



Health and Safety Policy

Evidence of intentions and practice - for the information of staff, governors, parents, LA, OFSTED and DfE

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Approved by:
Finance, Health and Safety Committee

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CONTENTS

Part 1 **Statement of Intent**

Part 2: **Roles and responsibilities**

- 2 Headteacher
- 3 Governors
- 4 Teachers
- 5 All employees
- 6 Occupational Health and Safety Services
- 7 Trade Union Representatives
- 8 Outside Bodies
- 9 School Catering Arrangements

Part 3: **Arrangements**

Part 4 **Appendix**

List of Current Health, Safety & Welfare HCC Policies and procedures, Guidance documents and Forms



PARKSTONE PRIMARY SCHOOL

Health and Safety Policy

1 Statement of Intent

Everyone has responsibilities to ensure that they work safely and that their acts or omissions do not adversely affect others or the environment.

The school is committed to ensuring, so far as is reasonably practicable, the Health, Safety and Welfare of all employees and of any others who may be affected by its activities. The Head Teacher has overall responsibility for the formulation and development of this Health and Safety policy and is committed to the principle that legal requirements define the minimum level of achievement.

Health and Safety objectives are as important as other school business objectives and the effective implementation of this Health and Safety policy can contribute to the business performance of the school by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The school recognises that work related accidents, ill health and incidents are not necessarily the fault of an individual. Any workplace can contain hazards and to prevent injury, ill health and loss it is essential that all associated risks are systematically identified and assessed, with suitable and sufficient risk control measures adopted to negate them.

Through effective Health and Safety management systems the school is committed to pursuing and achieving progressive continual improvements in its Health and Safety performance, which will be reported in its annual reports.

The school is committed to supporting this Health and Safety policy by ensuring the:

- Implementation and maintenance of effective Health and Safety management systems
- Competence of all employees
- Provision of any necessary expert advice
- Provision of adequate financial and physical resources

The school recognises that its employees are a valued key resource within the organisation. To assist in maintaining adequate Health and Safety standards and to promote and facilitate employee involvement, effective consultation will take place on all matters regarding Health and Safety.

The success of this Health and Safety policy will ultimately depend upon the involvement of everyone affected by it and the school therefore relies on the cooperation of all employees and Trades Unions in securing its implementation.

This Health and Safety policy and its contents shall be:

- Reviewed on a regular basis, at a minimum of every two years
- Developed where the opportunity for improvement has been identified
- Revised as and when necessary as a result of changes

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Head Teacher

Head of Governors

Date: Autumn 2016

Part 2 Roles and responsibilities

2 Head Teacher

The Head is accountable for all health and safety matters affecting the school and is supported in this role by School Governors, Teachers, Support staff, Employees, Trades Unions and Occupational Health and Safety Services. In particular the Head is responsible for:

- 2.1 Setting a personal example at all times with respect to good health and safety practice.
- 2.2 Having overall responsibility for the health and safety of employees working in the school and of other persons who may be affected by the school's activities.
- 2.3 The development and continual improvement of the school's health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- 2.4 Approving and signing the school's health and safety statement of intent.
- 2.5 Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- 2.6 Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- 2.7 Nominating the Deputy Head to, or personally undertaking, the role of health and safety champion within the school.
- 2.8 Ensuring health and safety is recognised as a core function and fully integrated into the activities of the school with health and safety objectives being an integral component of school objectives.
- 2.9 Producing an annual report detailing the school's health and safety performance against set objectives and to set objectives for forthcoming periods.
- 2.10 Being kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- 2.11 Authorising new and revised health and safety policy, procedure and guidance.
- 2.12 Undertaking an annual health and safety tour.
- 2.13 Ensuring that each Governor and teacher has the appropriate level of competency in health and safety to enable them to effectively undertake their role.

3 Governors

The school is responsible for the delivery of a wide range of educational services. The way in which they are delivered can affect the health and safety of both service users and providers, therefore it is important to ensure that every part of the work is carried

out safely. This means more than just aiming to comply with minimum legislative requirements and it requires commitment from all levels within the school.

