



## Health and Safety

# ELIZABETH GARRETT ANDERSON SCHOOL HEALTH AND SAFETY POLICY

Adopted from LBI Model Policy  
Health and Safety at Work Act etc. 1974  
Statement of Intent and Organisational Arrangements

Reviewed: September 2018

### Table of Contents

- 1.0 Policy Statement
- 2.0 Statement of Intent
- 3.0 Organisational Arrangements for Health & Safety Management
- 4.0 Organisational Responsibilities for Health & Safety Management
- 5.0 Roles and Responsibilities
  - 5.1 School Governors
  - 5.2 Executive Head Teacher
  - 5.3 Facilities Management
  - 5.4 Employees Responsibilities
    - 5.4.1 Classroom teachers
    - 5.4.2 Science Coordinator
    - 5.4.3 Contractors
    - 5.4.4 Catering
    - 5.4.5 Catering Manager Responsibilities
    - 5.4.6 Hirers
    - 5.4.7 Visitors
    - 5.4.8 Accident Reporting
    - 5.4.9 Health & Safety Committee
- 6.0 Safety Procedures
  - 6.1 Volunteers
  - 6.2 Persons on Work Experience
  - 6.3 First Aid
  - 6.4 Intimate Care
  - 6.5 Child Protection
  - 6.6 Disclosure and Barring
  - 6.7 E-Safety

- 7.0 Fire Procedures
    - 7.1 Fire and Emergency Arrangements
    - 7.2 Fire Risk Assessment
    - 7.3 Fire Assembly Points
    - 7.4 Map of Site
- 

## Appendices

Appendix 1 (Guidance notes)

Appendix 2 Health and Safety Policy- Statement of Intent – Facilities Management

## 1.0 Policy Statement

---

1. This policy sets out the statement of Elizabeth Garrett Anderson School in relation to the Health and Safety at Work etc. Act 1974. It is issued in accordance with section 2 (3) of that Act which requires employers to prepare a written statement of their general policy, organisation arrangements for health, safety and welfare at work, to keep it up to date and bring it to the notice of their employees. Both employers and employees have responsibilities placed on them by the Act.

### Policy Aim

1.1 The aim of the Governing Body and the Head Teacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the Health and Safety objectives detailed in this policy.

1.2 Elizabeth Garrett Anderson School attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. The School aims to provide, so far as it is reasonably practicable for its employees when working on the premises or elsewhere:

1. Instruction, training and supervision to enable its employees to work safely without risk to their health
2. Premises and places of work that are well maintained, have safe access and egress for all and without risk to health
3. Safe systems and methods of work that are without risk to health
4. Machinery and equipment that is safe and without risk to health
5. Articles and substances for use at work that are safe when properly used, stored, handled and transported
6. Any other suitable protection as appropriate, where staff might be at risk for the safety of contractors, members of the public and authorised visitors
7. Control of emissions into atmosphere of toxic, noxious or offensive substances.

1.3 This policy document sets out the steps which will be taken to ensure compliance with the provisions of the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations and other associated Acts and Regulations including changes to or new legislation as it is introduced.

A general statement of intent outlining the basic objectives to be achieved.

Description of how the organisation will be responsible for managing Health and Safety, and the designated personnel responsible for carrying out this policy - the organisational arrangements and responsibilities.

Written risk assessments and safe systems of work

Health and Safety Guidance Notes (SGNs) where appropriate

A copy of this policy will be made available in the staff handbook and upon request.

## 2.0 Statement of Intent

---

**Elizabeth Garrett Anderson School** recognises the importance of providing a working environment which is safe and healthy for all pupils, employees, contractors, visiting members of the public and undertakes to comply with all relevant legal requirements.

We believe that effective safety management:

Is vital to employee and pupil well-being;

Has a role to play in enhancing the reputation of our educational services provided and helping us achieve high-performance;

Is financially beneficial to our school.

Will involve and motivate employees in all matters concerning Health and Safety;

Prevents accidents, injuries and ill health, identifying and eliminating hazardous situations;

Achieves a high standard of occupational health, safety and welfare;

Reduces the risk as low as is reasonably practicable and control situations likely to be hazardous to Health and Safety at work or cause damage to persons, equipment, property or services.

