



St. Alphege Schools Federation

Health & Safety Policy

December 2019

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SECTION ONE – HEALTH AND SAFETY POLICY

I.1 Introduction

St. Alphege School is committed to maintaining a healthy and safe place of work for employees, as well as taking all reasonable steps to ensure that pupils, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Governing Body recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

I.2 School General Statement of Policy

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at St. Alphege Schools.

This statement does not replace the SMBC policy but complements the recommendations and requirements within it. (*see SMBC Corporate Health and Safety Policy for LA School Staff, November 2016)

Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the school site and safe means of entry and exit from it
- Establish and maintain safe working procedures amongst staff, pupils, volunteers and all those on the school site
- Ensure safe measures of using, storing and transporting articles and substances
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours under the school's control
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation the school premises
- Lay down procedures in case of accidents and medical treatments

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body of St. Alphege CE Schools will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools' activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

..... Head Teacher

..... Chair of Governors

Date.....

I.3 Solihull Metropolitan Borough Council Health and Safety Policy Statement

Solihull Council is committed to providing and maintaining a healthy and safe place of work for all its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by the work of the Council) are exposed to the lowest practicable level of risk. Approval and publication of this Policy Statement demonstrates this commitment.

This Policy is fully supported by Members, the Chief Executive and the Corporate Management Team who have ultimate responsibility for ensuring effective health and safety arrangements within the Council. However, health and safety is the responsibility of everyone and this Policy will be implemented by management and employees alike throughout the Council.

The Council's Health and Safety objectives are to:

- ❖ **comply** with health and safety legislation, Codes of Practice, HSE Guidance Notes and other relevant standards
 - ❖ **integrate** health and safety principles into service delivery, management and decision-making processes
 - ❖ **consult and communicate** with employees and trade union representatives to ensure they are aware of their health and safety responsibilities
 - ❖ strive for **continuous improvement** in health and safety standards
 - ❖ recognise the different demands that the Council faces, but work as "One Council" to deliver a **consistent approach** to managing health and safety
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To achieve these objectives the Council will:

- ❖ develop and maintain a documented and consistently applied health and safety **management system** including clear roles, responsibilities and reporting lines
- ❖ so far as reasonably practicable, provide and maintain healthy and safe **work places, equipment and methods of working**
- ❖ provide sufficient **resources** to meet our commitment to health and safety
- ❖ appoint **competent** people to support us to meet our statutory duties
- ❖ provide employees at all levels with suitable and sufficient **information, instruction, training and supervision** to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others
- ❖ work with partners, contractors and other agencies to develop awareness, a **common understanding** and **promote good standards** of health and safety
- ❖ undertake **continuous monitoring** of our health and safety performance

This Policy and accompanying arrangements will be reviewed regularly to take account of changing legislation, best practice and experience gained within the Council.

Section two: Organisation and Responsibilities

2.1 Who is responsible?

The Health and Safety at Work Act 1974, requires elected members, governors, and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The Executive Head Teacher has the day-to-day responsibility for Health and Safety matters in the school. More detailed responsibilities are set out below.

2.2 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Council's Health and Safety policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at Least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools' work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.3 Responsibilities of the Executive Head Teacher

The Executive Head Teacher is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools' work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided including induction for new staff and maintaining records of training;
- Attending the establishment's health and safety committee;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the Council health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

Note: in the absence of the Executive Head Teacher these responsibilities fall to his immediate deputy.

2.4 The Responsibilities of all Employees in School

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in school rests with the Executive Head Teacher and Governing Body all staff in school have a clear responsibility in ensuring the effective delivery of this policy.

The Health and Safety at Work Act (1974) states that:

‘It shall be the duty of every employee whilst at work:

- to take reasonable care for the health and safety of himself / herself and of any other persons who may be affected by his / her acts or omissions at work, and
- as regards any duty or requirement imposed on his / her employer or any other person under any of the relevant statutory provisions, to cooperate with him / her so far as it is necessary to enable that duty or requirement to be performed or complied with’

The Act further states that:

‘No person shall intentionally or recklessly interfere with or misuses anything provided in the interests of health and safety procedures are observed and carried out for the protection of pupils and all other visitors to school, all employees should:

- know of, and observe, any specific safety measures relevant to their own working area and working practices
- observe the standards of dress which are deemed to be consistent with safety and hygiene in their working practices and areas
- ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled
- know and apply the necessary emergency procedures which may result as a consequence of a fire or any other emergency, accident, injury or first aid situation
- not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others
- maintain a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within school
- cooperate with the designated safety representatives and officers of the Health and Safety Executive or the Public Health Authority, as appropriate, to ensure the effective delivery of this policy in school
- all personnel involved with working with or alongside children should be DBS checked with enhanced checks for staff working directly with children

- All individual staff members are vital to the effective implementation of this policy but some staff have particular obligations which relate to their own subject and/or management areas of responsibility. These staff members are directly responsible to the Executive Head Teacher in ensuring that they are fully aware of any existing or new safety measures and procedures and that they are fully observed and implemented. Further, they must ensure that any additional guidance given by the Executive Head Teacher, the Local Authority or by other external advice agencies is implemented as appropriate to the needs of the school.

