



Health & Safety Policy and Procedures

Ratified by Resources Committee: 4th June 2015

Reviewed: May 2019

Next Review: May 2020

Statement of Intent

This is a Statement of Organisation and Arrangements for the Federation of Westminster Special Schools (The Federation). The statement does not replace Westminster City Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above document, along with other information on health, safety and welfare matters will be found in the individual school's site manager's office and on the Every 'Site Management System'.

The Federation will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Federation will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks resulting from the work activities of The Federation.

The Federation is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The Federation will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the Federation's activities;
- ensure that advice is sought from the relevant specialist bodies on legal requirements for health and safety and on current best practice;
- ensure that key senior staff regularly attend updates and the necessary H&S forums from local H&S team.
- ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, pupils, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;

- give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- make arrangements for the provision of a suitable occupational health service for staff;
- monitor health and safety performance to verify that The Federation's Health and Safety policy is being implemented and health and safety standards are being maintained and progressively improved;
- develop and maintain a positive and proactive health and safety culture.

The Federation will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The Federation recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.

The Federation will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The Federation.

The Federation is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Heads of School and the Resource Committee of the Governing Board.

This policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.

All contractors and consultants working for The Federation are required to comply with this policy.

The Federation will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Federation will review this policy statement annually and more often if the need requires.

The Federation will ensure that this policy is effectively communicated to all staff and stakeholders.

We recognise that H&S is a joint responsibility between employer and employee. All staff must comply with this policy, including any safe system of work. Failure in doing so may render that the employer/employee are liable to disciplinary action and could result in criminal/civil proceedings.

2.0 ORGANISATIONAL RESPONSIBILITIES

Local Management of Schools requires school staff, the Governing Board and the LA to work together to ensure health & safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this policy:

The Governing Board

The Governing Board of the Federation of Westminster Special Schools recognises and accepts its responsibilities and duties under the Health and Safety at Work Act 1974 and all subordinate legislations which fall within the Governing Board's control and as defined in the Westminster City Council's scheme for the local management of schools.

In consultation with the Executive Headteacher, the Governors will:

- ensure that suitable resources and strategic direction are available to discharge the Federation's health and safety responsibilities;
- monitor, via reports, the overall performance of the Federation's health and safety management systems;
- ensure that any decision made is in line with the Council's or Federation's own policies and procedures as they relate to health and safety;
- undertake regular Health & Safety visits, report on these visits and support the Heads of School in resolving any material issues.

Executive Head of the Federation

The day-to-day responsibility for all Federation health, safety and welfare organisation and activity rests with the Executive Headteacher. This responsibility is delegated to the Heads of School, who will:

- ensure the effective implementation of Council health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their school;
- implement the requirements of this policy and for ensuring compliance with all health and safety legislation within their own school;
- demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example;
- ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their school;
- ensure all school business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning;
- ensure that school employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions;
- ensure the objectives and content of the Health and Safety policy are fully understood by all school senior leaders and that all staff under their control are made aware of their duties and responsibilities in line with the policy;
- ensure that this policy is brought to the attention of all employees;
- ensure that school health & safety procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions);
- ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, policies, performance standards, etc.;
- ensure that all job descriptions contain specific areas of responsibility for health and safety management relevant to their school function and are updated as necessary;
- ensure suitable persons are nominated to undertake key health and safety functions within the school, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained;
- co-operate and work closely with the Corporate Health and Safety Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary;

- ensure that, within the school, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at school leadership and staff team meetings.

The Head of School will bring to the attention of the Governing Board any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health and Safety.

Employees

All Federation employees are directly responsible for:

- taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions;
- co-operating fully with their line manager on all matters pertaining to their health and safety at work;
- not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided for their use as part of their role;
- reporting promptly, in the first instance to their line manager, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness;
- reporting to the relevant line manager any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others;
- wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work;
- observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times;
- acquainting themselves with, and complying with, the procedure to follow in case of a fire

Staff with special responsibility

The following staff have further responsibility for Health and Safety in the Federation:

- School Senior Leadership Teams
- Business Support Team
- School Site Managers
- Lead Governor for Health and Safety

These post holders will be responsible for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control;
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification;
- the coordination of the Federation's health and safety policy in their own department or area of work, directly responsible to the Head of School for the application of the health and safety procedures and arrangements;
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety

in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc.;

- resolving health, safety and welfare problems referred to them by members of their staff or referring to the Head of School or line manager any problems they are unable to resolve within the resources available to them;
- ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- obtaining relevant advice and guidance on health and safety matters.

Obligations of any class teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to pupils as often as necessary (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim);
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use;
- build in safety education in curriculum planning.

