Windwhistle Primary School

Health and Safety Policy

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Signed By:

John Porter – chair of governors

Signed by:

Heidi Hudd - Headteacher

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STATEMENT OF GENERAL POLICY

It is the policy of Windwhistle Primary School to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on its premises and outside the school on associated activities.

The school will ensure, so far as is reasonably practicable, that:

- The premises provide a healthy and safe working environment for all students, staff, clients, contractors and the general public.
- There are safe systems of work for all employees and students.
- Suitable and sufficient work equipment is provided.
- There are adequate welfare arrangements.
- Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

Windwhistle Primary School recognises its responsibility to provide adequate control of the health and safety risks arising from school and clients activities. When staff, or pupils operate on behalf of Windwhistle Primary School, an assessment of risks specific to the schools activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

All Governors, the Headteacher and all school staff must familiarise themselves with the contents of this statement, organisational structure and the Health and Safety manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation.

Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the School Headteacher, Senior Leadership Team and the Head of Business Operations for ELAN.

Windwhistle Primary commits itself to implementing the Health & Safety at Work Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The school's competent health and safety representative will provide to the schools management regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the school that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness.

The organisational structure will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the schools strategy, UK or EU law and any changes will be brought to the attention of all staff.

ORGANISATION – ROLES AND RESPONSIBILITIES

Windwhistle Primary 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.

Windwhistle Primary School understands the Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer which is the Governing Body in this school.

Windwhistle Primary School organisation for health and safety assumes that individuals or groups will take all reasonable steps to achieve the stated responsibilities as outlined in this section. This section outlines the expectations on how individuals and groups are expected to contribute to the robust management of health, safety and welfare within the organisation and schools.

To support robust health and safety management, including consultation on this policy and procedures, Windwhistle Primary School have support from the Extend Learning Academies Network (ELAN) Central Team. The school have appointed the Competent Person Support services from Educating Safely LLP to provide external verification and assurance.

The following is an outline of duties and responsibilities that have been assigned to Governors, the Headteacher and other staff, including those based within the Locality.

Governors

The Governors, as a corporate body, have the responsibility to ensure compliance of the Board strategic direction and objectives of all health and safety matters in the school. The aim is to ensure a positive health and safety culture is established and maintained.

They must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. 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:

- That in co-operation with the Headteacher, the Health and Safety Policy reflects the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary;
- That risk assessments are undertaken for any activity that has significant associated hazards and that a written record of such assessments is kept and reviewed regularly;
- That sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school;
- To ensure that when awarding contracts, health and safety is included in specifications and contract details;
- That regular health and safety inspections of the premises are carried out;
- That the Governing body appoint a Health and Safety Governor and receive an annual audit of health and safety systems and standards from the Headteacher;
- Ensuring that health and safety keeps on the agenda by including it intrinsically within business discussions.

Headteacher

The Headteacher is responsible and accountable for the implementation and compliance of this policy within the school.

The Headteacher has responsibility for: -

- Co-operating with the governing body to advise on any safety policies that need to be introduced, to enable health and safety policy and ensure procedures are implemented and complied with;

- Ensure a positive health and safety culture is encouraged and developed within the school;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and other agencies where necessary, in order to inform the development of the overall health and safety strategy;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the governing body any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- To be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance services agreements carried out on the school premises.
- To develop and implement relevant action plans based on risk assessments, outcomes of meetings/ audits and inspections, emergency arrangements and to review existing health and safety policies and procedures in the school, to ensure all staff pupils and contractors adhere to them.
- To be responsible for emergency procedures and evacuation of school premises.
- To ensure that the school asbestos register and the asbestos management plan is maintained and available as required.
- Investigate all serious incidents and liaise with appropriate authorities as necessary.
- Monitoring purchasing and contracting procedures to ensure compliance with ELAN policy.
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.

The Headteacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the school. The Headteacher will be supported by the ELAN Central Team including the Chief Executive Officer, Head of Business Operations, Human Resources Manager, Chief Finance Officer and Estates Manager. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

Site Team

Site Team staff are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of their duties. The Extend Learning Academy Network (ELAN) Estates Manager and the ELAN Central Team will support the Headteacher in this role as and when necessary.

The Team's responsibilities are to:

- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.
- Report to the School Headteacher any defects and hazards that are brought to their notice and schedule action as appropriate.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Ensure relevant information is communicated and shared to third parties or contractors.

- Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
  In conjunction with the Headteacher ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site staff and cleaning staff are equally aware of the schools Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school.

The Senior Leadership Team, Middle Leaders and Line Managers

The Senior Leadership Team, Middle Leaders and Line Managers are responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following: -

- Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students;
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements to all staff and students;
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the HSE, CLEAPSS etc., and ensure that all staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve any health, safety and welfare problems members of staff refer to them, and inform the Headteacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Ensure that equipment, furniture and activities in their area of responsibility are safe and report to the Site Team any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher / Estates Manager. Ensure that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Making known to the Continued Professional Development Lead, any identified training needs.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms available from the Smartlog website.

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers are responsible to the Headteacher and Middle Leaders for the health and safety of themselves, other staff and pupils, and activities under their control.

In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all pupils;
- 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 be easily understood.
- Carry out safety briefings, refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- Ensuring that all pupils and classroom staff are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical equipment is visually checked before use.
- Reporting to the Headteacher 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.
- 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. Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

Employee Duties

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools arrangements for health and safety.
- Co-operate with the schools management on all matters relating to health and safety.

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform the schools management if something happens that might affect their ability to work. E.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
  Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Refrain from 'horseplay' or unsafe practice that could result in an accident.

First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Competent Health and Safety Advice

The Management of Health and Safety Work Regulations 1999: Regulation 7 requires that "Every employer shall appoint one or more Competent Persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions".

The Trust will seek competent Health and Safety advice to meet their management and Board legal duties. These services are to be provided by:

Educating Safely LLP.
Email: enquiries@educatingsafely.co.uk
Telephone: 0800 288 4775
Address: 48 Higher Town, Sampford Peverell, Tiverton, Devon, EX16 7BR

The Competent Person Support Package offered by Educating Safely LLP will include the retention of a Competent Person and the allocation of time to fulfil the role. It includes:

- Provision of up-to-date guidance and advice with unlimited access to Helpdesk via telephone and email
- Regular review of H&S Policies to ensure they are fit for purpose and effective
- Training of key personnel to ensure they understand their H&S duties and responsibilities
- Full support for the Smartlog Safety Management System
- Oversight of and assistance with Risk Assessment management
- Monitoring of Accidents and RIDDOR Reporting
- Endorsement of External Visits
- Annual Audit of management systems and procedures in order to confirm compliance for the Governors or Trust
- Delegate place at our Annual H&S Update Seminar