Governors have an important role, with both individual and collective responsibilities, for providing leadership and direction to assist in ensuring that the school implements and maintains effective health and safety standards. In their areas of responsibility members are responsible for:

- 3.1 Setting a personal example at all times with respect to good health and safety practice.
- 3.2 Ensuring that the necessary physical, financial and human resources required to effectively implement the health and safety policy and associated procedures are available.
- 3.3 Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- 3.4 Ensuring health and safety is recognised as a core function and fully integrated into the activities of the school.
- 3.5 Keeping themselves informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- 3.6 Receiving and considering the school's annual report on health and safety performance against set objectives.
- 3.7 Ensuring they undertake an appropriate level of health and safety training relevant to their position.

4 Teachers

In their areas of responsibility teachers are responsible for health and safety individually and also collectively, as members of a team. Teachers are supported in these roles by Governors, Head, Senior Leadership Team, Trades Unions and Occupational Health and Safety Services.

In their areas of responsibility, and in addition to responsibilities specified in other associated school policies and procedures, all levels of teachers are proportionately responsible for:

- 4.1 Setting a personal example at all times with respect to good health and safety practice.
- 4.2 The health and safety of employees and of other persons who may be affected by the school's activities.
- 4.3 The measurement, monitoring, review, development and continual improvement of health and safety performance.
- 4.4 Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.

- 4.5 Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- 4.6 Ensuring that health and safety objectives are an integral part of their team delivery plans.
- 4.7 Ensuring that they consider and address any potential health and safety implications of all their decisions before they are taken.
- 4.8 Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities.
- 4.9 Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- 4.10 Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- 4.11 Ensuring they inform the Head or Senior Leadership Team of any significant health and safety failures, and of the outcome of the investigation into their causes.
- 4.12 Providing adequate levels of supervision as identified for pupils and others as appropriate.
- 4.13 The provision of timely feedback to the Senior Leadership Team regarding any deficiencies in health and safety policies, procedures, plans, systems etc.
- 4.14 The identification and subsequent provision of employees' health and safety training requirements.
- 4.15 The identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- 4.16 Ensuring the identification, and testing of, all equipment and systems in accordance with relevant statutory requirements and best practices, maintaining relevant records.
- 4.17 Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, visually impaired etc).
- 4.18 Undertaking appropriate health and safety inspections.
- 4.19 Ensuring that first aiders and first aid equipment are present in sufficient numbers and their locations are known to employees.
- 4.20 Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.
- 4.21 Ensuring that all employees have the appropriate level of competency in health and safety to enable them to effectively undertake their role.

- 4.22 Ensuring that health and safety is appropriately considered at the planning stages (for example in the development or introduction of new methods of work, equipment, buildings etc).

5 All Employees*

*The reference made to employees is a reference to all employed individuals and therefore includes, for example, Governors, Senior Leadership Team, Teacher's, Employees, Fixed Term Workers, Trainees, Volunteers, and Casual Workers. The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other associated legislation place duties upon all employees. Therefore in addition to the responsibilities specified in other school policies it is the responsibility of every employee to:

- 5.1 Set a personal example at all times with respect to good health and safety practice.
- 5.2 Fully familiarise themselves with the school's health and safety policies and associated procedures, seeking clarification from line managers where necessary.
- 5.3 Take reasonable care for the health and safety of themselves and other persons (i.e. members of the public, contractors, customers etc) who may be affected by their acts or omissions at work.
- 5.4 NOT intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- 5.5 Report any defects in plant or equipment to their line management.
- 5.6 Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety.
- 5.7 Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
- 5.8 Report all accidents and incidents to their line manager as soon as possible, whether or not the accident or incident involved personal injury.
- 5.9 Wear protective clothing and safety equipment as required reporting any defect to their line management.
- 5.10 Suggest possible amendments to existing practices or procedures which could improve health and safety.
- 5.11 Use machinery, equipment, substances, transport equipment or other means of safety device in conformity with relevant training / instruction.
- 5.12 Cooperate with the school, line management and other appropriate persons to enable them to conform and comply with any health and safety duties or requirements imposed upon them.
- 5.13 Inform transferred and new employees of any hazards involved in the activities of the service.