This Health and Safety policy statement and associated organisational arrangements apply to all employees of the school. As a PFI school this policy works alongside that of the Facilities Management team and clearly identifies how the school will work effectively with them to ensure the highest standards of Health and Safety for all.

Elizabeth Garrett Anderson School recognises that the majority of the Health and Safety obligations devolve upon the employer. However, the success of this Health and Safety policy is also dependent upon the co-operation and compliance with this policy of all school employees

The aim of the governing body and the head teacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the Health and Safety objectives detailed in this policy.

This school attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors.

---

Jill McLaughlin  
**Chair of Governors**

---

Jo Dibb  
**Executive Head teacher**

## 3.0 Organisational Arrangements for Health and Safety Management

---

Elizabeth Garrett Anderson School will ensure there is an effective proactive Health and Safety management system in place to minimise risk in order to meet our statutory responsibilities and overall accountability for: the health, safety and welfare of our employees, pupils in school and on off site visits and of volunteers, visitors and contractors involved in school activities.

Procedures are in place for the following aspects of Health and Safety practices in school:

- Effective safety policies and procedures are in place
- Schedules of plans and compliance with standards.
- Review of policies and procedures as a result of monitoring and auditing.
- Arrangements in school involve all members of the school community in developing this Health and Safety policy.
- Our responsibility towards the environment and ensuring that our activities do not adversely affect it.

Proactive management of Health and Safety based on the control of workplace risks will lead to a reduction in accidents, injuries and ill health. This will be achieved by promoting a positive culture where all employees consider Health and Safety issues to be of equal importance to other aspects of their work.

Elizabeth Garrett Anderson School is able to maintain a high standard of Health and Safety by creating positive attitude and encouraging involvement and participation at all levels. This is achieved by effective communication and the promotion of Health and Safety for all employees. A planned systematic approach to policy implementation is aimed at minimising risks created by work methods. Risk assessment methods are used to set priorities and objectives for hazard identification and thus risk reduction. The control of risk is achieved by planned monitoring, which looks at fixed elements such as premises, plant, equipment, substances etc. and variable elements such as people, procedures and working systems.

Good practice in Health and safety procedures will be achieved by:

- Regular review of the Health and Safety policy (2 yearly reviews as a minimum)
- Effective communication of the Health and Safety Policy.
- Risk assessment for significant hazards.
- Effective and consistent monitoring of performance standards.
- Consultation between staff at all levels.
- Quick and effective response when deficiencies in work systems are noted.
- Annual Occupational Health, Safety and Fire self-audit.
- Relevant information, training and supervision for staff.
- Effective working with the Facilities Management team with clear communications and systems in place.
- New Staff Induction

#### 4.0 Organisational Responsibilities for Health and Safety

---

Duties and responsibilities for Health and Safety are assigned to Staff and Governors based upon the following roles.

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's safety management system. Ensure that Health and Safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop local improvement plans to achieve school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
<b>Assisters</b>	Have the authority, independence and competence to advise Head Teacher, Governors and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of Health and Safety competency within their specialised field.
<b>Employees</b>	Irrespective of their position within the school organisation structure, everyone is regarded as an employee and therefore the employee duties within this policy apply to them.

