

**Sandringham Campus**  
Sandringham Road  
Barking, Essex IG11 9AG

**Tel:** 020 3967 7030  
**Fax:** 020 8270 4090

www.barkingabbeyschool.co.uk  
Headteacher: Jo Tupman



**BARKING ABBEY SCHOOL**  
Give and expect the best

**Longbridge Campus**  
Longbridge Road  
Barking, Essex IG11 8UF

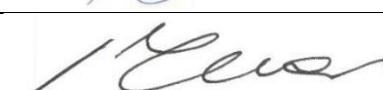
office@barkingabbeyschool.co.uk  
6thform@barkingabbeyschool.co.uk

## Health and Safety Policy

### Policy Adoption

Date	Reviewed/Adopted by	Next review date	Review Frequency
10/10/2018	Resource Committee	September 2021	Three Yearly

### Governing Body Approval

Signed	Title
	Chair of Governors
	Headteacher

### Document Control

Date	Version	Author	Notes
01/10/2016	1.00	S Ewing	Revised Policy
20/09/2018	2.00	P Leake	Updated Format Removed APM references, replaced with Head of Ops



## Contents

Health and Safety Policy .....	1
Policy Adoption.....	1
Governing Body Approval .....	1
Document Control .....	1
Introduction .....	3
Policy Statement.....	3
1 Organisation Roles and Responsibilities.....	3
1.1 Governing Body.....	4
1.2 Headteacher.....	4
1.3 Head of Operations.....	4
1.4 Deputy Headteacher .....	5
1.5 Assistant Headteacher/Heads of Year.....	6
1.6 Human Resources Manager .....	6
1.7 Members of Staff .....	6
1.8 Employee and Student Safety Representatives .....	7
1.9 Staff Liaising with Contractors .....	7
1.10 Students .....	7
2 Arrangements for Health and Safety.....	8
2.1 Risk Assessment .....	8
2.2 Consultation with employees .....	8
2.3 Safe plant and equipment.....	8
2.4 Safe handling and use of hazardous substances.....	9
2.5 Information, instruction and supervision.....	9
2.6 Competency for tasks and training .....	9
2.7 Health and Safety finance .....	9
2.8 Accidents, First Aid and work-related ill health .....	9
2.9 Health Surveillance .....	10
2.10 Monitoring .....	10
2.11 Emergency procedures – fire and evacuation.....	10
2.12 Health and Safety policy, procedure and guidance .....	10
2.13 Audit.....	10
2.14 Contractors.....	10
2.15 Health and Safety Assistance .....	11
2.16 Health.....	11
2.17 Visitors .....	11
2.18 Public Safety.....	11
Appendix 1 – Health and Safety Management Chart .....	12

## **Introduction**

Barking Abbey School is committed to achieving and maintaining the highest standards of health, safety and welfare, The Governors and Head teacher are committed to ensuring, as far as is reasonably practicable, the health safety and welfare of its Staff, Visitors and Pupils.

It is recognised and accepted that the School shall provide a safe working environment for all employees and has a duty of care to all students, visitors, contractors and the general public who may be directly or indirectly affected by its activities.

All reasonably practicable steps will be taken to fulfil these obligations in accordance with the Health and Safety at Work Act 1974 with particular attention to the Management of the Health and Safety at Work Regulations 1999 including any other statutory legislation or regulations in force.

The effectiveness of the policy will be monitored and reviewed by the Governing Body, Head Teacher and Assets and Premises Manager biannually or sooner if changes to law or the Schools operation require it.

Employees, Students and Contractors are reminded of their statutory duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions. This includes co-operating in procedures introduced in the interests of health and safety and not interfering with or misusing anything provided in the interests of health and safety. Only with the co-operation and involvement of every employee/Student and contractor can the requirements of this policy be met.

## **Policy Statement**

- If printed, copied or otherwise transferred from this website this document must be considered to be an uncontrolled copy.
- Policy amendments may occur at any time and you should consult the Policies page on the website for the latest update.

## **1 Organisation Roles and Responsibilities**

The School recognises that the responsibility for the organisation's health, safety and welfare rest with the Board of Governors. The Headteacher and Head of Operations will ensure, on their behalf, the school's compliance with the support of all staff, student and contractors that attends Barking Abbey School.