2.7 Leadership Team members

Leadership Team are responsible for:

- The day to day management of health and safety within their team/phase in accordance with the health and safety policy;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Ensuring Site Manager's book (equipment/ furniture) is completed and given to office for site managers to address;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy;
- Identifying health and safety training needs through performance management when appropriate;
- Planning and Curriculum reflects Health and Safety of all stakeholders;

2.8 Responsibilities of Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. The Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. All staff will undertake risk assessment in-house training to enable them to produce risk assessments.

Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Line Manager.
- Make a written record of the risk assessment using school documentation.
- Communicate the findings of the risk assessment to the relevant Line Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Line Manager.
- Conduct inspections of the workplace as part of the buildings and finance Committee at least once per term to ensure that the working environment and equipment are safe and adequately maintained.

- Inform Line Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.
- All risk assessments will be kept in a central file which is kept on the schools' workdrives.

2.9 Emergency Resilience Team

Where an accident results in death, the Authority's Emergency Plan applies and the Resilience Team will Lead the Council's response. The Resilience Team comprises the Council's Emergency Planning and Business Continuity specialists who are responsible for:

- i. Activating the emergency command structure.
- ii. Liaison with the emergency services.
- iii. Supporting the Chief Executive throughout the response.

SECTION THREE: ARRANGEMENTS AND PROCEDURES

Arrangements and procedures recorded in this section of the Safety Policy have been devised to assist persons to discharge the responsibilities and duties defined in Section Two.

3.1 Health and Safety Defect Reporting Procedure

The Executive Head Teacher will provide the Governing Body with a regular report containing the details of any accidents / dangerous occurrences and of any necessary alterations to working practices and procedures needed to avoid recurrence of those accidents / dangerous occurrences. The Governors will ensure that measures are implemented.

The arrangements for reporting defects (with the premises and / or materials and equipment) on a day-to-day basis are set out as follows:

- i. Staff members who discover any defect shall report it to the Site Manager using the school 'Health and Safety - Defect Report Book'.
- ii. The Site Manager will record the date of receipt of the defect. The Site Manager will take the necessary steps to:
 - a) Have the defect rectified, within a reasonable period of time, and record the details in the defect report book.
 - b) Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Actions may include informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- iii. If the defect is likely to affect the 'normal' running of the school the Executive Head Teacher / Senior Leadership Team will be informed.
- iv. Once the defect has been repaired / item taken back into use, the date that this occurs shall be recorded in the "Defect Report Book".

3.2 Monitoring Arrangements

The Governing Body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

- a) The Governors buildings and finance Committee will call for annual reports on:
 - Accident / incidents
 - Results of internal or external health and safety inspections
 - Maintenance reports
 - Complaints, hazards and defects book
 - Reviews of any procedures carried out by the Executive Head Teacher
 - Analysis of First Aid Accident books
- b) The Executive Head Teacher shall provide such reports as required by the Governing Body as part of his / his management of the school.
- c) A Governor on behalf of the Governing Body shall carry out a termly visual inspection of the school and report any issues arising to the Head Teacher.

- d) Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the school and report any issues to the Executive Head Teacher.
- e) The Authority's Health and Safety Officer or his / his representative shall inspect the site on a regular basis and report back any issues, as may other Officers of the Authority.
- f) Periodically review risk assessments.

To help this process, the Governing Body will ensure that all reasonable inspection facilities and information are provided on request to officers of the Authority, Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

3.3 Health and Safety Information Dissemination Procedure

Information and instructions on health and safety matters are available / given to teaching and non-teaching staff, pupils and visitors as follows:

Employees

- i. Employees have been informed about all of the existing information held on the school site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
- ii. All documentation referred to in a), above, is kept in or with the school health and safety files which are located on the schools' workdrives. These files are readily available for staff for reference purposes at any time.
- iii. New documentation arriving at the school will be scanned and uploaded on the schools' workdrives. The original will be held on file and the copy circulated to appropriate employees. Employees are required to indicate that they have read the document concerned via email.
- iv. The Executive Head Teacher will determine the circulation of each document and ensure that all named employees have confirmed they have read it before the document is put onto the health and safety file on the schools' workdrives.

Pupils

It will be the responsibility of teaching staff to ensure that pupils are made aware of existing and new health and safety information. This responsibility will be split between the class Teachers (for general health and safety arrangements), and staff with a specialisation (curriculum-determined arrangements).

Visitors

The admin team shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit.

Any visitors (including site-work personnel) arriving on the site who is unknown or unexpected will be questioned before being allowed access to the building. All visitors are required to sign in at the main office and wear school lanyard badges to show that they are officially recognised on site. Any visitor who has a disability is required to make themselves known to the office staff so that in the event of an evacuation assistance can be given.

All visitors to school are required to observe the health and safety regulations whilst on the school site.

3.4 Safety Committee

The Executive Head Teacher / other named persons (e.g. Chair of Governors, Health and Safety Officer, SLT, Site Manager- depending on issues arising) will chair the committee and all appointed safety representatives will be members. At present the Buildings Committee carry out this role.

3.5 OTHER PROCEDURES

The Governing Body and Executive Head Teacher have agreed various procedures that may change from time to time these can be found in the **Health and Safety file**. These documents are saved on the Work drives in both schools. Employees are reminded that they must make themselves aware of all documentation held on the Work drive. In return the School Governors and Head Teacher will ensure that all Employees are made aware of any changes.

School Documentation includes:-

- Policies
- Risk Assessments
- Site Inspection Logs
- Evacuation procedures
- Health and Safety Procedures

Other sources of Health and Safety Information:-

- Risk Management Folder
- Education Visits Policy Document
- Asbestos Log
- SMBC website