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Edinburgh Primary School

Health and Safety Policy

2024- 2025

Agreed Governors 7.5.25

Updated annually.

LBWF Health and Safety Unit

Tel: 020 8496 3413

Version 2024-25

1. Statement of Intent

Edinburgh School Health and Safety Policy

The school endeavours to ensure pupils are safe in school and when undertaking out of school activities. The school promotes proportionate risk management, regarding the nature of the activities being undertaken, to keep pupils safe.

The school encourages teachers to teach pupils an understanding of risk through exciting school trips, as well as school-based activities including being able to take part in sports, to play freely in the playground, and participate in risk management of hazards e.g. in science, D&T and art.

The school understands the employer is accountable for the health and safety of school staff and pupils; that the day-to-day running of the school has been delegated to the headteacher and the school management team; and they are responsible for ensuring health and safety risks are managed effectively.

The school has appointed a competent person (someone with the necessary skills, knowledge and experience to provide proportionate advice) to ensure it meets its health and safety duties.

The name of the competent person is: WF H & S Team (The LA Health and Safety Team offer this role through their enhanced service) The business and site managers lead on the safety issues within the school under the direction of the LA competent person.

The school management agrees the employer has reserved the right to direct the school to appoint a competent person, at the school's cost, if the school management is unable to demonstrate its nomination has the necessary skills, knowledge and experience. Guidance from specialist bodies will also be used to manage risks including:

- the Consortium of Local Education Authorities Provision of Science for Schools ([CLEAPSS](#)) for advice on Science, Design & Technology and Art;
- the [Association for Physical Education \(AfPE\)](#) for PE;
- general guidance is also available from [the HSE](#).

The Senior Leadership Team is committed to ensure there is effective health and safety management, and follows the IoD/HSE guidance on [leading health and safety at work](#).

This policy is an integral part of the school's culture, values and performance standards. The key elements of the policy include:

- the roles and responsibilities
- the arrangements and mechanisms to control risk
- specific control measures that need to be implemented

This policy will be reviewed every year or if there are significant changes within the school. It will be signed and dated by the Headteacher. A signed and dated copy will be sent to the council's Health and Safety Team as a record for the employer, email healthandsafety@walthamforest.gov.uk.

Headteacher Signature: _____ Ellie Green

Date of Signing: _____ Next review date; Spring 25

2. Responsibilities

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The Headteacher will:

- ensure that the school has adapted this template health and safety policy to have effective arrangements for managing the real health and safety risks at the school;
- maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
- ensure appropriate written risk assessments are in place for the significant hazards created by the schools to protect staff and pupils from reasonably foreseeable harm;
- make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- and know how to access support and advice to help them manage risks responsibly;

The Governing body will;

The Governing Body will work together with the Headteacher, and the Council to establish and meet health and safety objectives. Specifically, the Governing Body will:

- Act in accordance with the policy and guidelines issued by the Council;
- Ensure that adequate policies and procedures are in place; and
- Monitor the implementation of policies and procedures.
- The Governing Body will address health and safety matters via the Governing Body meetings. Health and Safety is a standing item on the Governing body agenda.

The School Business and the Site Manager;

The Site Manager, supported by the School Business Manager, takes the lead for health and safety on site and provides the focal point for the school's health and safety management arrangements. Their school wide roles include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed
- advising contractors of site-specific risks and overseeing their activities on site
- ensuring staff and visitors are aware of on-site procedures and the precautions to follow
- accident and incident reporting
- implementing, monitoring and reviewing of training procedures
- preparing of reports and returns for the school leadership team

Other Staff

Phase Leaders/Curriculum Leaders have expertise in their topic areas and are responsible for advising and leading on the arrangements for assessing and managing risk in their department. They need to provide an annual risk assessment with termly checks and updates to the headteacher/school business manager as the nominated lead. LCoP15.

