SCHOOL HEALTH, SAFETY & WELFARE POLICY

2018
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1.0 HEALTH & SAFETY STATEMENT
Our Commitment

The Governing Body of St. Andrew’s C E Primary School has overall responsibility for the health, safety and welfare of all staff, clients, visitors, contractors and members of the public and others who may be affected by its activities. We recognise that good health and safety management makes good sense.

This Policy sits alongside and supports other school policies, arrangements and procedures. We are committed to the effective implementation of this Policy by:

- continuously improving a health and safety management framework that clearly defines the health and safety requirements and identifies those responsible for implementation of those requirements;
- developing, implementing and reviewing annual health and safety action plans in line with organisational objectives and legislative requirements;
- accepting that health, safety and welfare is an important management responsibility;
- providing competent support to our managers to improve and maintain a consistently high standard of health and safety management in their area(s) of responsibility;
- recognising that the prevention of accidents, incidents or work-related ill-health requires effective management and leadership;
- ensuring our accommodation, equipment, facilities, materials, transport and work practices are safe and without undue risk to health;
- considering the environmental impacts of our undertakings in line with legislation and any other relevant standard
- helping our staff to meet their legal duty of care, by involving them and encouraging their co-operation, in the management of their own health, safety and wellbeing through appropriate information and training;
- proactively promoting and encouraging work-life balance and staff wellbeing; and
• consulting with our staff on matters affecting their health, safety and welfare at work and nurturing a spirit of collaboration among them, their Trade Unions, appointed Safety Representatives, Employee Representatives and Health and Safety Committees.

Your Commitment

In return, the Governing Body expects its staff, clients, contractors and visitors to:

• co-operate on all health, safety and welfare matters, and

• take care of their own health and safety, and that of others who may be affected by their acts or omissions.

This Statement is communicated to all staff and contractors. All Managers are accountable for ensuring that the Statement and supporting policies are implemented in their area(s) of control.

This Statement will be reviewed regularly and following significant change or the identification of potential improvements.
2.0 ORGANISATION AND RESPONSIBILITIES FOR IMPLEMENTATION OF THE POLICY

This section clearly defines the health and safety roles, responsibilities and expected competencies of all levels of personnel.

2.1 Governing Body

The Governing Body is responsible for the effective planning, directing, monitoring and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Head Teacher, it will make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the running of the school. The Governing Body will ensure:

- the development and implementation of the school's Health, Safety and Welfare Policy and the organisational arrangements through which the Policy will be implemented;

- the adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction;

- that suitable resources are allocated to allow the effective implementation of this Policy;

- there is an adequate system for communicating health, safety and welfare information throughout the school. In particular that there are arrangements for consulting with staff on health, safety and welfare issues and for promoting collaborative working with staff representatives;

- that adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school; and

- that arrangements are in place to measure, monitor and review health, safety and welfare performance.
2.2 Head Teacher

The Head Teacher is responsible to both the LA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Deputy Head, Teachers, Business Manager and the Site Manager, where appointed.

The Head Teacher, assisted by the management team, is required to:

- ensure the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan;

- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable by ensuring suitable and sufficient documented risk assessments are undertaken and action plans produced which implement health, safety and welfare measures and monitor and review their effectiveness;

- coordinate any necessary safety arrangements with any contractors working on site;

- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LA guidance;

- provide regular reports on significant issues and general progress to the Governing Body; and

- foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety performance.

2.3 Deputy Head Teacher

The Deputy Head(s) assists the Head Teacher in the day-to-day management of the school, and deputises for them during any period of absence.
2.4 Leaders of Phases

Phase leaders are responsible to the Head Teacher for the safe management of the curriculum, in accordance with LA guidance and the School Health, Safety and Welfare Policy, and for implementing all school procedures relating to health and safety. They will:

- identify and prioritise both immediate and long term requirements with regard to health and safety and provide this information to the Head Teacher so that it may be included in the normal budget planning arrangements;

- develop suitable and sufficient risk assessments and maintain appropriate records;

- maintain a file of all safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. It must be freely accessible to all relevant staff, and all subsequent additions be brought to the attention of staff;

- make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Head Teacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning; and

- assist in the fostering of a positive safety culture within his/her subject.

2.5 Staff

In addition to any specific health, safety and welfare responsibilities described above, all staff are expected to co-operate in the implementation of the School Health, Safety and Welfare Policy by acting with due regard for their own health, safety and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- co-operating with their Head Teacher, enabling them to carry out their legal responsibilities under health and safety legislation;
• reporting hazards and potential hazards following the school procedure;

• working in accordance with any health and safety training provided and safe working practices;

• not interfering with anything provided in the interests of health, safety and welfare; and

• disclosing to an appropriate person details of any known medical condition that makes them unfit for, or puts them at risk from, any particular work activity.