A key principle for the management of health and safety at the School is that health and safety duties and the necessary authority and resources to discharge them are delegated down the line management structure as appropriate.

To enable staff to carry out their responsibilities effectively the Schools Health and Safety Management System includes arrangements for support and guidance. Listed within the Local Guidance Notes manual.

The Health & Safety Organisational Chart can be viewed in (appendix 1).

## 1.1 Governing Body

The Governing Body accepts responsibility for ensuring the effective co-ordination and implementation of the health, safety and welfare provision at Barking Abbey School.

- The Governing Body will ensure that as far as is reasonably practicable those delegated by them to implement the school's safety policy and supporting documentation do so to ensure the health, safety and welfare to all Staff, Students and visitors.
- That the policy is reviewed bi-annually or as changes to Law require
- Receive and ratify reports on matters surrounding this policy termly
- Ensure that health, safety and welfare matters are a regular agenda item

## 1.2 Headteacher

The Head Teacher has overall responsibility for the operational activity of health, safety and welfare and the utilisation of the Policy and supporting documentation throughout the School.

Additionally, the Head Teacher, as far as is reasonably practicable, will

- Make reports at least termly on safety matters to the Governing Body;
- Liaise with Inspectors, HSE, OFSTED LBBB and any other enforcing body in regard to safety within the school
- Provide sufficient budget for health, safety and welfare requirements
- Ensure adequate and sufficient arrangements within the school to cover all health, safety and welfare legal requirements
- Bring to the attention of all staff the schools health and safety policy.
- Monitor effectively the implementation or arrangements
- Ensure adequate first aid provision
- Ensure heads of year make necessary arrangements for the implementation of health and safety procedures within their department
- Ensure that appropriate systems to monitor standards of health and safety of all contracted and support services.

## 1.3 Head of Operations

The Assets and Premises Manager is responsible for the general advisory and information services throughout the School on matters of health and safety.

Additionally, they will:

- Make at least a termly report on health and safety matters to the Governing Body;
- Assist in safety audits and inspections;
- Investigate and advise on hazards and precautions where competent to do so
- Organise fire evacuation practices within the School; have a general oversight of health, safety and welfare matters including first aid procedures;
- Monitor the general safety programme and advise the relevant Heads of year in reviewing Departmental Safety Procedures;
- Make recommendations to the Head Teacher on matters requiring immediate attention, resulting from safety reports/inspections etc;
- Make recommendations to the Head Teacher on matters of safety policy and procedures in compliance with new and modified legislation;
- Publicise safety information as appropriate;
- Liaise with outside bodies concerned with health and safety;
- Liaise effectively with the union Health and Safety representatives;
- Chair the Health and Safety Committee

- Report on health and safety matters with respect to the Schools buildings and estate;
- Ensure the necessary records are maintained relating to accidents/near misses associated with the work of the school
- Ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority;
- report to SLT on Health and safety concerns
- Ensure adequate safety information, books, reference material for the purpose of keeping up to date with legislation.
- The Assets and Premises Manager has the Head Teachers authority to make and implement decisions throughout the School at any level if there is immediate danger, or, Dangerous practice, or Breach of the law.

## 1.4 Deputy Headteacher

The Deputy Headteachers are responsible for the discharge of the Schools health and safety Policy within their departments, they may where necessary delegate responsibilities within their department

Additionally, they will:

- Nominate, in conjunction with other staff and departments, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- Ensure regular safety tours of the department are undertaken and to ensure hazards identified from those tours are addressed;
- Notify the APM of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage and any issue that may require immediate attention;
- Budget for safety equipment for the department;
- Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the department, and ensure that all employees, students, contractors and visitors are aware of, and conform to, safety procedures;
- Ensure that risk assessments, including manual handling, noise, COSHH, and visual display units are undertaken, documented and reviewed on a regular basis and that appropriate action is carried out;
- Ensure all portable electrical equipment within the department is tested on a regular basis,
- Investigate reports of accidents/near misses and dangerous occurrences in the department in conjunction with the APM.
- Ensure all accidents/near misses within the department are recorded in accordance with Accident Management Policy. In addition, ensure all RIDDOR reportable incidents involving staff are properly reported.
- Ensure equipment is maintained in a safe condition and that substances hazardous to health are stored in accordance with manufactures recommendations and if not are disposed of in an appropriate manner;
- Ensure that where necessary personal protective equipment is provided and stored and maintained correctly;
- Ensure that the standards of the health and safety provision of work experience providers are appraised and monitored on a regular basis and action as necessary taken;
- Ensure that external activities | school trips are correctly risk assessed and authority is received.
- Ensure that procedures are formulated and adhered to ensure all equipment, plant, substances etc used are suitable for the task and are kept in good safe working order;
- Provide adequate training, information, instruction and supervision to ensure that work is conducted safely, and that sufficient staff are appropriately trained to undertake teaching duties that relate to or affect health, safety and welfare;
- Maintain safe access and egress from the workplace at all times;
- Ensure health and safety is a standing item on all departmental meeting agendas.

## 1.5 Assistant Headteacher/Heads of Year

The Assistant Heads | Heads of Year have similar H&S responsibilities to those of a Deputy Head teacher and will:

- Support the role of Deputy Heads and encourage Hand Safety within their team
- Ensure that each student understands Health & Safety and what it means to them;
- Ensure each activity requiring a risk assessment is covered and that regular reviews of the activity and assessment are carried out;
- Ensure safe working practises are followed and that student safety is priority during a lesson;
- Ensure Health and safety is a standard agenda item at each department meeting

## 1.6 Human Resources Manager

The Human Resources Manager will ensure that:

- All staff, full-time, part-time, agency and temporary and volunteer workers receive the health, safety and welfare Policy document and are aware of the implications of the Schools Safety Policy and Procedures;
- The Head of Operations is informed of the following information:
  - Those members of staff who are absent from work for as a result of an accident for a certain period of time as guided by the RIDDOR regulations;
  - Details of all nominated H&S representatives or trained first aid staff, leaving the School employment, for the purpose of updating any safety registers such as first aid. (Where possible adequate notice must be provided to allow alternative arrangements to be made);
  - Information relating to individuals' contracts of employment where there may be a Health and Safety implication, such as those members of staff who are contractually required to provide first aid etc.

## 1.7 Members of Staff

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of Schools rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc Act 1974 at Sections 7 and 8:

"It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions at work;
- As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with;
- Not interfere or misuse any item of clothing or equipment, which have been provided in the interest of Health and Safety;
- Report any hazardous defects in plant, equipment, tools or work practices and bring to the attention of their supervisor any short comings in existing Health and Safety arrangements;
- Not to undertake any task that is requested of them that they do not feel competent to do without receiving adequate training, information and supervision or the authorisation to do so;
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,"
- Staff ensure that relevant risk assessments are up to date and students are appraised of health and safety matters

## 1.8 Employee and Student Safety Representatives

(UCU/UNISON/Non-union/Student Health & Safety Representatives)

- Unison Representative
- UCU Representative
- Non-Union Representative
- Student Union Representative

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will:

- Represent the employees in consultation with the employer and his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- Investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Receive information from management and inspectors;
- Attend meetings of safety committees to which he/she is elected;

Inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. Additional inspections may be carried out where there are substantial changes in work conditions or where an accident/incident/near miss has occurred.

## 1.9 Staff Liaising with Contractors

Staff liaising with contractors carrying out work on any of the Schools premises must inform the Head of Operations before engaging the contractors. The Head of Operations will ensure contractors are suitable and have relevant skills including health, safety and welfare procedures. Contractors will also be informed of the Schools safety procedures and requirements as guided by the Schools Management of Contractors local guidance notes.

All contractors must sign in at any of the Offices where they will receive current health and safety information, security pass for easy identification. Contractors who do not follow these procedures will be asked to leave site. Any claims arising out of this will not be considered, as the contractor will be in breach of the Schools health and safety procedures.

## 1.10 Students

The student is responsible for his/her personal safety and that of his/her colleagues by the proper observation of School rules and procedures in accordance with the Schools Health and Safety Policy and departmental safety procedures.