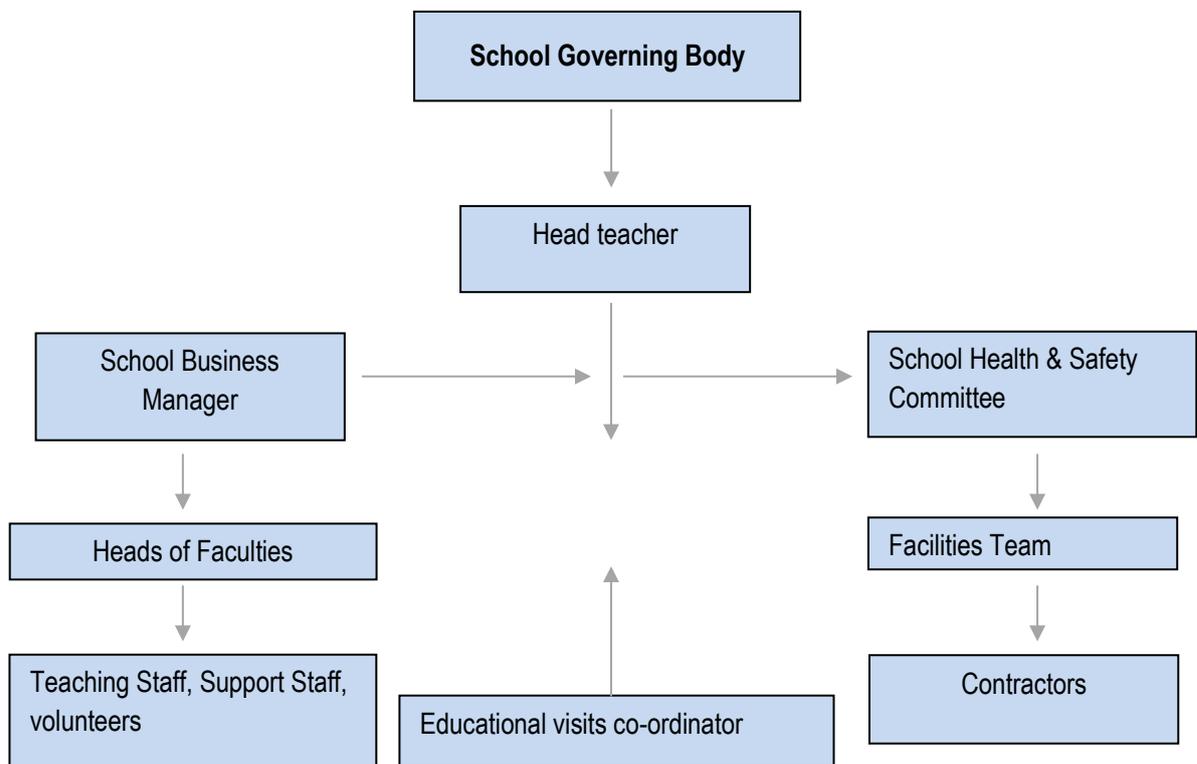
At Elizabeth Garrett Anderson School this involves a range of people at each stage. This is shown in the diagram below.

	<b>Policy-makers</b>	<b>Planners</b>	<b>Implementers</b>	<b>Assisters</b>	<b>Employees</b>
<b>School Governors</b>					It is recognised that some governors are LA employees
<b>Exec Head Teacher</b>					
<b>Senior Leadership</b>					

Team					
School Business Manager					
Facilities Team					
Heads of Faculties					
Teachers					
Support Staff					
Health and Safety Committee					
LA Officers e.g. Corporate Health and Safety Staff HR Adviser					

For more detail see Appendix 1

### 5.0 Roles and Responsibilities



## 5.1 School Governors

---

The governing body has a statutory duty to ensure a safe and healthy working environment for teaching and non-teaching staff in its employment as well as for the pupils and all other users of the school

School governors have responsibility for and are expected to:

- a. Consider the nomination of a named health and safety governor or to delegate this role to the SBM.
- b. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the Local Authority Health and Safety 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 within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the LA's Health and Safety 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 agenda of the Finance & Premises committee;
- g. Cooperate with advice and directions issued by the LA relating to matters concerning Health and Safety or establish and adopt other equally effective measures;
- h. Ensure that in respect of any project that the school initiates to consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

## 2. Executive Head Teacher

---

The Executive Head Teacher has primary responsibility for Health and Safety matters within the school. In the Head Teacher's absence the Associate Heads', will assume this responsibility.

The School Business Manager, reporting to the Executive Head Teacher, will be designated to be responsible for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager from LBI for advice and information on health and safety matters

### **The Executive Head teacher is responsible for:**

- Setting up arrangements to cover all health and safety legal requirements
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and re-issue the document as may be necessary from time to time
- Resolving health and safety concerns
- Alert the Director of School Services to any instances where delegated local executive has been inadequate in reducing identified hazards
- Noting all the guidance produced by the Health and Safety Manager from LBI on health and safety issues and bringing them to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities which should be accessible to all staff
- Maintaining a list of Health & Safety Committee members appointed to represent staff on site
- Meeting with Safety Representatives as necessary
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Establishing a school Health and Safety Committee in accordance with Local Authority policies
- Ensuring that all areas of the site are inspected termly by the Safety Representatives

