



HEALTH & SAFETY POLICY 2018

This Policy will be reviewed again in **September 2019**

Please note: this policy must be read in conjunction with North Somerset's Health and Safety Manual <https://www.n-somerset.gov.uk/Education/Schools/healthandsafetymanual.htm>

- 1-1 The Governors and Senior Leadership Team of the school are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro-active approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.
- 1-2 This policy supplements and operates in conjunction with North Somerset Council's policy statement on Health and Safety.
- 1-3 It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.
- 1-4 All school staff are reminded that they have a legal duty to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.
- 1-5 A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
- 1-6 Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The North Somerset School's Health and Safety Officer, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer
- 1-7 All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.

- 1-8 Governors and the Senior Leadership Team of the school will ensure safe access to and safe egress from the building is maintained at all times. That safe storage of equipment and materials is achievable, and regular maintenance/inspection of equipment and plant occurs at regular intervals
- 1-9 A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.
- 1-10 Additional information to implement this policy is contained in the attached Schedule of Duties. Further information is contained within the North Somerset Health and Safety Manual.

Signed:

Head Teacher

Date:

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Chair of Governors

Date:

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ORGANISATION

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

It is important to understand that the Health and Safety at Work Act 1974 places overall responsibility for Health and Safety with the Employer. Who this is varies with the type of school. Please see section 7 (Responsibilities and Powers) of this manual for further information. You will need to amend this policy to reflect the status of your school e.g. if Foundation status, the employer is the Governing body, if Community School the Employer is the Local Authority.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

GOVERNORS

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

GOVERNORS MUST ENSURE:

- a) That in co-operation with the Head teacher, an individual school Health and Safety Policy is produced that reflects the status of the school and who is the employer, and this policy is regularly reviewed and revised as and when necessary;
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- c) That sufficient funding is allocated and authorised for health and safety issues e.g. major expenditure for maintenance issues, training, provision of personal protective clothing etc;
- d) That regular health and safety inspections of the premises are carried out on a termly basis;
- e) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Head teacher;
- f) That a positive health and safety culture is established and maintained.
- g) That the Governing body appoint a Governor to the role of Health and Safety Governor.
- h) Ensuring that Health and Safety keeps on the agenda by including it intrinsically with business discussions

EMPLOYEE DUTIES

All Employees have a legal duty under Health and Safety legislation, in order to achieve this, their duties should include the following;

- a) Are responsible for their own Health and Safety
- b) Ensure that their actions will not put at risk the safety of other employees, pupils or visitors.
- c) Are alert to observe and correct, or report any unsafe practices or conditions.

- d) Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters
- e) Make suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task.
- f) Maintain an active interest in Health and Safety.
- g) Learn and follow the safe operating procedures and Health and Safety rules, for safe operation and performance of their roles.
- h) Follow the established procedure if accidents occur.

Specific duties for staff are outlined below;

HEAD TEACHER

The Head teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety culture is also developed with the pupils.
- b) Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc.) are aware of the contents of the school health and safety policy and all safe working practices.
- c) If deemed necessary, appointing one or more members of staff (safety co-ordinators – schools may wish to choose their own title), undertaking specific duties in relation to health and safety. Acting as co-ordinator for the school on health and safety matters affecting the school. (This post is not to be confused with union appointed safety reps. This is an extra role to enable the Governing Body/Head teacher to effectively manage health and safety.)
- d) Ensuring that risk assessments are carried out on any activity that has significant associated hazards. North Somerset Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/head of department/assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.
- e) Undertaking inspections of the school premises, plant, and equipment and working practices on a termly basis. Where necessary implement any changes and improvements. (Some inspection/monitoring can be delegated)
- f) Providing an annual report to the Governors of the school regarding safety performance. – E.g. how many fire drills have been carried out? How many accidents have occurred? Have any trends been discovered? What risk assessments have been carried out?
- g) Making recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced.

- h) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for school's (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).
- i) Personally chair the Schools Health and Safety committee.

DEPUTY HEAD

Deputy Heads are responsible to the Head teacher for the health and safety of all staff, workplaces and activities under their control. To achieve this their duties include the following: -

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety awareness culture is also developed with the pupils.
- b) Ensuring that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- c) Actively encouraging the participation in health and safety and welfare matters of all pupils.
- d) Making known to the Head teacher any identified training needs.
- e) Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control.
- f) Taking effective action and/or immediately referring to the Head teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- g) Ensuring that all work equipment items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspection of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
- h) Checking the adequacy of fire precautions and procedures in liaison with the Head teacher.
- i) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.
- j) Establish acceptable housekeeping and safe storage standards, of all areas of their responsibility
- k) Develop a training plan that includes specific job instructions for new, or transferred employees.

TEACHING STAFF (INCLUDING SUPPLY TEACHERS)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that the Health and Safety culture developed within the school is further developed with the pupils, by way of enforcement of health and safety rules. Also by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities and lessons.
- b) Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- c) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- d) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.
- e) Being aware of the Risk Assessments and Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- f) Setting an example by personally following safe working practices.
- g) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.
- h) Reporting to the Head teacher or Head of Department any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.
- i) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- j) Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager.
- k) Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

NON-TEACHING STAFF

There is a need to identify the specific duties and responsibilities over and above employee legal duties for the following categories of staff.

Categories

- Office Staff
- Classroom Assistants
- Lunchtime Supervisors
- Caretakers/Cleaners

Please refer to Employee duties above as the minimum non-specific standard.

TRADE UNION SAFETY REPRESENTATIVE

Any Trade Union Safety Representative will be encouraged by the Head teacher to fulfil his/her duties as well as being released for any appropriate training. The Head teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

THE LOCAL AUTHORITY

To provide a model Health and Safety policy, outlining the clear policy statement, roles and responsibilities and the arrangements necessary to implement the health and safety standards.

To provide advice to schools and Governors on complying with health and safety legislation.

Monitor performance of health and safety in schools

HSE reporting on behalf of schools on RIDDOR reportable accidents. (For a full range of services refer to the Service Level Agreement)

HEALTH & SAFETY EXECUTIVE

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Education Safety Officer to make them aware of the reason for contact.

ARRANGEMENTS

The Governors recognise that the way forward in achieving effective management of the school/college health and safety policy and the arrangements necessary to fulfil the obligation is through the school/college "Safety Committee" (usually considered within the remit of our Premises Sub Committee). This meeting will also be a key tool in promoting a positive Health and Safety culture.

The Safety Committee includes: -

- Ray Stevens (Site Manager)
- Rob Collard (Head Teacher)
- Mark Stenhouse (H&S Governor)
- Cheryl Warhurst (H&S Governor)
- Zoe Bembridge (Deputy Headteacher)

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

STANDARD AGENDA ITEMS FOR SCHOOL HEALTH AND SAFETY COMMITTEE MEETINGS

- 1) Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- 2) Are there any building works/ modifications planned and what are the Health and Safety implications of this project. Has all the necessary paperwork been completed and Asset management notified.
- 3) Risk assessment progress and review
- 4) Training needs
- 5) First Aid provision/qualifications etc.
- 6) Any school trips taking place and has this been assessed and authorised
- 7) Inspection findings and required actions.

The name of the designated person is: Rob Collard

The Policy is to be reviewed every 2 years and the next review is due in September 2019

Signed:

Head Teacher

Date:

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Chair of Governors

Date:

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