



## Health and Safety Policy

November 2012

**Date reviewed :** \_\_\_\_\_

**Authorised by :** \_\_\_\_\_

(Headteacher)

**Authorised by :** \_\_\_\_\_

(Chair of Governors)

## **1. RESPONSIBILITY**

The statutory health and safety responsibilities fall on the governing body (as the employer) and on the Headteacher and staff (as employees).

## **2. STATEMENT OF INTENT**

The Governing Body is committed to ensuring that high standards of health; safety and welfare are provided and maintained to ensure a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognizes that health, safety and welfare is a management responsibility of equal importance to service delivery, and needs to be considered an integral part of the school provision. This commitment also embraces all aspects of occupational health and safety including physical and mental well-being of all employees.

Staff at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, and leading by example.

The Headteacher and appointed health and safety co-coordinator will ensure that the Governing Body's commitment to health, safety and welfare detailed in this policy is actioned and communicated to all employees.

All staff are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health; safety and welfare could lead to the prosecution of Governing Body and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

## **3. ORGANISATION AND RESPONSIBILITIES**

Although in practice the governing body may delegate specific health and safety tasks to others at the school the ultimate responsibility no matter who carries out the tasks remains with the governing body.

### **3.1 The role of the Governing Body**

The Governing Body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations 1999):

- to institute a health and safety policy and advise employees of it;
- to ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff;

- the health and safety of pupils in school and on off-site visits;
- and the health and safety of visitors to schools, and volunteers involved in any school activity;
- to assess the risks of all activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures;
- to ensure that staff are trained in their health and safety responsibilities; and,
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

### 3.2 Headteacher

The Headteacher is accountable to the Governing Body for the implementation of the health and safety policy and will also discharge the Governing Body's overall duty as employer. This will be achieved through the following systems:

Establishing and maintaining **control** by:

- ensuring the Health and Safety Policy is brought to the attention of all staff;
- allocating and defining health and safety responsibilities of all managers and all employees;
- ensuring managers have access to competent advice and assistance.

Securing **co-operation** between individuals, safety representatives and groups to encourage ownership of the Health, Safety and Welfare Policy by:

- establishing a Health & Safety Committee to facilitate consultation;
- facilitating and encouraging local consultation between managers and employees or their representatives;
- ensuring arrangements are in place for appropriate co-operation and co-ordination where services are delivered in partnership with other organization including the self employed.

Establishing effective **communication** with regard to health and safety including:

- ensuring relevant health and safety information is appropriately disseminated to managers and staff;
- facilitating access of all managers to competent health and safety advice;
- ensuring managers lead by example;
- ensuring health and safety is included in team meetings;

- ensuring health and safety is addressed during appraisals;
- ensuring there are facilities for enabling employees to raise health and safety issues, concerns and suggestions;
- ensuring where persons are not employees (e.g. employees of a contractor, self-employed persons or voluntary workers) that arrangements are made for the provision of information with regard to relevant risk assessments and the associated preventive/protective measures;
- ensuring relevant health and safety information is provided to visitors, temporary and agency staff and voluntary workers.

Establishing arrangements to ensure staff are **competent**. These arrangements should include:

- recruitment procedures;
- the provision of information, instruction and training to meet these needs.

Establishing a **planned** and systematic approach to **implementing** the Health and Safety Policy which includes:

- effective risk assessment to identify, assess and eliminate or control hazards and risks;
- ensuring there are Codes of Practice in place to indicate the workplace precautions and arrangements for implementing the policy;
- ensuring an annual health and safety action plan is prepared and agreed by the Senior Management Team for prioritising different health and safety objectives.

Establishing arrangements for **monitoring** health and safety performance including:

- arrangements for inspections of teams, including allocation of responsibilities for undertaking them and specified frequencies;
- arrangements for monitoring services (e.g. gas and electrical systems) and equipment;
- complying with the school's procedures for monitoring the implementation of health & safety systems.
- appropriate investigation of incidents and accidents;
- the collation and analysis of incident and accident records;
- the investigation and monitoring of sickness absence arising from work related ill health or injury;
- arrangements to enable staff to report hazards.

Establishing arrangements for **reviewing** health and safety performance including:

- establishing appraisal protocols which ensure issues identified by monitoring within the team, and auditing are addressed;

- an annual report is produced for the Governing Body summarizing health and safety performance according to the criteria and in the format agreed by the Governing body;
- ensuring health and safety performance is included in appraisals;
- procedures for identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance.

A copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

### **3.3 Deputy/Assistant Headteacher**

The Deputy/Assistant Headteacher is responsible for carrying out the Headteacher's duties in his/her absence, as nominated.

### **3.4 Health and Safety Co-ordinator**

The nominated Health and Safety Co-ordinator has responsibility for the overall co-ordination and monitoring of the implementation of this policy.