- Ensuring that a system is established and maintained for reporting, recording and/or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the building in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire fighting equipment is available and maintained
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the LA, school staff, service providers and parents Ensuring the safety of their staff and pupils by making sure staff receive necessary training and supervision.
- Ensuring the safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Ensuring arrangements for cover of staff with key safety responsibilities
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner
- Ensuring that arrangements are made for suitable training for all aspects of Health & Safety management
- Ensuring that suitable records are kept of:
- 

Employee health and safety training

Accidents

Safety committee meetings

Premises safety inspections

Fire equipment testing records

Machinery and equipment safety tests and inspections (kept by Facilities Management)

### 5.3 Facilities Management Staff (Engie)

**The Facilities Team have specific duties laid down in the Local Authority Corporate health and safety policy. These are as below.**

The Facilities manager (or equivalent) has particular responsibility to ensure:

- a. required premises related risk assessments are undertaken and regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;
- b. where 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 of Corporate Health & Safety;
- c. risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to managers of staff working in the premises and also to first aiders;
- d. procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- e. facilities related safety systems and procedures are effectively established and regularly reviewed. Appliances and plant equipment is serviced within the required timeframes and required records are maintained and available for inspection;
- f. emergency procedures are established and maintained to the LA standard;
- g. an emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a buildings' emergency arrangement is given to staff 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 appropriately placed;

- i. termly emergency building evacuation exercises (fire drills) are carried out;
- 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 services contractors are employed in accordance with the LA's Procurement Guide;
- l. asset management is consulted before any arrangements are initiated involving contractors undertaking work regarding:
  - i. alteration to a buildings structure or its grounds;
  - ii. substantial change to a buildings' use (whether partially or wholly);
  - iii. significant change to a buildings' water or energy supply or environmental control systems; or
  - iv. alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- m. that Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;
- n. an Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- o. common areas are safety inspected at least once per quarter;
- p. high standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- q. systems for environmental control are regularly serviced and are without risk to health.

#### 5.4 *Employees responsibilities*

- Elizabeth Garrett Anderson 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.
- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety

##### **5.4.1 Classroom teachers are responsible for:**

- The safety of all students under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

##### **5.4.2 The Science Faculty Head is responsible for:**

- Producing and maintaining COSHH Sheets
- Monitoring health and safety practice in science throughout the school
- The safety of the preparation rooms, workshops and all other areas in which they work
- The Head of Science is responsible for managing radioactive equipment and is the nominated radioactive protection officer.

##### **5.4.3 Contractors**

- Contactors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school reception on arrival. The Facilities Team will be responsible for controlling the work of contractors to ensure the safety of students, 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 by Facilities management for contractors before they start work. Examples of work which require a permit to work are:
  - Work on mains electrical wiring, mains intake and distribution boards.
  - Removal of asbestos in all areas
  - Major excavations
  - Access to roof and roof void
  - Sterilising of water systems with chemicals
  - Access by anyone to confined spaces such as voids sumps and drains

#### 5.4.4 Catering

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

#### 5.4.5. The Catering Manager 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 kitchen staff are competent in safe working practices 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 rest areas
  - Fire** - Awareness 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.
  - Food Hygiene Certification** - (3 years)

#### 5.4.6 Hirers, Contractors & Other school users

- When the school's premises are used for purposes not under the direction of the head teacher then the 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 order that all statutory 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:

Introduce equipment for use on the school premises

Alter fixed installations

Remove fire and safety notices or equipment

Take any action that may create hazards for persons using the premises or the staff or students 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.

#### 5.4.7 Visitors

All visitors must report to the school reception where a signing-in system is in operation and a visitors' badge will be issued. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working on the school premises will be made aware of the health and safety arrangements applicable to them by the Facilities Team.

#### **5.4.8 Accident Reporting**

Accidents must be reported by the designated person using the online reporting system, Safety Online - <http://www.islington@info-exchange.com>

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.

#### **5.4.9 Health and Safety Committee**

---

The Health and safety Committee comprises of staff representatives from across the school and the Facilities Management team. It includes trade union appointed safety representatives as laid out in the Health and Safety at work Law. The committee meets termly to consider safety management planning and organisation, the implementation of policies and to review and monitor performance.