6 Occupational Health and Safety Services

Occupational Health and Safety Services (OHSS) support the School and all its employees in their roles by providing professional, authoritative and impartial advice and assistance on matters relating to occupational health and safety. Further details of the advisory and mandatory services provided by OHSS are located in the available in the School Service Level Agreement

In addition to responsibilities specified in the Service Level Agreement OHSS is responsible for:

- 6.1 Setting an example at all times with respect to good health and safety practice.
- 6.2 Presenting their advice impartially and effectively.
- 6.3 The maintenance of adequate information systems on legislation, law and management practices relevant to occupational health and safety.
- 6.4 The interpretation of existing and proposed legislation and law relevant to occupational health and safety and the identification of any potential implications for the school.
- 6.5 The maintenance of suitable systems and procedures for the reporting, recording, appropriate investigation and analysis of work-related accidents, incidents and cases of ill health.
- 6.6 Performing pre-employment health screening on all prospective employees.
- 6.7 Conducting appropriate health surveillance for employees identified as being at risk by virtue of their occupation or location.
- 6.8 Assisting in the establishment and maintenance of risk control measures relating to
 - The place of work, plant, substances and equipment in use
 - Procedures, systems and people
- 6.9 Establishing professional relationships at all levels within the school and, as appropriate, with external organisations (for example the Health and Safety Executive, Fire services, Trades associations etc).
- 6.10 Advising on the promotion and development of a positive health and safety culture to assist in securing the effective implementation of health and safety management system documents.
- 6.11 Advising on issues of medical capability and issues where there is a relationship between health on work or work on health.
- 6.12 Advising on all aspects of health and safety management systems including policy, organising, planning, implementation, performance measuring, monitoring, review and audit.
- 6.13 Advising on the risk assessment process including the identification of hazards, the assessment of associated risk and the identification of suitable risk control measures.
- 6.14 Having the authority to enter any school premises or sites at any time to inspect conditions relating to the health, safety and welfare of school employees and to stop or prohibit work being carried out by or on behalf of the school where there is a serious

risk to the health and safety of employees and others who may be affected by that work (for example members of the public, contractors etc).

- 6.15 Assisting the Head in the investigation of serious incidents, accidents and ill health as appropriate.
- 6.16 Auditing the school's health and safety management system.

7 Trade Union Safety Representatives

The Safety Representatives and Safety Committees Regulations 1977 (SRSC Regulations) prescribe the cases in which recognised Trade Unions may appoint safety representatives. Trade Unions and their Safety Representatives have an important role and the school welcomes and encourages their participation in the promotion of health and safety.

In addition to any responsibilities specified in other school policies the role of appointed Trade Union Safety Representatives includes:

- 7.1 Setting an example at all times with respect to good health and safety practice.
- 7.2 For those employees they are appointed to represent, representing them in consultations with the school.
- 7.3 Assisting in ensuring effective cooperation in the development and promotion of health and safety at work.
- 7.4 Investigating potential hazards and dangerous occurrences at the workplace, examining the causes of accidents at the workplace and making representations to the school on matters arising from such.
- 7.5 Carrying out inspections of the workplace in accordance with the SRSC Regulations.
- 7.6 Investigating complaints relating to the health, safety and welfare at work of those employees they are appointed to represent and making representations to the school on matters arising from such.
- 7.7 Receiving information from the Health and Safety Executive (HSE).
- 7.8 Representing in consultations those employees they are appointed represent at the workplace with inspectors of the HSE, or any other enforcing authority as appropriate.
- 7.9 Attending relevant health and safety committee meetings.

8 Outside Bodies.

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities will be responsible for implementing all safe practices as required by this document.

The Head must seek to ensure that hirers, contractors and others who are working on or hiring the school premises conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of school hours for a school sponsored activity then, for the purpose of this policy, the organiser of the activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.

All hirers, contractors and others using the school premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the governing body and ensure that they will not without the prior knowledge of the Head:

- (a) introduce equipment for use on the school premises;
- (b) alter fixed installations;
- (c) remove fire and safety notices or equipment;
- (d) take any action that may create hazards for persons using the premises at that time, or staff or pupils of the school at a later time.