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Some schools may appoint a subject specialist or other nominated lead to take a primary role in providing support across the school's range of activities, however the Phase Leaders/or Curriculum Leaders are accountable for the standards reached and must provide the nominated lead with:

- sufficient authority to take the lead responsibility for health and safety;
- time, resources and competence to fulfil the role.

Legal duties of all employees and other users;

Employees will

- take reasonable care for their own health and safety and that of others who may be affected by what you may do, or fail to do;
- cooperate with their employer, managers, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- do their work in accordance with training and instructions;
- raise health and safety concerns in line with local arrangements.

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is taken, then, guidance should be sought from the Health and Safety Team.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher and Governing Body.

Hirers, Contractors and Other;

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have equivalent responsibility for safe practices as indicated in responsibilities of the Headteacher above.

When the premises are hired to persons outside the employ of the school employer, it will be a condition for all hirers, contractors and others using the school premises or facilities they

- comply with all safety directives of the school management;
- **will not** without prior consent of the school management:
 - (a) introduce equipment for use on the school premises;
 - (b) alter fixed installations;
 - (c) remove fire and safety notices or equipment;
 - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

The Headteacher and school management draws attention of all users of the school premises (including hirers, contractors and others) no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

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3. Arrangements

Competent persons must carry out assessments, inspect and examine the following issues, plant and equipment at appropriate intervals. Copies of reports are to be forwarded to the appropriate departments for information or action. Copies of reports are to be kept on the LA system Concerto for future reference purposes and on the schools Every System for site management. The Site Manager keeps records of all works, the following are also checked during the current year by;

- Asbestos Register is arranged by LBWF Records are kept by Site Manager (However. The school does not have any recorded asbestos on site).
- Gas-fired boilers and appliances - Examinations are arranged by Site Manager Records are kept by Site Manager and on Every. Equans (formerly Bouygues-ES)
- Fixed and portable pressure systems including bulk gas storage facilities - Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every. Equans (formerly Bouygues-ES)
- Fire Risk Assessment is arranged by LBWF. Records are kept by LBWF and Site Manager.
- Fire extinguishers and other emergency firefighting equipment - Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every. Equans (formerly Bouygues-ES)
- Electrical installations Done every 5 years by PHS -, 0330 588 5220. Fire alarm systems – MRFS-020 8547 4333 - Emergency lights Equans (formerly Bouygues-ES) (including batteries and battery charging systems) - N/A and Fire detectors— MRFS-020 8547 4333 - Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every.
- Portable electrical appliances - Inspections and examinations are arranged by Site Manager. Records are kept by Site Manager and on Every.
- Water Risk Assessment is arranged LBWF. Records are kept by Site Manager and on Every.
- Lifts, lifting gear, lifting equipment and hoists – Thorough Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every.
- Lifts, lifting gear, lifting equipment and hoists – servicing is arranged by Site Manager. Records are kept by Site Manager and on Every. Orona Lifts -01932 784 128.
- Trees - Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every. Fiona Critchley Arboricultural Solutions –Tel 01376 795858 Mobile: 07989 885283
- Emergency electrical stop buttons - Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every.

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- Microwave ovens in good state of repair (microwave leakage tests - visual) - Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every.
- Gymnasium equipment (including weights equipment) - Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every. Playdown contractors.
- Outdoor fixed play equipment – Examinations are arranged by Site Manager. Records are kept by Site Manager and on Every. Playdown Contractors -01474 607 622

Arrangements for periodic site inspections;

The Premises Manager is Responsible for the effective implementation of a planned preventative maintenance schedule for internal and external fabric of the school's premises, supporting the development of the site as a safe working environment. All activities and contracts are recorded on the schools Every System where staff are required to report any issue or concern from their desktop logins.

4. Assessing and managing risks (LCoP 15; Risk Assessments).

Assessing risk is the cornerstone of good health and safety management, as it systematically identifies the significant hazards and how to control them effectively and proportionately. The law requires the school to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

Staff should identify:

- the significant hazards;
- how people might be harmed by them;
- what they have in place to control risk.

