



Clifton-upon-Teme Primary School

Health and Safety Policy

Date of Review	November 2020
Date of Next Review	November 2022

Clifton-upon-Teme Primary School

Health and Safety Policy

1. Policy Statement

The Governors of Clifton-upon-Teme Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2. Roles and Responsibilities

2.1 Employer's Responsibilities

The Governing Body / Trust

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Clifton-upon-Teme Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) monitoring of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) has responsibility for appointing competent principal contractors where building or plant maintenance work is done.

- h) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- i) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment.
- j) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- k) the adoption of safe working practices by staff and pupils, and by contractors on site.

2.2 Headteacher's Responsibilities

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out an annual safety audit.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying either the HSE or the LA Health and Safety Advisor (if you have bought the Academy health and safety sold service) of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Emergency procedures, including evacuation in case of fire or bomb threats.
- j) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.3 Teaching staff, Teaching assistants, Office staff and other support staff responsibilities

- a) ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person to the Headteacher.

- c) co-operating with their employer (Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.4 Site Manager's Responsibilities

- a) Ensuring that he is familiar with and complies with the school safety policy.
- b) Bringing the school safety policy and risk assessments to the attention of any other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- c) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- d) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction
- e) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
- f) Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor)
- g) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
- h) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers)

2.5 First Aider's Responsibilities

- a) Recording of accident/incidents requiring first aid treatment
- b) Maintaining the First Aid box(es)
- c) Controlling and maintaining any other First Aid supplies as may be kept separately

3. The Arrangements

3.1 Aims and Objectives

- To be an exemplar of H&S and achieve a level of health and safety performance equal to that of comparable schools;
- To develop a positive health and safety culture, involving and engaging the workforce at all times;
- To prevent injury and ill health;
- To comply with statutory requirements as far as is reasonably practicable;
- Ensure that H&S is considered in relation to all strategic decisions;
- To allocating resources to ensure that H&S priorities are met;
- To manage the effective identification, measurement and control of risk and ensure this is at the centre of the management of health and safety issues;
- To comply with statutory requirements set by existing H&S legislation, so far as is reasonably practicable, and to plan for future change;
- To provide and maintain a safe working environment for staff, pupils and others;
- To monitor, evaluate and continuously improve performance in health and safety.

3.2 H&S Management System

The management system for H&S is described below. The approach follows the quality improvement cycle of Plan, Do, Check Act (PDCA) favoured by the Health and Safety Executive (HSE) and is the basis for international quality management systems.

This policy establishes an effective health and safety management system that is proportionate to the risks faced by the school. The management system will:

- Ensure legal compliance;
- Identify hazards and control measures;
- Estimate and evaluate risks;
- Measure performance and non-compliance;
- Identify corrective and preventative actions;
- Sustain positive health and safety attitudes and behaviours;
- React to changing demands; and,
- Link to how other functions within the school are managed.

The PDCA approach to managing H&S is as follows.

3.2.1 Plan

The school will identify the nature of the H&S hazards and risks associated with the activities performed, services delivered and workplaces used. The relevant legal and other requirements will then be determined so that the extent of the school's statutory duties and management requirements are understood.

Policies, procedures, instructions, guidance and any derived information such as accident / incident reports and risk assessments will be developed from the identification of hazards, risks and legal requirements. A document control system will be established to manage the information including unique identification of records, an electronic database and an on-line management system.

3.2.2 Do

Evaluation of the assessed risks will provide the information needed to eliminate or reduce the risks to an acceptable level. Staff competencies to manage the risks and the resources needed to implement preventative and protective measures will be determined at the same time. The risks and the measures required to reduce risk will be communicated to employees through well-defined pathways. Feedback and participation from employees will be encouraged to refine risk assessments and procedures for managing H&S.

3.2.3 Check

A blend of proactive and reactive systems will be used to monitor OH&S performance –

- Audits
- Sampling (horizontal or vertical audits)
- Inspections
- Surveys (especially those designed to measure OH&S culture)
- Health surveillance and environmental monitoring
- Event reporting
- Event investigation
- Claims monitoring
- Sickness absence data
- Occupational health statistics.

A system of audits shall be maintained to ensure compliance with legislation and Council policy and promote continuous improvement. The audits will be designed to establish that –

- Appropriate management systems exist
- Adequate systems are in place to assess, evaluate and control risks
- The results of risk assessments are implemented
- Any residual risk is within the resources of the Council to mitigate.

3.2.4 Act

The result generated by the 'Check' step in the quality management system (non-conformances) will be used to drive actions to continuously improve the management of H&S. This completes the PDCA cycle which starts again with the new actions being incorporated into the Plan stage.

3.3 Specific Arrangements

The arrangements below apply to every part of the school's business and will be incorporated and embedded in the H&S management system.