Additionally, the student will:

- Observe standards of dress and behaviour appropriate to the working situation/environment ensuring where necessary that all protective personal equipment is worn;
- Observe all safety warnings and follow all rules and procedures. If in doubt do not carry out an activity until confirmation has been sought;
- Not wilfully misuse, neglect or damage anything provided for health and safety;
- Observe rules highlighted in the Health & Safety Induction and subsequent related material.

## **2 Arrangements for Health and Safety**

### **2.1 Risk Assessment**

Deputy Headteachers are responsible for their department's compliance within the school and statutory requirements and will ensure that: competent members of staff are appointed in the undertaking and recording of risk assessments. Risk assessments to include all areas covered by the Risk Assessment guidance and where specifically required by regulations e.g. COSHH, noise, lone working, DSE etc.

Each area will keep copies of their risk assessments in the Area Safety file and a record of all risk assessments completed on a suitable database. Suitable training will be provided for all appointed competent persons, by the Head of Operations. The findings of all risk assessments will be disseminated to all staff, learners and any members of the public or contractors affected by the work activity. The teacher responsible for the implementation of the control measures will monitor their effectiveness.

Risk assessment and its implementation will be monitored as part of the audit process and checks will be made to ensure that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year or when the work activity changes or following an accident, whichever is soonest.

### **2.2 Consultation with employees**

Consultation with employees will be carried out through the recognised trade unions who have agreed to act on behalf of non-union employees on health, safety and welfare matters;

Trade Union Safety Representatives will automatically be members of the Schools Health and Safety Committee.

The aims of the Health and Safety Committee are to monitor the adequacy and implementation of the Schools Health & Safety Policy;

- The Health and Safety Committee are to provide a platform from which to ensure the dissemination of Health and Safety information to employees;
- Employees may make representations to the Committee on matters of School-wide importance.
- The Health and Safety committee is to monitor the operational implementation of the Schools Health and Safety Policy and to bring to the attention of the Head Teacher any relevant issues or concerns.

### **2.3 Safe plant and equipment**

Each Department will administer and budget for the service and maintenance contracts for equipment under their remit ensuring annual service and inspection as required by (Provision and use of work equipment regulations) PUWER 98 and other legislation. Following annual service and inspection the heads of year will liaise with the APM to ensure any corrective action is taken.

Heads of Department will ensure that routine checks and maintenance is carried out and recorded by Technicians and others in their area.

All new, second hand and donated equipment must meet current health and safety statutory standards, checks should be made with the APM before acquisition. All equipment must meet the standards within the PUWER policy document.

## **2.4 Safe handling and use of hazardous substances**

All hazardous substances are to be assessed in accordance with the schools COSHH Policy and Procedures.

Suitably trained COSHH assessors will be designated by departments, these assessors, along with colleagues, will carry out assessments.

All purchases for new hazardous substances introduced into the school must be approved by the Head of Operations; checks should be made that all new substances can be used safely before purchase. (HSE- COSHH Essentials)

The findings of all COSHH assessments will be disseminated to all staff, learners and any members of the public or contractors affected by the work activities. The Head of Year is responsible for the implementation of control measures and will monitor their effectiveness.

All assessments will be reviewed annually or in circumstances of use changes, whichever is soonest.

## **2.5 Information, instruction and supervision**

- The Health & Safety Law poster is displayed throughout the School.
- Health & Safety advice is available from the APM. Supervision of young workers, trainees and learners must be undertaken by the appropriate competent staff and monitored by the Head of Year.
- The Head of Year is responsible for ensuring everyone working in locations under their control is given the relevant health and safety information.

## **2.6 Competency for tasks and training**

- General H&S Induction training for all new employees will form part of their induction and should be organised by their line manager
- Area Specific Health & Safety induction will be arranged by the Head of Year
- Induction for learners will be carried out by the tutors.
- All contractors engaged by the School will receive health and safety induction, arranged by the APM, prior to the commencement of their contract.
- Specific job-related training e.g. use of machinery, must be arranged by the Head of Year using colleagues or specific training provider. Records such as those required by PUWER98 must be kept.
- The Head of Operations will facilitate health and safety training in a range of subjects. Arrangement and record keeping of this training will be kept by the APM and HR

## **2.7 Health and Safety finance**

- Each Department is responsible for financing reasonable departmental Health and Safety requirements from within their departmental consumable budgets.
- Larger scale or whole School requirements will be financed centrally so far as is reasonably practicable. It is the decision of the Headteacher as to what represents a large-scale Health and Safety requirement.
- The finance for Health and Safety training requirements comes from the School Staff Development budget.