##### **The Committee comprises:**

**Chair** - Karen Tumbridge Senior School Business Manager

**Members** - Sarah Beagley - Headteacher

Rosemary Franklin - FM

Janette Goss - SENDCo

Zuber Sidat - Science Technician

Mel Hull - Admin Manager

Mark Bourne – GMB Rep (Catering Manager)

Evelyn Markey - Note taker

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- a. to make representation to management in respect of health, safety and welfare issues affecting employees;
- b. to inspect the workplace each quarter year;
- c. to investigate accidents, hazards and dangerous occurrences annually
- d. to attend safety committees;
- e. to support the LA in the promotion of a positive health, safety and welfare culture.

#### **6.0 Safety Procedures**

---

##### **6.1 Volunteers**

Volunteers will be afforded the same conditions in terms of equipment (including personal protective equipment) instruction, training and supervision as employees whilst they are a representative of Elizabeth Garrett Anderson School.

They will have responsibility for, and are expected to, ensure that they follow all safety arrangements and procedures so as to minimise risk to themselves and others who may be affected by their acts or omissions.

##### **6.2 Persons on work experience**

Persons on work experience or placement have the same responsibilities as employees. Elizabeth Garrett Anderson School shall ensure that risk assessment arrangements and risk control measures take account of the relative lack of experience or immaturity of young persons.

### 6.3 First Aid

The Health and Safety (First Aid) Regulations 1981 require an employer to provide an adequate number of first aiders, trained or qualified in accordance with arrangements approved by the Health and Safety Executive and the provision of first aid equipment and facilities in order to render first aid to the school community.

The school has a minimum of four trained first aiders available to:

1. Provide support throughout the extended school day
2. Meet the needs for nearby support in hazardous areas such as laboratories
3. Ensure that first aid provision is available for activities off the school site, such as journeys and visits

The Office Manager is responsible for ensuring that the first aid room is suitably equipped and stocked with consumable items. Designated first aiders are responsible for the stocking and maintenance of their first aid boxes.

The first aid room is located outside the General Office. As of June 2018, designated first aiders and their contact details are as follows:

Geraldine King – 239	Jasmine Ndona - 276
Shamiya Choudhury - 223	Sally Dahl - 313
Dawn Bramble - 224	
Rosie Franklin 233	Dionne Smyth – 282
Angela Doyle - 200	Jane Simson – 278
Yasmin Graidia – 239	
Kelly Wallis – 229	Margaret Appadoo – 229
Sally Dahl - 241	

In the event of a serious accident or injury the following procedures will take place:

1. A designated first aider will be sent for immediately
2. The first aider will render first aid as far as knowledge and skill permit.
3. A senior member of staff will be informed as well as, the General Office, and in the case of a pupil the Head of House who will inform the parent
4. A decision to call an ambulance will be taken by a designated first aider or senior member of staff. In the absence of either, any member of staff may call an ambulance, and must be prepared to justify the decision
5. Immediately after the incident, write down the facts as observed, recording the date and time. This will be of assistance when completing the accident report form(s)

Where possible, parental consent to surgery or medical treatment will be obtained at the time that the parent is informed of the accident. In the case of an eye injury immediate medical attention will be sought.

Qualified first aiders are aware of the general principles of First Aid in case of asthma or epileptic attack, and collapse resulting from substance abuse.

### 6.4 Intimate Care

Please see separate policy on arrangements for intimate care procedures within the school's Safeguarding Policy

### 6.5 Child Protection

All members of the school community have a responsibility for Child protection. Please see separate policy within the school's Safeguarding Policy for details on all aspects of child protection. In the event of a student reporting a child protection disclosure involving staff from Facilities Management team or any contractor on the school site the school will act in accordance with its Safeguarding Policy and procedure and will alert appropriate managers. The school retains the right to ask for any adult to be instructed to leave the school site if an investigation is necessary. In the event of an investigation being referred to the Islington Children's Safeguarding Board or police it is the

responsibility of the employer to take action under their own policies and procedures. Any staff on site including those not directly employed by the school must report concerns to the School's Safeguarding Team. FM and RM staff who routinely work on the school site are included in the schools safeguarding training.

#### **6.6 Disclosure and Barring service.**

Please see separate policy on safer recruitment within the school's Safeguarding Policy.