School health and safety representatives

Head of School at College Park and QEII

Head of Provision at Kennet West (in line with hirer's H&S representative)

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

The pupils

The majority of our pupils have little or no concept of danger. Whilst it is an aim that pupils understand basic rules, staff must be highly vigilant until pupils can, if applicable, understand basic commands and instructions. Pupils will be reminded wherever appropriate that they should:

- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

All contractors under local control will be appropriately selected and competent in terms of health and safety.

Contractors must be made aware of and abide by the Federation's health and safety policy and not endanger pupils, staff or other visitors. The school's Site Manager will be responsible for the coordination of contractors' activities on site.

The Head of School must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This will be achieved by the posting of suitable notices by the Site Manager, in consultation with the Head of School.

All contractors must report to the school office before any work takes place and prior to each working session. The office staff should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the premises

Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school.

The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to school premises / workplaces. All visitors to school establishments must comply with the Federation's Health and Safety policy and procedures.

Heads of School must ensure that visitors record their visit to the school using the InVentry system. Visitors will be required to wear a 'visitors' identification badge, provided by the InVentry sign-in system across both schools. Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

Should a fire/emergency occur or the fire alarm activated whilst visitors are on school premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.

If the incident is of a serious nature the Head of School and the Corporate Health and Safety Team must be contacted immediately.

Persons hosting visitors, including meeting contractors, must ensure that visitors:

- are alerted to the establishment's fire procedures;
- adhere to the school's 'No Smoking' policy;
- park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
- record their presence on the premises using the InVentry sign-in system;
- are provided with and wear an identification badge;
- are accompanied or authorised to enter the premises;
- remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied;

- do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
- report all accidents, incidents and near misses to the host;
- wear protective clothing that is supplied, when necessary.

Lettings

The Federation Business Manager will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation.

3.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Head of School in line with the Executive Headteacher to ensure, so far as is reasonably practicable, that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

Premises; Site; Workplace; Classroom; Office etc.

- Heating and lighting
- Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.
- Room dimensions and space
- Sanitary provisions (male/female, children's and disabled toilet facilities)
- Temperature of workplaces, the provision of thermometers
- Condition of premises including floors etc.
- Workstations/desks and seating, use of computers etc.
- Facilities and arrangements for provision of a wholesome supply of drinking water; canteens/rest place; pregnant and nursing mothers

RISK MANAGEMENT AND RISK/OTHER ASSESSMENTS

- Health & Safety Executive Guidance on Risk Assessment
- Specific Guidance and Codes of Practices
- Health and Safety information for activities e.g. off-site activities
- Identification of all significant hazards and risks within workplaces and completing the appropriate risk assessment forms.

ACCIDENT / INCIDENT REPORTING

- The provision and location of accident records
- Accident/incident report forms
- PCC Guidance on accident/incident reporting
- Recording and reporting of all incidents of violence and aggression on staff
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

FIRST AID PROVISION IN THE WORKPLACE

- Designated First Aiders (See Appendices)
- Identified location of First Aid Boxes
- The contents of First Aid Boxes are complete and up to date
- Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available
- First Aid Room facilities (Medical room)
- Travelling First Aid Kits

FIRE AND EMERGENCY PROCEDURES

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book.

SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK

- Provide a list of the hazardous substances including cleaning materials used.
- Provide list of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.
- Completion of COSHH Assessments
- The School Science Service HAZARDS
- Personal Protective Equipment (PPE) and clothing
- Storage of hazardous substances and signage.

SECURITY OF PERSONS AND PREMISES

Security of premises:

- Perimeter fencing / exterior lighting
- Burglar alarm (externally monitored)
- Use of toughened glass and safety glazing
- Identification of visitors
- Signing in/out procedures
- Control of access
- All staff at school
- Reception/waiting areas
- Security assessments of premises
- Installation and use of CCTV, neighbourhood watch schemes etc.

SAFETY IN KITCHENS

- Safety of pupils/employees/kitchen staff
- Food hygiene
- Responsibility for maintenance of premises and equipment
- Restricted access
- First aid arrangements, including accident/incident reporting
- Safe systems of work
- Lifting and handling of heavy and hot loads, liquids etc.
- Safe use of machinery, equipment and appliances within the areas
- Removal of waste
- Pest control
- Use of knives
- Condition of workplace, including floors etc.

CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)

- School guidelines for the management of contractors
- Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence (Construction [Design and Management] Regulations)
- Works are planned well in advance (where applicable) and health and safety issues have been addressed
- Contractors are controlled and managed on site
- Contractor is required to address the following:
 - protection of children
 - segregation of building works where possible
 - safe use and storage of any machinery brought onto site
 - guarding of site and machinery
 - restricting access to unauthorised persons including children
 - requirement to use tools etc. of a voltage no greater than 110v

THE SAFE USE OF PESTICIDES

- Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.

- Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.
- Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.
- Safe systems of work in place for:
 - handling and storage of pesticides;
 - application of pesticides;
 - the use of personal protective clothing and equipment;
 - disposal of surplus and unused pesticides and containers;
 - COSHH assessments;
 - protection of employees, users, children, public and others.

ASBESTOS

- Westminster City Council's Asbestos policy must be followed.
- The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).
- Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.
- When asbestos removals are to take place ensuring that:
 - all work is undertaken and carried out by competent persons;
 - only HSE approved Asbestos removal contractors are used;
 - records of Asbestos to be maintained at the workplace/site.

ELECTRICITY AT WORK

- Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.
- Ensure logging of all tests on portable electrical appliances in Electrical Appliances Log Book and on the Every Education Site.
- Ensure testing of fixed installations is undertaken by competent persons.
- Undertake daily visual inspections of electrical appliance before use.
- Implement good cable management so as to prevent slips trips and falls and damage to equipment etc.
- Provide and use a Residual Current Device (RCD) where applicable.

WORK EQUIPMENT

- Safeguarding of machines
- Undertaking a machinery/equipment inventory
- Provision of work equipment that is safe and properly maintained
- Safe use of machinery
- Carry out risk assessments where appropriate
- Provide adequate training for employees on work equipment, machinery etc.

STORAGE OF FLAMMABLE LIQUIDS

- Containing and controlling the amount held in storage
- Safety and security of storage of flammable liquids
- Provide a list of what is in storage, where and how is it stored, who has access and is access restricted to others e.g. children etc.
- Provision of appropriate signage

SAFETY SIGNS

- Displayed on each level of the premises, workplace
- Signs comply with current legislation and are easily recognisable

SWIMMING/THERAPY POOLS

- Safe systems of work for both INDOOR/OUTDOOR pools. Please see separate policy and associated risk assessment for hydro pool at QEII School. This information can be obtained and is held directly at site.

- Cleanliness of water and facility and ensuring temperature is correct
- Hygiene - Legionella water quality, life saving equipment/supervision
- First Aid equipment
- Safe procedures and pool rules displayed where appropriate
- Security of pool, including restricted access
- Responsibility for cleaning of the pool
- Use of chemicals etc. within the pool environment, safe handling, storage, security etc.
- Fortnightly pool water quality metering

SPORTS FACILITIES AND ACTIVITIES

- Equipment and premises - safety of use, clear written guidance and procedures
- Supervision of activities
- Rules for staff and other users of sports equipment and facilities
- Training of employees.

MANUAL HANDLING AND LIFTING

- Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.
- Who will carry this out?
- Undertaking manual handling assessments
- Training in correct lifting techniques
- Safe systems of work
- Staff use of safe physical interventions

USE OF DISPLAY SCREEN EQUIPMENT (DSE)

- Undertaking DSE Assessments (information available from Corporate Health & Safety Team)
- Eye tests provision including the cost of basic corrective appliances i.e. spectacles
- Safe place of work, ergonomics including posture considerations etc.

SAFE USE OF VEHICLES

- Speed restriction signs displayed
- One way traffic system
- Segregation of vehicles and pedestrians
- Clearly marked parking bays and areas
- School minibuses and coaches to be fitted with audible reversing alarms
- Care whilst driving especially where children, elderly are present
- Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
- Drivers on school business have a valid driving licence for the categories of vehicle concerned

ACCESS EQUIPMENT AND WORKING AT HEIGHTS

- Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity
- Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement
- Access to equipment, high levels to be restricted to unauthorised and untrained persons

GOOD HOUSE KEEPING

- Clean and tidy premises
- Maintenance programmes and procedures in place to deal with repairs, etc.
- Immediate clean-up of spills
- Litter-free zone
- External areas, grounds, play areas and equipment are safe for use
- Promoting and maintaining a safe and healthy working environment.

COMMUNICATION

- Providing employees with information about the general duties under the Health and Safety At Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).
- Where relevant, the School Site Managers will hold all the necessary information about substances, plant, materials, machinery etc. which they come into contact with.
- Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

TRAINING

- Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.
- Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

SAFETY AUDITS AND INSPECTIONS

- Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by the facilities & site team.

This policy needs to be referred to in conjunction with other relevant documentation:

- Staff Handbook
- School educational visits/trips policy
- Fire and emergency procedures
- Emergency management plan
- Business continuity plan
- Policy for the management of contractors
- Annual H&S timetable
- Procedures for dealing with a major incident
- E-safety

Appendix 1: First Aiders

Federation

Paul Morrow

Ricardo Clarke

College Park School

Diane Griffiths (Paediatric)

Richard Thompson (Paediatric)

Adam Jackson (Paediatric)

Shanice Hylton (Paediatric)

Sue McGrath

Mireille Godfrey

Marion Saunders

Kemi Konstantinova

QE11 School

Kamini Patel

Nilda Osborne

Andrea Blaskova