



Health and Safety Policy

In Accordance with:

TLAS COVID Risk Assessment dated 6.1.2021

TLAS School Reopening: Monitoring Health and Safety Measures dated 1.6.2021

Policy last updated: June 2021
Policy next reviewed: June 2022
Policy Reviewed by: D. Speakman



The London Acorn School views the welfare of our children, parents, staff/ contractors and visitors as central to all we do. We are keen to adopt best practice in all areas of health and safety and need the help of all members of our team and community to achieve this. In addition to this policy, please also consult The London Acorn School's other policies, including First Aid and Risk Assessment Policies, which are relevant to this Health and Safety Policy

In accordance with the HEALTH and SAFETY at WORK ACT 1974

The School Board recognises and accepts its responsibility for ensuring (so far as is reasonably possible):

- the provision of safe and healthy premises
- the health and safety of pupils, staff and visitors to the school
- the protection of others from health and safety risks arising from our activities

This policy relies on the active involvement of all members of our school community. We remind employees of their duty in this respect (under Sections 7 & 8 of the Act), including the need to take care of their own safety and that of other employees.

The London Acorn School is mindful of many areas where health and safety is relevant in our workplace, including:

- assessing for risk (we have a separate policy on this area)
- control of substances hazardous to health
- first aid equipment, facilities and staffing (we have a separate policy on this area)
- fire precautions
- maintenance of electrical systems
- personal protective equipment (PPE)
- safe use of display screen equipment
- manual handling operations (we have a separate policy on this area)
- asbestos and legionella
- other issues of less day-to-day relevance such as working at heights and noise issues

In addition, there are important specific areas such as road safety with children, educational visits and sport. The School's approach will have regard to guidance issued by the DfE or equivalent bodies.



**This is the statement of general policy and arrangements for
The London Acorn School**

The Company Directors have overall and final responsibility for health and safety

The Head Teacher has day-to-day responsibility for ensuring this policy is put into practice

The School Governance Council have overall responsibility to set and approve the health and safety policy, monitor its implementation and ensure health and safety standards and performances are met

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Head Teacher	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed yearly or when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Head Teacher	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including fire safety where necessary) and personal protective equipment. We will ensure that suitable training arrangements are in place to cover employees assisting on school trips.
Ensuring that suitable policies are in place and staff understand their responsibilities and have adequate training provided.	Governance Council member with responsibility for Health & Safety	Monitoring the implementation of policies and reviewing the information and training provided and views from staff.
Engage and consult with employees on day-to-day health and safety conditions	School Business Manager	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.



<p>Implement emergency procedures – evacuation in case of fire or other significant incident.</p>	<p>School Business Manager Maintenance Supervisor</p>	<p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</p>
<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>Maintenance Supervisor</p>	<p>Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p>

<p>Health and safety law poster is displayed in:</p>	<p>School Office</p>
<p>First-aid boxes are located:</p>	<p>School reception (including 4 mobile first aid boxes), woodwork room, kindergarten, upstairs store room. Supplies are also available at each first aid station.</p>
<p>Accident book is located:</p>	<p>School Office.</p>

The London Acorn School will provide information, training and monitoring of health and safety matters, and will seek competent external policy-related or technical advice where necessary.



The following external resources may be helpful resources to staff:

General guidance from Merton on health and safety in schools:
http://www.merton.gov.uk/guide_for_governors.pdf

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Fire safety: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
<http://www.london-fire.gov.uk/FireSafety.asp>

Control of substances hazardous to health: <http://www.hse.gov.uk/coshh/>

Legionella
advice: <http://www.hse.gov.uk/legionnaires/>
testing: <http://www.safewatersolutions.co.uk/Schools.aspx>

Personal protective equipment:
<http://www.hse.gov.uk/toolbox/ppe.htm>

safe use of digital display equipment
<http://www.hse.gov.uk/pubns/indg36.pdf>

asbestos
<http://www.hse.gov.uk/asbestos/>

school trips: (see also our policy on risk assessment)
<http://www.hse.gov.uk/services/education/school-trips.pdf>

Training:
The school has an educational contract with educare to provide online training for all staff. Staff are encouraged to complete the health and safety training. Please contact the office manager for details.

<http://www.rospa.com/school-college-safety>

Organisation for Health and Safety

The nominated person for health and safety, on the school board, is responsible (as far as is reasonably practicable) for ensuring that:

- the London Acorn School's Policies reflect best practice, are up-to-date and effectively implemented;
- health and safety matters are regularly reviewed and monitored by the School Board and Directors, and by the Head Teacher;
- staff at The London Acorn School, the School Board and the general school community are aware of their responsibilities and have adequate training opportunities.

The Head Teacher is responsible for:

- risk assessment
- Strategic oversight of school safety policies, including meeting statutory responsibilities and funding;
- Reporting/ liaison with external agencies such as the Health and Safety Executive, emergency services and external expert advisors;
- Designating suitably trained "nominated persons" to perform individual duties and roles required by the policy, such as fire safety roles;
- Ensuring adequate support to staff on matters of HR related to health and safety, including first aid provision, the monitoring of illness, working arrangements and deployment;
- oversight of premises safety, including the safety of community members on off-site educational visits.

The School Business Manager is responsible for:

- consulting with staff about health and safety matters on a daily basis and encouraging safe practice;
 - providing the maintenance communication book and ensuring any tasks are carried out in a timely manner by the maintenance supervisor or contractor;
 - arranging meetings (the Executive committee once a month and others as required) and producing any report;
 - Ensuring escape routes are maintained and adequately sign-posted;
 - Evacuation and fire drills are practiced at least once a term;
 - First aid equipment is appropriate, the accident book is available as per the first aid policy;
 - assisting in the organisation of staff training and maintaining training record
 - Overseeing the maintenance supervisor and contractors (and ensuring documentation is completed) in health and safety matters such as :
 - weekly fire extinguisher checks,
 - weekly emergency lighting and fire alarm checks,
 - pest control checks,
 - boiler safety checks,
 - general premises checks including daily safety of corridors and common spaces.
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The Head Teacher and nominated governance council member assisted by the School Business Manager and maintenance supervisor work as a team to monitor the effectiveness of health and safety arrangements, by:

- Meeting once a term to review Health and Safety matters
 - Acting as a channel of communication for members of staff wishing to raise issues of strategic concern for health and safety issues, including proactively seeking staff feedback
 - reviewing the accident book, maintenance reporting book and any new guidance at each meeting
 - ensuring a summary report from each meeting is distributed to all staff, and should any new developments be identified, that this will be communicated effectively to all staff
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