**6.7 E-Safety** Please see separate policy on E safety. All staff sign the acceptable use of IT policy.

#### **7.0 Fire Procedures**

The following action will be taken in the event of fire:

**The most senior person on site is responsible for managing the incident**

#### **7.1 Emergency Procedures in case of Fire**

**In the event of fire please do the following:**

1. Whoever finds the fire (student or teacher) breaks the nearest fire glass and raises the alarm. The teacher nearest to the source of the fire informs senior staff or the Premises Manager of the precise location of the fire.
2. All students are to move sensibly and quickly – but without running – to the Assembly Point. Maps can be found throughout the entire site). Use the most direct route.
3. All teachers must leave the building and join their House to help with supervision. All non-teaching staff and visitors are to report to the Office Manager on the small pitch next to the tennis courts.  
Support Teachers to help with supervision of their House.
4. Registers and late book are to be taken outside for distribution to/collection by Heads of Houses: the Visitors Signing in book and the Students Signing out book to be taken to the non-teaching staff Assembly Point.
5. Tutors to check registers in silence. Tutor groups to wait in silence for further instructions.

#### **ASSEMBLY POINTS**

Tennis Courts

Non-teaching staff & visitors – small pitch next to tennis courts

#### **7.2 Fire and Emergency Arrangements**

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, including damage to extinguishers.

A formal check of the fire arrangements will 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 Health and Safety committee.

Students with disabilities – refer to the personal evacuation plan

#### **7.3 Fire Fighting Precautions**

All fire fighting equipment is annually inspected and serviced by Balfour Beatty and contractors assigned by FM at the school site.

#### **7.4 Fire Risk Assessment**

Elizabeth Garrett Anderson School will be responsible for carrying out (reviewing / renewal 2 yearly) a fire risk assessment.

**Fire Assembly Points (all year groups are as follows):**

**KS3 – KS4 Houses (including teaching staff)**

**All support Staff**

Tennis Courts (Year 11 to enter the courts via the small MUGA)  
Yr. 11 assemble nearest Rodney Street. All other houses are sign posted  
Small MUGA – Located next to the Tennis courts

**7.5 Map of Site**



## Appendix 1

### The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>School Governors</b> <b>Exec. Head teacher</b> <b>Deputy/Associate Head teacher</b> <b>HEALTH AND SAFETY Committee</b> <b>HEALTH AND SAFETY Advisers</b>	<b>Devise and produce policy on health, safety and welfare at a strategic level.</b> <b>Preserve, develop, promote and maintain the School's occupational health, safety and fire management system.</b> <b>Ensure that Health and Safety matters are taken into account when organisational decisions are made.</b> <b>Ensure adequate training for competent persons.</b>

#### The Policy makers:

- Will be familiar with the overall responsibilities laid down within the Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage Health and Safety which includes; planning, implementation, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in Health and Safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that Health and Safety can be managed effectively.

#### As Policy Makers the Governing Body (GB):

- Will ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, communicated, and adequate training and instruction given;
- Will ensure that sufficient competent persons are in place to advise the school on Health and Safety issues;
- Will set Health and Safety targets (with Planners) to improve Health and Safety performance;
- Is required to monitor that the Health and Safety targets are being met and the school is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of Health and Safety performance on a regular basis.
- Seek advice from and receive guidance / reports from the LA Corporate Health and Safety Service as appropriate and take actions as necessary;
- Ensure that the auditing of occupational health, safety and fire takes place and that action plans are developed as a result of audit;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- The GB will inform the Local Authority of any issue which has significant Health and Safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
<b>Head Teacher</b> <b>Senior Leadership Team</b> <b>School Governors</b> <b>Governor for Health and Safety</b> <b>Associate/Assistant Head</b>	<b>Develop the local improvement plans to achieve school health &amp; safety objectives.</b> <b>Develop management arrangements for the identification of hazards and control of risks within their area.</b> <b>Identify training needs for all staff regarding health, safety and fire to ensure compliance with UK/ EU legislation.</b>

<b>Teacher Senior School Business Manager Health and Safety Committee Heads of Faculties Facilities' Manager</b>	
--	--