Responsibilities include:

- ensuring that the school's Health, Safety and Welfare policy reflects current priorities, is monitored, reviewed and revised as necessary;
- establishing means of communication on health, safety and welfare matters throughout the school;
- ensuring the effective co-ordination of health and safety throughout the school;
- ensuring effective monitoring systems in accordance with the school's policies are in place;
- ensuring all appropriate health and safety issues are addressed at Senior Management Team level;
- ensuring all managers have access to competent advice and assistance on health, safety and welfare matters;
- preparing an action plan for health and safety (annually or longer term as appropriate).

### **3.5 Managers**

This includes: Senior Tutors, Curriculum Area Managers, Business Support Team Leaders, Learning Support Team Leaders and Programme Area Leaders.

Managers are responsible for implementing the Health and Safety Policy in their area of control:

This will include ensuring that:

- codes of Practice appropriate to their department are brought to the attention of all staff within their department and are complied with;
- assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the codes of practice relevant to the subject area;
- relevant health and safety information is communicated effectively to staff;
- all incidents occurring in the team are reported; the causes are investigated and an incident report form is completed;
- reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- staff are aware of the safety procedures, (including fire procedures, first aid, accident & hazard reporting );
- new employees receive appropriate health and safety information, instruction and training, including the department's safety procedures;
- all staff integrate the "safe learner" concept into their induction and learning programmes;
- both active and re-active health and safety monitoring is undertaken in their area of control (inspections, accident/near miss investigations, appraisals, monitoring checklists);
- staff have the necessary competence to fulfil their duties (provision of information, instruction, training etc);
- health & safety issues are raised with the Headteacher which cannot be addressed within the team;
- health & safety is included as an agenda item at team meetings;
- procedures for identifying and acting upon failures by any employees to adhere to the Health, Safety and Welfare policy.

### **3.6 Class Teachers**

The safety of pupils/students in classroom, laboratories and workshop is the responsibility of the class teacher. This applies to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (notices,

posters, hand-outs are not enough);

- ensure that students' coats, bags, cases etc. are safely stowed away;
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures etc. when necessary;
- make recommendations on safety matters to the head of subject or team leader.

### **3.7 Site Manager/Caretaker/Premises Manager**

The Site Manager/Caretaker/Premises Manager is responsible for the premises and ensuring appropriate standards of health and safety are maintained.

Specific responsibilities include:

- supervising caretaking/cleaning and where appropriate grounds maintenance staff and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant health and safety information including the Safety Policy and Codes of Practice;
- ensuring arrangements are in place with regard to fire precautions;
- maintaining the fire register;
- liaising with contractors (cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to children which might arise out of their work;
- ensuring as manager of the premises budget that premises defects (which affect health and safety) are dealt with or, if this is not possible, for ensuring they are raised with the Headteacher or the school governors.

### **3.8 Senior Midday Assistants/Midday Assistants**

Senior Midday Assistants are responsible for supervising Midday Assistants and ensuring the safety policy is implemented in their area of control.

Midday Assistants are responsible for the safety of the pupils during the Midday period. They must exercise effective supervision of pupils and know the procedures in respect of fire and first aid.

### **3.9 Office Manager/Administration Manager**

The Office/Administration Manager is responsible for supervising all office staff and ensuring the Safety Policy is implemented in all school offices.

### **3.10 All Line Managers/Supervisors**

All Managers and Supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibilities include:

- monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated;
- ensuring individual employees are aware of their responsibilities for health and safety;
- making suitable arrangements for consultation with employee safety representatives;
- ensuring employees under their control are adequately trained, informed, instructed and supervised.

Certain Managers, such as Heads of Departments, Teachers in Charge, senior technicians, office managers, site managers etc. have additional responsibilities.

In particular, they will need to ensure that:

- codes of Practice appropriate to their area are brought to the

attention of all relevant staff;

- codes of Practice are complied with and appropriate safety signs or notices are displayed;
- relevant health and safety information is communicated to staff;
- first aid procedures are complied with;
- all accidents occurring in their area are reported and an accident report form is completed;
- reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- training needs of staff within the area are identified;
- staff are aware of the fire procedures;
- new employees receive appropriate health and safety information including specific safety procedures.

### **3.11 All Employees**

Health and Safety responsibilities for all employees include:

- to take reasonable care of their own health and safety and that of all persons affected by their acts or omissions.
- to co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety.
- to use work equipment provided correctly in accordance with instructions and training.
- to inform the Governing Body (through line managers) of any work situations which represent a serious and immediate danger to health and safety.

All employees are reminded of the need to report any accidents which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with their line manager or Headteacher.

### **3.12 Pupils**

Pupils have no particular responsibility in the implementation of the School's Health and Safety Policy, but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others;

- observe the 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 any item provided for safety.

#### **4. SAFETY REPRESENTATIVES AND SAFETY COMMITTEE**

##### **4.1 Safety Representatives**

The Governing Body will provide for effective joint consultation on health and safety matters with safety representatives.

