



**Respect Responsibility Relationships**

# **Hollydale School Health and Safety Policy**

**September 2022**

**Review date: September 2025**

# **Health and Safety Policy**

## **General**

The Governing Body of Hollydale School recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HASAWA) and the Management of Health and Safety at Work Regulations 1999 to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

## **Responsibilities**

### The Governing Body

The responsibilities for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- (a) Make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1999.
- (b) Have in place procedures to identify hazards and evaluate risk control measures.
- (c) Create a management structure and periodically monitor its effectiveness
- (d) To be informed of any relevant health & safety briefing and reports.
- (e) have health and safety on the agenda at Governing Body meetings.
- (f) Ensure the Head teacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.

The Governing Body will provide, in co-operation with the LEA where responsibilities for premises and plant are shared

- (a) a safe environment for pupils, staff, visitors and other users of premises
- (b) Plant, equipment and systems that are safe.
- (c) Safe arrangements for transportation, storage and use of articles and substances
- (d) Safe and healthy conditions that take account of
  - Statutory requirements
  - Approved Codes of Practice
  - DFEE or LEA guidance
- (f) Adequate information, instruction, training and supervision.
- (g) Provision of all necessary safety and protective equipment.

## **Headteacher**

The Headteacher, as Key Manager, is responsible for the day to day running of the school and putting health and safety policy into effect.

The Head teacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. The Head will in particular:-

- (a) be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- (b) Ensure that termly health and safety inspections are carried out.
- (c) Arrange for risk assessments to be carried out by a competent person.
- (d) Put into effect any remedial measures or refer as necessary to the Governors or LEA
- (e) Consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- (f) Attend health and safety briefings and training arranged by the LEA.
- (g) Report regularly on health and safety matters to the Governing Body.
- (h) Ensure contractors on site follow safe working practices.

## **Other Duty Holders**

## **Leadership Team/Co-ordinator**

All curriculum co-ordinators will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area responsibility.

As part of their day to day responsibility they will ensure that:-

- (a) Safe working methods are in place.
- (b) Supervision is adequate and training needs met.
- (c) safety requirements for resources and equipment are in place and are adequate.
- (d) Appropriate Personal Protective Equipment (PPE) is available, in good condition and is being used correctly.
- (f) Any hazardous substances are correctly used and safely stored.
- (g) Standards of health and safety are monitored and appropriate remedial action is taken where required.

## **Premises Officer**

The Premises Officer has particular responsibility for security and premises related issues and will:-

- (a) Co-operate with the Head teacher and ensure that they effectively monitor the condition of the premises.
- (b) Report defects so that appropriate remedial action can be taken
- (c) Regular test the fire alarm system and record findings.

## **All Staff**

Members of staff also have health and safety responsibilities. Staff will therefore be required to:-

- (a) take reasonable care of their own health and safety and that of anyone else may be affected by what they do or fail to do.
- (b) co-operate with all health and safety arrangements.

- (c) report any defect or other health and safety matter that they are aware of.
- (d) Use correct equipment, tools and safety and protective issue.

## **Premises Hire**

Any hirers of the premises have the responsibility to ensure that they use it correctly. The Governing Body recognises its duties as controller of premises and will ensure that:-

- (a) Premises hired are in safe condition for the purpose of hire.
- (b) Arrangements for emergency evacuation are adequate.
- (c) Firefighting equipment is in place and in operational condition.
- (d) Insurance requirements are met.

## **Contractors**

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteacher will therefore ensure that where contractors are appointed directly by the school:-

- (a) Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- (b) Contractors are advised of any health and safety related issues or Circumstances; that may adversely affect their health and safety whilst on the premises.

## **Communication**

All staff are made aware of communication channels within the school and within the Authority for health and safety. The Headteacher will ensure that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

## **Staff Consultation**

The Governing Body and Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives.

## **Resources Committee**

The Resources committee has been established to provide a forum for the local managers and staff sides to discuss important health and safety issues. The committee meets at least once per term.

## **Safety Practices**

Guidance issued by the Health and Safety Executive, Department for Education and Employment and Southwark Education and Leisure Services Department will be incorporated into the school's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues relayed to relevant staff.

## **Risk Assessments**

The Headteacher will ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

## **Shared Accommodation**

The head of each separate educational establishment has been designated the Key Health and Safety Manager and therefore has the responsibility for producing a local statement for his or her establishment. Where two or more establishments share the use of single premises, (e.g. the school which is used in the evenings by Play Centre or Youth Centre) each Key Manager has the responsibility to include in the Local Statement references to activities peculiar to his or her own establishment. However, there will be health and safety problems common to all users, e.g. hazards associated with the building, and the Key Managers who share accommodation should discuss those sections of their local statement which refer to the areas they have in common and cover these by a joint statement which each Key Manager can incorporate into their own statement.

There is an "incident" book in which joint users can list hazards, etc. which become apparent during one occupation of the premises to warn the next occupiers of danger, i.e. windows broken during the Play Centre session would be hazardous to

school pupils the next morning. Incident book to be kept in office of After School Building.

## **Fire Precautions**

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

## **Procedures**

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform the Health and Safety update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

## **Fire Drill**

A fire drill will be held at least twice termly and significant details recorded in the Fire Log.

## **Testing**

The Fire Alarm will be tested weekly, using a different call point each time in rotation and the findings recorded in the Fire Log.

## **Accidents, Incidents, Near Misses and Dangerous Occurrences**

All will be recorded and reported in accordance with Southwark Education and Leisure Services Department Policy. **The pupil Accident book, Employee Accident Book (B1510) and HS1, HS3 Report forms are kept Headteachers Office.**

**Additional employee accident forms are kept in the staffroom.**

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's "Health & Safety Unit. The Key Manager or deputy will also advise the appropriate staff representative, who has the right to inspect the site of an accident involving anyone he or she represents.

Additional help is available in "Health & Safety A Managers Guide" Part 1 and health and safety update circulars no's 97/14 and 97/12.

## **Accident Reporting**

All completed accident forms should be sent to the Department Safety Advisers based at John Smith House, 144-152 Walworth Road, London SE17 1JL.

James Hemmings is now Health and Safety Adviser for Education & Lifelong Learning Support is available at all times for any complex investigations.

## **First Aid**

The Certificated First Aiders are: Su Mustafa, Karen Lewis, Bryan Long, Shannon Ayres

First Aid Boxes can be found in: First Aid Room

First Aid Room is located: Ground floor opposite main entrance

## **Health and Safety Contacts**

Key Manager: Mrs Reema Reid

Title: Headteacher

Person designated to act in the Key Manager's absence:

Name: Franca La Malfa

Title: Deputy Headteacher

Union Staff Represented: NUT

Other Local Health and Safety Contacts:

Lee Tapping Southwark Adviser                      Health & Safety (Southwark)  
Southwark adviser Tel: 020 7525 5035

Education and Leisure Services Department

Health and Safety Unit                      Southwark Children's Services  
PO Box 64529  
London SE1P 5LX

Health and Safety Manager - Ben Hewitt