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures you need to protect the health and safety of all:

- staff;
- pupils;
- visitors;
- contractors;
- trespassers

Staff need to explore what risks that may arise in the course of the school day. This could include anything related to the school premises or delivery of its curriculum, whether on or off site.

Staff are expected to carry out risk assessments for the significant hazards related to their activities and equipment. It is good practice to involve all relevant staff to participate in the assessment of risk, to get a full picture of the issues.

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Additional inspections and risk assessments to be carried out as and when required.

Factors included in risk assessments will vary between schools, although some will appear in most schools. HSE provides [guidance on the risk assessment process](#).

Staff can adopt or modify the guidance below to suit their circumstances:

- [HSE website: common hazards](#)
- [DfE guidance: Asbestos management in schools](#)
- [DfE guidance: Emergency planning and response](#)
- [CLEAPSS for science and design and technology](#)
- [ASE for science](#)
- [The Design and Technology Association \(DATA\) for design and technology](#)
- [Association for Physical Education](#)
- [Outdoor Education Advisers' Panel for school trips](#)

5. Other areas and activities to consider

The list of guidance below provides sources of further help on health and safety related risks:

- work at height – refer to lcop10: ladders, steps and working at heights
- good estates management for schools – refer to [gem](#)
- manual handling – refer to lcop11: manual handling operations including moving people safely
- lone working – refer to the LA Lone working guidance: staff working alone

6. School security and emergency preparation;

All visitors must report to the main school office, they are asked to sign into the visitor control system InVentry. InVentry will record the visit and produce a badge for them to display at all times when in the school or working in the premises. Contractors may present at the Kirk Road entrance to the site team who will ensure they sign in using the same InVentry system.

Staff should challenge any unidentified person on site or seek to identify that person with the senior staff or a member of the business support team immediately.

The Site Manager has plans in place to enable management of and respond to incidents related to school security.

The school has a school lockdown procedure; code red/blue for security issues that staff are made aware of see Appendix 1.

Health and safety emergency procedures schools should consider include:

- serious injury to a pupil or member of staff (for example, transport accident)
- significant damage to school property (for example, fire)
- criminal activity (for example, bomb threat)
- severe weather (for example, flooding)
- public health incidents (for example, flu pandemic)
- the effects of a disaster in the local community

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refer to the school business continuity plan.

7. Staff training

Staff will receive information and training about health and safety. This includes:

- how to assess risks specific for their job;
- how to meet their roles and responsibilities identified within the health and safety policy.

This will be done in different ways depending on individual or specific need. For example, providing staff with written guidance may be appropriate in some cases, while attending a training course may be more appropriate for others.

Staff whose work involves a greater element of risk will need extra or specific training. The HSE risk management guidance provides information about when staff require specific training in, for example:

- using industrial machinery;
- managing water safety;
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

The DfE also provide information about the safe storage and disposal of hazardous materials.

8. Recording and reporting injuries and accidents

Refer LCoP 1 Accident Reporting etc.)

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- First Aid treatment should be rendered, **but only as far as knowledge and skills admit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- If the individual needs to be taken to hospital, then an ambulance should always be called. If an ambulance is required, the emergency "999" service should be used.

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported including complying with RIDDOR regulations. The school uses the LA telephone accident reporting system My compliance as indicated in the posters around the school, staff member involved or who witnessed must report the incident from first-hand knowledge. <https://my-compliance.co.uk/external/incidents/d40fd119e0ed6c109042aa610408aa6fb41c0f2a>

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The using my compliance the LA keep track of incidents with the school investigating locally and reporting circumstances with any remedial actions.

The LA Health and Safety Team will then be the responsible person for reporting in line with the RIDDOR regulations.

First aid; (Refer to LCoP 35 - First Aid in Educational Establishments) as well as the First Aid Policy.

The school's list of designated First Aiders is a working document and the most recent copy is displayed in the school office, SSO rooms and staff rooms and is maintained by the SBM.

Work related stress.

The school has access to the systems for stress and mental wellbeing

As part of the Education Recovery Plan and with employee wellbeing in mind, the Council has purchased access to the Thrive app for all staff in Maintained Schools including Voluntary Aided Schools.