2.6 Person(s) responsible for premises

The Site Manager is responsible and accountable to the Governing Body for co-ordinating the health, safety and welfare arrangements. The responsibility for the work activities and practices of staff within the premises rests with relevant line management.

Managers responsible for premises will achieve this by:

• carrying out building-related risk assessments and ensuring necessary corrective actions are taken;

• having documented inspections of all areas within the premises to ensure that buildings, grounds, and equipment under their control are safe and properly maintained and records of all statutory tests and inspections are kept;

• co-ordinating emergency procedures and equipment for their site(s) and ensuring the associated documentation it is kept up-to-date. For sites under the control of other owners this will be undertaken in co-operation with those in control;

• ensuring a legionella risk assessment has been undertaken by a competent person and recommendations implemented;

• where necessary, ensuring an asbestos survey has been carried out for the building and have responsibility for the asbestos management plan. These documents should be shared with any contractors where appropriate;
• ensuring the activities of contractors are supervised they are provided with such instruction and training as to ensure they can fulfil their obligations safely and in-line with legislation and School requirements;

• ensuring access to the school complies with the requirements of the Equality Act 2010 and that access and egress remains unobstructed and safe;

• ensuring appropriate security measures are in place;

• ensuring there is suitable and sufficient first aid provision; and

• ensuring a fire risk assessment is undertaken annually and fire fighting equipment and warning systems are appropriately tested and maintained.

2.7 Hirers

When the premises are used for purposes not under the direction of the Head Teacher then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head Teacher or the accounts manager will seek to ensure that hirers who use the school premises conduct themselves and carry out their operations 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 normal hours but for school sponsored or run activities they are suitably insured. The organiser of a non school sponsored or run activity, even if an employee, for the purposes of this policy will be treated as a hirer. The Head Teacher or accounts manager will ensure that hirers who use the school premises provide written confirmation of Public Liability Insurance cover prior to its use. Advice on levels of cover should be obtained from LA Insurance Manager.

All hirers using the school premises or facilities must be familiar with the Policy and comply with all safety requirements of the school and Sefton Council.
3.0 ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

This Health, Safety and Welfare Policy is supported by Council guidance and procedures available on the intranet. All managers with responsibilities outlined in this Policy or related procedures must make certain that effective arrangements are in place to ensure that those functions are maintained in their absence.

3.1 Health, Safety and Welfare Advice

3.1.1 The Health and Safety Unit
The Health and Safety Unit offers services across all areas of the Council. Its aim is to reduce workplace accidents, work-related ill-health and loss.

3.1.2 Corporate Health and Safety Manager
The Corporate Health and Safety Manager is responsible for the development, maintenance and monitoring of the Health, Safety and Welfare Policy. He/she will advise and support Directors and their staff on all issues of health, safety and welfare.

He/she will:

- provide clear and timely advice to the organisation on all health safety and welfare issues;
- forge effective links with relevant stakeholders to improve health and safety performance;
- report to Management Team on health and safety performance; and
- stay abreast of any changes in legislation or developments in best practice.

3.1.3 Health and Safety Advisors
Health and Safety Advisors are accountable for delivering a professional support service to all Community School Head Teachers and Staff. They will achieve this by:

- assisting managers to manage health, safety and welfare issues, in-line with legislation;
• producing policies and guidance to assist managers in the fulfilment of their duties;

• assisting in the production of risk assessments and identification of effective control measures;

• monitoring performance against legal standards and best practice through audits and analysis of statistical data e.g. accident and violent incident rates. This includes the monitoring of health and safety systems and performance of partner organisations;

• investigating accidents and violent incidents, and provide recommendations and advise on remedial actions to prevent reoccurrence; and

• liaison and consultation with Trade Union Safety Representatives and other staff representatives.

3.1.4 The Occupational Health Service

Occupational Health Service is responsible for advising on and assisting with all work-related health issues. They will provide:

• help in managing sickness absence through medical assessments and advice on rehabilitation/return to work procedures;

• pre-employment screening;

• health surveillance and assessments;

• information on preventing work-related disease and ill-health; and

• promotion of healthier lifestyles and health awareness among staff.

3.2 Consultation

The Governing Body will fulfil its responsibilities to consult with its staff, trade unions and other staff representatives on relevant aspects of health, safety and welfare. Safety Representatives appointed by recognised trade unions will be granted the necessary resources to carry out their functions as set out in the Safety Representatives and Safety Committee
Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999.