**The Planners will:**

- Be familiar with the overall responsibilities laid down within the Health and Safety Policy;
- Take overall responsibility for the day to day safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage Health and Safety effectively as part of the school planning process;
- Delegate duties to other members of staff and/or all of the duties associated with the management of Health and Safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher and Chair of Governors from the overall day to day responsibilities for Health and Safety within the establishment.)*
- Identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate Health and Safety training;
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in Health and Safety matters (e.g. First Aid/ Fire Warden), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in Health and Safety management by using the London MLE / LA Health and Safety site, other resources and communications;
- Set Health and Safety objectives as part of the 3 year school improvement process;
- Advise governors of the resources and arrangements needed to manage Health and Safety effectively as part of the school planning process;
- Communicate any Health and Safety actions outlined in the school improvement process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for Health and Safety and ensure they reflect the overall commitment of the main Health and Safety Policy;
- Seek help from Corporate Health and Safety Service or other competent specialist to ensure that the Health and Safety Policy can be implemented effectively and advise the GB;
- Ensure that a monthly **Premises Health, Safety and fire Inspection** of the premises is carried out, in line with the schools inspection arrangements. (This duty may be delegated to other members of school staff);
- Ensure that an **Annual Occupational Health, Safety and Fire Self Audit** of the management of Health and Safety is carried out, in line with the HSG69 requirements. (This duty may be shared with other staff such as Senior Leadership Team);
- Draw up Action Plans required from the results of the Premises Health and Safety inspection and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **External Health and Safety Audit** which may be carried out by LA Corporate Health and Safety Team;
- Advise the GB of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on all matters relating to Health and Safety which may affect them at work.

## Health and Safety Committee

An annual report to the Governing Body outlining achievements against the Health and Safety plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest Health and Safety targets and priorities for the forthcoming year.

Implementers	
<b>Executive Head Teacher (also Policy maker, Planner)</b> <b>School Leadership Team (also planners)</b> <b>Heads of Department (who may also be planners)</b> <b>Teaching Staff [Including supply teachers]</b> <b>Managers</b> <b>Facilities' Manager</b> <b>Support Staff</b>	<b>Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks.</b>  <b>Ensure all the systems are working effectively</b>

### The Implementers will:

- Maintain an understanding of the Health and Safety Policies and procedures developed within school;
- Demonstrate commitment to the management of Health and Safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying Health and Safety concerns and reporting where necessary
  - Challenging poor Health and Safety performance or attitudes
  - Communicating regularly about Health and Safety
- Be responsible for and take the lead on implementation of Health and Safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for Health and Safety as part of the overall school planning process. Monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have Health and Safety objectives as part of their annual appraisal process;
- Encourage participation in Health and Safety and ensure that communication about issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc.) and the results of risk assessments communicated;
- Ensure that, where responsibilities for Health and Safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;
- Ensure that there is sufficient information, instruction, training, supervision and resources available for staff in order for them to undertake their role safely;
- Consult with staff as necessary on matters regarding Health and Safety which may affect them at work and receive Health and Safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good Health and Safety standards are maintained;
- Ensure that adequate monitoring of Health and Safety takes place e.g. by taking part on Premises Health and Safety Inspections and carrying out own inspection of work areas;

- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve Health and Safety in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor Health and Safety standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Education Health and Safety Manager, advisor or other specialist as required.
- Make use of other resources provided by Islington Council to promote Health and Safety at work (e.g. safety alerts, schools circular);
- *In addition to the above, teaching staff are responsible for the Health and Safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

<b>Assisters</b>		
<b>Health and Safety Coordinators</b>	<b>Safety</b>	<b>Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of Health and Safety competency within their specialised field</b>
<b>Health and Safety Advisors</b>	<b>Safety</b>	
<b>Occupational Health Professionals</b>	<b>Health</b>	
<b>Specialist Technical Staff</b>	<b>Technical</b>	

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities laid down in the Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of Health and Safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by LA to promote Health and Safety at work (e.g. safety alert/ schools circular/ intranet/ newsletters);
- May take on certain functions such as communication, collation of statistics, coordination of Health and Safety Inspections/Audits as directed, but the overall responsibility rests with the Head Teacher;
- May collate and produce an annual report on Health and Safety performance including essential KPIs for Governing Bodies to view as part of their monitoring process.

***Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to the whole staff***