9 School Catering Arrangements

Whilst the Headteacher has day to day responsibility for the school and its staff, the catering contractor is responsible for health and safety matters affecting the production of meals in school kitchens.

The food production side is the responsibility of the Cook in Charge, or Senior Assistant. Arrangements for the pupils and the taking of the meal are the responsibility of the Headteacher.

It is the duty of the Catering Contractor to undertake assessments of risk for their work activities.

There will be close cooperation between the Headteacher and representatives of the Catering Contractor, particularly the Cook in Charge, to ensure that high standards of health & safety exist in accordance with the school's arrangements.

Part 3 Arrangements

The ultimate goal of the school is to continually improve its health and safety performance, so that accidents and ill health are continually reduced and work forms part of a satisfying life to the benefit of both the individual and the school.

- 10.1 To assist in achieving this it must be ensured that any risks associated with the school's activities are adequately controlled. The control of risks is also necessary to secure compliance with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation (for example the Management of Health and Safety at Work Regulations).
- 10.2 Any work-related injury and accident to 'staff', 'non-employees' and 'pupils' under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported immediately to the Health and Safety team, who will be responsible on behalf of the Hull City Council to the Health and Safety Executive (HSE). See Appendix A
- 10.3 The three basic stages in establishing risk controls are:
 - **Hazard identification**
Identifying hazards which could cause harm.

- **Risk assessment**
Assessing the risk which may arise from hazards.
- **Risk control**
Deciding on suitable measures to eliminate or control risk.

10.4 This approach applies both to the control of safety risks and health risks and all final decisions regarding risk control methods must take into account the relevant legal requirements which establish minimum levels of risk prevention or control.

REMEMBER

Adequate control of risks can only be achieved through coordinated action by everyone in the school.

This policy is reviewed every year.

Part 4

List of Current Health, Safety & Welfare HCC Policies and Procedures

This is a summary of all the current OHSS Policies, Guidance documents and Forms and shows when the documents have been reviewed.

OHS (P):1	HCC - Health and Safety Policy (May 2007)
OHS (P):2	Incident Reporting and Investigation Policy & Procedure (Mar 2009)
OHS (P):3	Risk Assessment and Control Policy & Procedure (Feb 2009)
OHS (P):4	Fire Management Policy and Procedure (Sept 2010)
OHS (P):5	Display Screen Equipment Policy & Procedure (Feb 2009)
OHS(P):5.1/5.2	Eyesight test policy and procedure (July 2002)
OHS(P):6	Working at Height Policy and Procedure (Sept 2010)
OHS(P):7	Hand, arm and whole body vibration Policy and Procedure (Sept 2010)
OHS(P):8	Noise at Work Policy and Procedures (Sept 2010)
OHS(P):9	Driving a Private Vehicle on Council Business (Sept 2010)
OHS(P):16	Open Water Policy and Procedure (Sept 2010)
	Lone Working Policy (Nov 2005)
	Violence at Work Policy (Nov 2005)
OHS(G):1	Health and Safety Manual (Oct 2007)
OHS(G):1.1	Quick reference Guide (Nov 2007)
OHS(G):1.2	Inspection Guidance (Oct 2008)
OHS(G):1.4	Occupational Health Guidance (Jan 2009)
OHS(G):2.2	RIDDOR Guidance
OHS (G):3.1	Risk Assessment Guidance for Managers (Nov 2007)
OHS (G):4	Managers Guide to Fire Safety Law (Nov 2007)
OHS (G):4.1	Fire Log Book (Oct 2008)
OHS(G):5.1	DSE Guidance for Managers (Jan 2009)
OHS(G):5.2	DSE Instruction Leaflet
OHS(F):1.1	Workplace adjustment form (Mar 2010)

OHS (F) 2	Incident Report Form (Feb 2009)
OHS (F) 2.1	Witness Report Form (Feb 2009)
OHS (F) 2.2	Pupil Incident Report Form (Jan 2009)
OHS(F):3	Risk Assessment Form (Feb 2009)
OHS(F) 4	Fire Risk Assessment Form (May 2007)
OHS(F) 5	Display Screen Equipment (DSE) Self Assessment Form (Feb 2009)
OHS(F):15	New / Expectant Mothers Form (Mar 2010)