3.2.2  **Trade Union Health and Safety Representatives**

Trade Union Health and Safety Representatives may:

- represent their members in consultation with management;

- make representation to management on any matter affecting the health, safety and welfare of those they represent;

- investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent;

- periodically inspect the workplace; and

- examine potential causes of accidents involving those they represent. Following an accident/incident they may inspect the workplace, related statutory documents and represent their members in consultation with HSE inspectors.

3.3  **Provision of Information, Instruction and Training**

The Governing Body will fulfil its responsibility to provide information, instruction and training to ensure the health, safety and welfare of its staff:

3.3.1  **Information and Instruction**

The Governing Body will ensure that necessary information and instruction is provided to all its staff and others. The form and content of this will be appropriate to the level of risk and will be reviewed in the light of legislative changes, best practice and new guidance from the HSE or other relevant bodies.

3.3.2  **Training**

Each member of staff will be provided with adequate health and safety training:

- upon appointment;
• before being required to carry out new or unfamiliar tasks, especially when required to use new equipment, plant or machinery; and

• periodically refreshed to ensure skills, knowledge and competency remain.

Specific job-related training will be identified by line managers during performance, review and development interviews.

It is each employee’s responsibility to participate in appropriate training and incorporate the learning into their work practice.

3.4 Safety Inspections

Head Teachers will ensure that formal health and safety inspections will be undertaken on a regular basis by managers in conjunction, wherever possible, with local Safety Representatives. Such inspections will be undertaken, as a minimum, annually and records retained.

Trade Union Safety Representatives have the right to undertake safety inspections in areas where their members work. Head Teachers or their representatives should participate in such inspections if so requested.

3.5 Emergency Plan

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

• Save life

• Prevent injury

• Minimise loss

This sequence within the plan should determine the priorities during an emergency, which must be agreed by the governing body.
3.6 Accident Reporting

All accidents to employees and pupils must be recorded whether there is apparent injury or not. These must be appropriately investigated to identify the cause and to prevent recurrence.

3.7 Monitoring

The effectiveness of the Health, Safety and Welfare Policy will be monitored in the following ways:

- the Health and Safety Unit will monitor and analyse reported accidents and incidents with a view to determining and eliminating their causes;

- Head Teachers will ensure there are regular, documented and systematic inspections of workplaces and operations. These inspections and assessments will be reviewed on an annual basis as a minimum; and

- the Health and Safety Unit will coordinate a programme of formal health and safety audits of all Community Schools with reports prepared for Head Teachers and Governing Bodies, as appropriate.

3.8 Control of non-employees

It is the position of Sefton Council that, where it contracts, enters into partnership with, orders or lets work or services with or to a third party, including joint ventures, standards set out for health, safety and welfare required by this Policy are the minimum required for the third party and must be met or exceeded.

To ensure standards are maintained, all work undertaken for the Council by non-employees (e.g. contractors, consultants, volunteers etc.) will be subject to a selection process to ensure those undertaking the work are competent to manage the health, safety and welfare aspects of that work.

All contractors will be required to provide the Council with information on the risks to health, safety and welfare arising out of their work. The Head Teacher will ensure that any person working on school premises who are not employees are provided with appropriate instructions and information.
regarding any risks to their health, safety and welfare arising out of that work.

In addition, all schools must have in place procedures for the regular monitoring of non-employees and contractors.

### 3.9 Safe Working Procedures

This Policy is supported by a series of guidance notes, risk assessments and procedures accessible via the intranet. They have been produced to assist Head Teachers in ensuring all manner of activities within their remit are managed safely, and to assist in the development of safe working procedures where appropriate. Below is an example list of topics covered in guidance notes.

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<th>Procedure</th>
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<td>First Aid</td>
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<td>Educational Visits</td>
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### 3.10 Review

This statement of the School Health, Safety and Welfare Policy and the organisational arrangements for its implementation will be monitored, reviewed and updated when necessary. This may include the production of new, general or specific safe working procedures and codes of practice.
4.0 POLICY GUIDANCE

4.1 Using this Policy
All school staff and Governors must ensure that they:

- understand their responsibilities, as set out within this Policy;
- give regard to the legal requirements that relate to their activities and the activities of any staff for whom they are responsible; and
- ensure procedures and systems are put in place to achieve those standards to the extent of their responsibility.

This document can not in itself produce a safe working environment; this can only be achieved with the full co-operation of all staff and others e.g. Partners and contractors. Failure to comply with this Policy may be regarded as a disciplinary matter and lead to appropriate sanctions.

POLICY REVIEWED: SEPTEMBER 2018