3.3.1 Hazard identification, risk assessment and controls

Risk assessment is a dynamic process of continuous improvement whereby risks are progressively eliminated or reduced to an acceptable level. ALL work should be designed and planned to minimise risks. Care must be taken that changes to how services are organised or provided and alterations to work practices do not introduce additional risks.

Staff will ensure that regular inspections of classrooms, laboratories, workshops and other places under their control are conducted. The inspections will include general housekeeping (to ensure workplaces are clean, tidy and compliant), work equipment and work practices. Buildings, services and welfare facilities will be maintained properly.

All hazards will be risk assessed. Procedures, guidance and methods for performing risk assessments will be developed. Records will be kept of all risk assessments. Risks will be ranked and prioritised. Staff will identify risks that can be eliminated, risks that can be reduced and risks that can be tolerated (accepted) and managed.

3.3.2 Legal Requirements

Policies, procedures and work instructions shall be followed to ensure compliance with legislation. Best practice shall be followed where no legislation or procedure exists.

3.3.3 Objectives and Programme

The Governors will set annual health, safety and welfare aims and objectives. The aims and objectives will be determined according to targets set by external agencies such as the Health and Safety Executive and internally proportionate to the level of risk. Progress against objectives and targets will be monitored and reported biannually.

3.3.4 Competence, training and awareness

All staff shall be competent to undertake their duties. Information, instruction and training shall be provided for staff where a need or deficiency is identified.

3.3.5 Communication, consultation and participation

Formal methods of communication will exist to disseminate H&S information throughout the school –

- The school intranet, internal paper and electronic magazines
- Staff email
- 'Priority' mailings
- Staff reviews
- Line management and supervision
- Staff meetings and other staff discussion forums
- Training courses to disseminate specific information on the implementation of policy, policy statements and procedures.

3.3.6 Documents and Document Control

Under this policy the school will develop policy statements, procedures, work instructions and guidance on H&S issues that conform to current legislation and follow best practice.

3.3.7 Operational Control

H&S shall be managed with equal priority to other business functions.

3.3.7.1 People

Risks to employee health shall be managed. In practice this means –

- Recruiting people that have the fitness and health required to perform the job role
- Monitoring employee health during their working life, e.g. health surveillance where appropriate
- Intervening early when ill health affects fitness for work or work performance
- Providing clean and safe workplaces
- Flexible working arrangements for a good work-life balance
- Reasonable job demands
- Reasonable control over how work is planned and carried out
- Support to help employees do their job and fulfil their role within the Council
- Promoting physical activity in the workplace
- Ensuring that employees have access to healthier foods via restaurants and vending machines
- Information, instruction and training.

The school will promote employee health, wellbeing and a healthy work-life balance. The school is committed to ensure that, on a daily basis, staff return home at least as fit and healthy as when they came to work.

3.3.7.2 Work activities

All work activities shall be assessed for the level of risk. Control measures will be applied to eliminate or minimise the risk. Records shall be kept of all risk assessments.

3.3.7.3 Equipment and Hazardous Substances

Equipment shall be purchased and used in accordance with the Provision of Work Equipment Regulations 1998. Employees using equipment shall be competent having been given suitable and sufficient information, instruction and training. No portable electrical equipment shall be used without being visually and electrically tested and passed as safe. Hazardous substances (chemical and biological) will be assessed for their impact on employee health.

3.3.7.4 Work environments

The school premises will be managed to ensure a safe and healthy working environment is provided for staff and pupils.

3.3.8 Emergency Preparedness and Response

All work related injuries, violence, damage and near misses will be reported and may be subject to investigation. The causes and corrective actions will be determined to prevent a reoccurrence.

A building fire risk assessment shall be prepared for all buildings that will specify the systems, either in place or to be put in place, to deal with fire detection, fire alarms, fire extinguishing and for evacuation of staff and pupils present in the school. These systems will be maintained on a regular basis to ensure they are operational at all times and in all circumstances. Suitable and sufficient numbers of fire wardens will be appointed to regularly inspect fire provisions, organise fire drills and assist with evacuations.

A risk assessment shall be undertaken for each premise to determine the resources needed to provide first aid cover for that locality. Suitable and sufficient numbers of trained Appointed Persons and First-aiders will be available at all times in all Council properties.

4. Monitoring and Review

A formal system will be established to review the policy and H&S performance, e.g.:

- An assessment of compliance with H&S legislation and Council policies and procedures
- Identification of areas where H&S performance is weak, failing or absent
- The assessment of achievement against specific objectives, targets or plans
- An analysis of H&S data that identifies trends and common features.

This policy will be reviewed every two years or whenever there is a significant change in legislation or the organisational structure.