arching policy) in order to ensure that we carry out our responsibilities under particular pieces of health and safety legislation. All staff are made aware of all policies and detailed ways of working via our induction systems, as outlined in Part 4 of this document. Staff are encouraged to report on any concerns, and/or to develop any new policies that they feel would further support our management of health and safety across the Leading Learning Trust.
- Portway Primary School works in partnership with Selwyn Primary School in order to ensure that best practice is shared and implemented. We continue to use G Suite for Education to further streamline our processes at both schools.



Appendix 1: Maintenance and inspection matrix (as provided by OneSource)

Plant/Equipment/Service	Maintenance/Inspection type	Frequency	Scheduled for (month)	Current Contractor / in-house	Current Contractor or in-house (name)
Air Conditioning	Maintenance	Annually			
Air receivers >250bar/litres	Inspection	Annually			
Asbestos Monitoring	Check	Variable			
Autoclaves	Inspection	Annually			
Boiler	Maintenance	Annually			
	Inspection	Annually			
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment			
D&T plant/equipment	Safe condition	Annually			
	Maintenance	Annually			
Electrical (mains wiring)	Inspection	5 Yearly			
Electrical (PAT)	Inspection	variable			
Entrance Barrier/gates	Inspection	Annually			
Extraction systems (dust)	Inspection	Annually			
Extraction Systems (heat processes)	Inspection	Annually			
Extraction Systems (Kitchens)	Maintenance	Quarterly			



Extraction Systems (fume cupboards)	Inspection	Annually			
Emergency Lighting	Visual check	Daily			
	Test	Monthly			
	Inspection/battery test	Yearly			
Fall arrest systems	Inspection	Annually			
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period			
	Inspection	Quarterly			
Independent door release devices	Battery change	Annually			
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter			
	Visual check	Annually			
Fire Extinguishers	Inspection	Annually			
Heating System	Maintenance	Annually			
Hoists (engine)	Inspection	Annually			
Hoists & Slings (patient)	Inspection	6 months			
Intruder Alarm	Maintenance	Annually			
Ladders/step ladders	Inspection	Annually			
Lifts/stairlifts	Inspection	6 months			
Lightning conductors	Inspection	Annually			
MEWP	Inspection	6 monthly			
PH/Free Chlorine	Test	3 times per day			
PE equipment (including recreational posts)	Inspection	Annually			



Play Equipment	Inspection	Annually			
	Visual check	Weekly			
Radiation Sources		Annually			
Shutter door systems	Inspection	Annually			
Steam engines	Inspection	Annually			
Tower Scaffolds	Inspection	Annually			
	After assembly inspection	Before use & every 7 days			
Tie-in bolts	Inspection	Annually			
Trees (Zone 1)	Inspection	Annually			
Water Systems (descaling)	Maintenance	Quarterly			
Water Systems (infrequent use)	Flushing	Weekly			
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually			
Water Systems (temperature)	Test	Monthly			