The **Thrive app is NHS approved** and is a clinically effective app for the prevention, early detection and management of anxiety, depression and stress.

<https://thehub-beta.walthamforest.gov.uk/thrive-mental-wellbeing> log in code LBWFWALTHAMSTOW

the App;

- is the leading NHS approved mental health app
- signposts to external support services - seek immediate help directly from the app
- tackles common stressors such as sleep, bereavements, work issues and more
- screens for anxiety and depression
- currently supporting over 3.8 million users globally
- is completely confidential
- a personalised wellbeing app with progress tracking

The school has access to the **Employee Assistance programme** a 24/7 freephone line for all staff to contact for online and 121 support.

www.carefirst-lifestyle.co.uk

Username: WalthamForest

Password: employee

Phone: 0808 168 2143

Information is sent to staff and posters displayed around the school.

The school also offers access to LBWF Occupational Health services.

Plus in school an open-door policy for staff to talk to a member of SLT as well as staff being vigilant and concerned for each other.

The schools current AHT has been trained vis the DFE in the schools wellbeing programme.

9. Review and evaluation

The school will regularly monitor and review their health and safety policies to ensure it is reducing risks. As part of this monitoring, the school will investigate incidents to ensure it is:

- taking appropriate corrective action;
- sharing learning;
- putting necessary improvements in place.

This policy will be monitored by the Health and Safety Team to assess its effectiveness and to determine whether satisfactory standards of safety performance are being achieved.

Monitoring can be achieved by accident/incident reporting, safety inspections, audits etc. The Health and Safety Team will undertake health and safety audits. (Annual PHSC). These audits will also be informed by reports made via the EVERY system.

Where there is a health and safety incident at the school, the competent person and others with health and safety responsibilities should assess the effectiveness of the school's procedures and its response. They should make necessary changes to policies and procedures.

10. Additional powers of the local authority as employers

Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in the following types of school:

- community schools;
- voluntary controlled schools;
- community special schools;
- maintained nursery schools;
- pupil referral units.

The Local authority will only use these powers when a school's health and safety arrangements are inadequate.

11. The Law

The Health and Safety at Work etc. Act 1974 determines health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The Management of Health and Safety at Work Regulations 1999 supports the Act. The school management will make sure it is familiar with both pieces of legislation.

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Appendix 1

SUMMARY OF EMERGENCY RESPONSE PLAN – external threat

On very rare occasions schools are placed under threat externally or from an intruder. Although extremely rare it is important all staff know how to react in a critical situation.

In such situations, only the headteacher, person acting as the headteacher, chair of governors or LA staff should deal with the media and call emergency services if required.

1. External threat (i.e. a situation where it is deemed unsafe for children or adults to be outside the building)

Code Red (outside)

- **Emergency situation outside threat – ensure all children and adults are inside the building**

- if it is playtime/lunchtime a whistle will be blown and a Red card held up indicating to bring children into the building, children should move promptly and quietly to their class – children should not leave the building for any reason
- staff will use code Red to alert each other of situation
- registers should be checked by individual teachers, if lunchtime teachers should return to class
- all staff should attempt to take a mobile telephone with them, but only if it is safe and quick to locate.
- headteacher or person acting as headteacher to make a check of the school
- school staff should not enter the playground, car park or leave the school until the all clear is given

2. Possible intruder

Code Blue (inside)

- **Emergency situation threat inside building – ensure all children are inside classrooms (adults in classrooms or other enclosed area)**

- all children should be in their classroom with teacher and support staff – children should not leave the classroom for any reason, lock the door and in some instances, you may be safer under the desks
- in the event it is not safe in classrooms the children will be moved to the school hall for assembly, or to a safer area of the school
- staff will use code Blue to alert each other of situation
- registers should be checked by individual teachers

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- all staff should attempt to take a mobile telephone with them, but only if it is safe and quick to locate.
- police should be called immediately by the person in charge.