## **2.8 Accidents, First Aid and work-related ill health**

- The School will provide adequate first aid equipment and facilities for employees and others if they become ill or are injured whilst at work.
- The School will ensure the provision of appropriately qualified first aiders at all times people are at work.
- The Head of Operations will manage this provision

- All accidents and cases of work related ill health are to be recorded on the Schools accident form
- The APM is responsible for ensuring reportable accidents, diseases and dangerous occurrences in accordance with the accident management policy to the enforcing authority.

## **2.9 Health Surveillance**

- Health surveillance is required for employees where identified through the Risk Assessment process. Where deemed necessary the Head of Year will liaise with the APM who will then subsequently liaise with Human Resources and Occupational Health.
- Records of all health surveillance will be kept for 40 years.

## **2.10 Monitoring**

- The School will check its working conditions and ensure safe working practices are being followed. The Head of Operations will form an audit team to carry out audits of selected departments every three years.
- Heads of year should arrange periodic inspections of their workplace
- The Schools Head of Operations is responsible for investigating accidents and work-related causes of sickness and absences
- The Head of Operations will work with appropriate Staff to act on investigation findings to prevent a re-occurrence.

## **2.11 Emergency procedures – fire and evacuation**

- The Head of Operations will be responsible for ensuring fire risk assessments are undertaken, implemented and reviewed.
- The Head of Operations will ensure the Caretaking team carry out the appropriate fire alarm system and equipment checks in accordance with the Fire Safety Procedures document
- The Head of Operations will ensure a minimum of three fire evacuation practice sessions are held per School per academic year.
- Records of all fire testing and checks will recorded in the fire log book held in the Leisure centre building.

## **2.12 Health and Safety policy, procedure and guidance**

- The School will publish and maintain policies and procedures. These details the Schools approved safe systems of work and facilitate the creation of healthy and safe working environments throughout the organisation. These supporting policies and procedures represent an integral part of the Barking Abbey's Health and Safety Policy and Safety Management System.

## **2.13 Audit**

- The School is committed to developing and establishing effective audit systems for health and safety management. The APM is responsible for developing and managing the Schools Health & Safety audit.

## **2.14 Contractors**

- Contractors and consultants working for the School will be provided by the commissioning member of staff with relevant information detailing known hazards and risks arising out of the organisations activities that they may be exposed to as they carry out their tasks.
- Contractors and consultants working for the School will be expected to comply with any reasonable health and safety requirement imposed on them by the organisation.
- Contractors are required to provide copies of risk assessments, method statements etc prior to commencement of their work.
- Contractors are subject to the requirements of this policy and the college permit to work systems.

- All contractors are expected to DBS certified for both adult and child references
- Any contractor found to be in breach of this or any other School policy regarding health and safety will be asked to stop work until they can satisfy the APM or his team of their standards of safety.

## **2.15 Health and Safety Assistance**

Competent persons have been trained to assist the School in meeting its Health, Safety and Welfare obligations. These people have sufficient knowledge, training and experience to ensure that statutory provisions are met and that the safety policy is being adhered to.

These include, but are not limited to: -

- Head of Operations
- Union Health & Safety Representatives

## **2.16 Health**

- An occupational health service is provided which includes sickness absence management support, specialist medical examinations and information and advice on lifestyle and health matters.

## **2.17 Visitors**

- Barking Abbey School will ensure, so far as is reasonably practicable, the health, safety and welfare of all visitors to locations or activities controlled by the organisation.

## **2.18 Public Safety**

- Barking Abbey School will ensure, so far as is reasonably practicable, that work carried out in public areas, either by its employees or contractors and consultants, is undertaken without risk to students or members of the public.
- The School will also ensure, so far as is reasonably practicable, that equipment installed in public areas is safe and without risk to students or members of the public.

**Appendix 1 – Health and Safety Management Chart**

