

# POLICY

## Health, Safety and Welfare

Date of approval by governing body:	Autumn 2016 (Adopted pending approval)
Review date:	Autumn 2017
Policy Owner:	Business Manager

**The King's has a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student learns with truth and love, we ensure that we support each student through the promotion of the Christian values of justice, grace, trust, thankfulness, aspiration and celebration (as identified, by students, staff and governors). This mission and these values underpin this policy and its related practices.**

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### **Preamble**

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy; it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure **so far as is reasonably practicable** that:
  - a. all places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.);
  - b. all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - c. appropriate safe systems of work exist and are maintained;
  - d. sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and others;
  - e. a healthy working environment is maintained including adequate welfare facilities;
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

### **Health, Safety and Welfare Policy – Organisation and Responsibility**

Overall responsibility for health and safety in schools rests with the employer. For community schools, the local authority is deemed to be the employer, although governors in this category have an obligation to ensure that the County Council health and safety policy is implemented. In addition, school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities. The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

### **Organisation and Responsibilities for Health, Safety and Welfare**

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy:

- **Policy-makers, who:**
  - Devise and produce policy on health, safety and welfare at a strategic level;
  - Preserve, develop, promote and maintain the School's and the Council's health and safety management system;
  - Ensure that health and safety matters are taken into account when organisational decisions are made;
- **Planners, who:**
  - Develop the local plans to achieve corporate/school health & safety objectives;
  - Develop management arrangements for the identification of hazards and control of risks within their area.
- **Implementers, who:**
  - Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks;
  - Ensure all the systems are working effectively'
- **Assisters, who:**
  - Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives);
  - May also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialized field.
- **Employees:**
  - Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in this school?**

This matrix defines the relevant areas of responsibility:

	<b>Policy-makers</b>	<b>Planners</b>	<b>Implementers</b>	<b>Assisters</b>	<b>Employees</b>
<b>School Governors</b>					
<b>Headteacher</b>					
<b>Business Manager</b>					
<b>School Leadership Team</b>					
<b>Heads of Faculty</b>					
<b>Teachers</b>					
<b>Health and Safety Coordinators</b>					
<b>Support Staff</b>					
<b>Technicians &amp; Caretakers</b>					

<b>Council Health and Safety Policy Group</b>					
<b>County Council Officers</b>					
<b>Health and Safety Adviser</b>					

**The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy**

Detailed responsibilities (as recommended by the local authority) are defined in Appendix One.

**Health and Safety Committee**

According to the local authority policy, the school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. At The King's, Health and Safety is incorporated within the Resources and Finances Committee, where it is a regular agenda item.

## **Arrangements & Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within CHTS to reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

- 1. Accident Reporting, Recording & Investigation**  
Refer to the Accident Management Policy
- 2. Asbestos**  
Refer to the Asbestos Policy
- 3. Contractors**  
Refer to the Contractor Management Policy
- 4. Curriculum Safety** [including out of school learning activity/study support]  
Refer to the Curriculum Area and General Risk Assessments
- 5. Drugs & Medications**  
Refer to the pastoral policies regarding drugs and medications; refer also to students' care plans and SEN records
- 6. Emergency Evacuation and Fire Risk Assessment**  
Refer to the Emergency Evacuation Policy and the Fire Risk Assessment
- 7. First Aid**  
Refer to the First Aid Policy
- 8. Glass & Glazing**  
All glass in doors and side panels, including replacement glass, will be of safety standard.
- 9. Hazardous Substances (COSHH)**  
Refer to Hazardous Substances (COSHH) Policy
- 10. Health and Safety Advice**  
Staff to be trained as and when appropriate and directed to relevant risk assessments and policies
- 11. Housekeeping, cleaning & waste disposal**  
Refer to Cleaning Operations Manual
- 12. Handling & Lifting**  
Refer to Handling and Lifting Policy
- 13. Lettings/shared use of premises**  
Refer to Lettings agreement and Joint Use contract
- 14. Lone Working and Security**  
Refer to the Lone Working risk assessment
- 19. Poster on Health and Safety Law**  
  
This is located in the staff room
- 20. Personal Protective Equipment (PPE)**  
All staff/students to be appropriately advised about use of PPE in line with Curriculum Area and General Risk Assessments, and Cleaning Operations Manual

- 21. Reporting Defects**  
All defects should be reported initially to Bursar & Facilities Manager
- 22. Risk Assessments**  
This is the responsibility of the Healthy and Safety Coordinators
- 23. School Trips/ Off-Site Activities**  
Refer to the Educational Visits policy
- 24. School Transport – e.g. minibuses**  
Refer to the Minibus policy
- 25. Stress and staff Well-being**  
Refer to the local authority managing stress in the workplace guidance
- 26. School Security**  
Refer to Building Security policy and the Business Continuity Policy
- 27. Water Hygiene**  
This is the responsibility of the caretaker

### **Local Health and Safety Key Performance Indicators (KPIs)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Feedback and advice will be sought from local authority Health, Safety and Wellbeing Advisors as appropriate.

## **Appendix One: Responsibilities (as recommended by the local authority)**

### **The Policy makers:**

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources to ensure that health and safety can be managed effectively.

### **As Policy Makers, the Governing Body:**

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis;
- May seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary;
- Must ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- Will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- Will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

### **The Planners will:**

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety.
- As part of their management of health and safety;
  - appoint a Facilities Manager;
  - identify a member of staff who can act as a Health and Safety Coordinator;
  - Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.



- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy;
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements;
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements;
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team;
- Advise the governing body and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

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#### **The Implementers will:**

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school;
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others;
  - Promoting good practice;
  - Identifying H&S problems and rectifying them if possible;
  - Challenging poor H&S performance or attitudes;
  - Communicating regularly about H&S.
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;

- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required;
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

## **Facilities Manager**

**In addition to the responsibilities above Facilities Manager have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;

14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

### **Assisters will:**

Act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process.

### **Staff**

Irrespective of their position within the County Council's structure, all staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All staff must be aware of their safeguarding duties, which are in addition to the Health and Safety requirements set out in this policy and all linked documents. All staff are personally responsible for the reading of risk assessments relating to health and safety and of the documents relating to safeguarding. The school will provide adequate training as appropriate.

**Students [This section should be drawn to attention of all students]**

All students must be encouraged to follow all safe working practices and observe all school safety rules and should:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

**The Governing Body**

The governing body will receive reports from the headteacher and senior leadership team relating to specific elements of health and safety on a regular basis.

The responsibility for health and safety lies with the Finance & Resource Committee.

Signature:..... Name.....  
Chair of Finance & Resources Committee

Signature:..... Name.....  
Headteacher

Date of approval: .....