##### **4.2 Safety Committee**

The Governing Body has established a school safety committee, which normally meets termly.

#### **5. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY**

##### **5.1 Health and Safety Advice**

Essex County Council's Health and Safety Advisory Service has been appointed to assist in undertaking protective and preventive measures.

##### **5.2 Codes of Practice**

Information on Essex County Council's codes of practice and guidance standards can be downloaded from the Schools Infolink and should be made available to the relevant departments.

##### **5.3 Accident Reporting**

The school has an accident reporting procedure in place. Details of who to contact in the event of an accident are detailed in Appendix 1 of this policy.

##### **5.4 General Arrangements**

Appendix 1 should be completed and displayed in an area where all staff has access. This information informs employees where they would find the general arrangements for implementing this policy.

##### **5.5 Risk Assessment**

Under the Management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. The school has adopted the Essex County Council form to record significant findings. For most activities Essex County Council Codes of Practice/Standards indicate the 'preventive and protective' measures and the assessment form will refer to the particular code.

## **6. HEALTH AND SAFETY MONITORING, AUDITING AND REVIEW**

- inspections of the School will be carried out termly. This can be done by the Site Manager/Caretaker and H & S Governor or Headteacher/H & S Co-ordinator. The Headteacher/H & S Co-ordinator is expected to take part in a minimum of one per year.
- all accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary reports will be submitted to the Governing Body.
- accident and incident records will be examined at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event.)
- in addition to the above, annual inspections are carried out of the following equipment; PE equipment, climbing frames, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances and hot and cold water systems.
- other routine inspections may be detailed in specific Codes of Practice/Standards.

## **7. CONSEQUENCES OF NON-COMPLIANCE**

It is a requirement for all staff to fulfill their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy (including the codes of practice), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure within the establishment.

For serious breaches of health and safety legislation or the Health, Safety and Welfare Policy resulting in an employee putting either themselves or others at risk, disciplinary action in accordance with the school's disciplinary procedure will follow.

Where the breach is considered to be sufficiently serious it may be regarded as gross misconduct, possibly resulting in dismissal.

Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the school's Health, Safety and Welfare Policy requirements is a ground for suspending delegation, subject to the right of appeal.

It is necessary to have relevant procedures in place, as stated in this document, to ensure that all employees and managers in the school fulfill their legal responsibilities so that the Governing Body is able to meet its legal obligations as 'the employer'. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

## **8. PERFORMANCE MANAGEMENT REVIEWS FOR HEADTEACHERS AND TEACHERS.**

Schools follow a nationally set performance management system that is focused on improving teacher practice and pupil achievement. It would not be appropriate to include explicit references to health and safety in every PMR. However health and safety should be considered as part of the PMR process and it would be appropriate to include a health and safety objective where there are specific areas that need development.

Whilst there are few specific links to health and safety in the ten elements that make up the National Standards for Teaching, those carrying out the PMR of teaching staff will need to link health and safety to where it applies within the ten elements, for example, pupil behaviour and management, leadership etc.

For the Headteacher, account should be taken of the results of annual internal monitoring, health and safety audit reports, Ofsted reports and S4 forms. Where these show areas that need development, health and safety should be included as a specific objective under Leadership. It would therefore be necessary for the Performance Management Governor to draw the attention of the external adviser appointed to carry out the Headteacher's PMR to any health and safety matters that need to be considered.

References should be made to teaching staff responsibilities in this document.

## **9. ACCESS TO POLICY STATEMENT**

Access to a copy of this statement will be available to all employees on the school notice-board(s).

## Appendix 1

### Local Organisation and Arrangements Notice

*(Copies to be displayed on notice boards in prominent positions)*

<b>Name of establishment</b>	Bentley St. Paul's
<b>Manager responsible for establishment:</b> e.g. Headteacher	Louise Putt
<b>School's Health and Safety Co-ordinator</b> (if applicable)	Louise Putt
<b>Location of Health and Safety codes of practice/documentation/risk assessments</b>	School Office
<b>Location of Fire Register</b>	Site Manager's Office
<b>Procedure for accident reporting</b> (name of employee to report to and if appropriate, who reports to the HSE)	Louise Putt
<b>First Aider/Appointed Person(s)</b>	Louise Wood
<b>Procedure for reporting hazards</b> (name, tel.no. or other contact arrangements such as a Hazard Book)	Louise Putt
<b>Name(s) of establishment's Trade Union safety representatives</b>	Miss Massara
<b>Fire assembly point</b>	Playground
<b>Fire Marshal/Evacuation Officer</b> (if applicable)	Louise Putt
<b>Day and time of weekly fire alarm tests</b>	Mondays : 7:30 a.m.
<b>Name, address and telephone number of nearest hospital</b>	<b>To be completed</b>
<b>Location of First Aid boxes</b>	School Office
<b>Date</b>	February 2012