Shadsworth Junior School

Health and Safety Policy

Approved by:	Jackie Gallagher	**Date:** Spring 2023
Last reviewed on:	Autumn 2021	
Next review due by:	Spring 2024	

HEALTH AND SAFETY POLICY - SCHOOLS

1. Aim of Policy

The aim of this policy is to describe how your school's health and safety will be managed and let your employees and others know about your commitment to health and safety. The *Health and Safety Management Arrangements* document sits alongside the policy and we recommend it is completed to reflect the individual school.

2. Scope

This policy applies to all employees in Community and Voluntary Controlled schools where the Local Authority is the employer. It is also commended to all other schools in the Borough.

3. Definitions

LA – Local Authority

Employer – the legal responsibility and thus accountability for health and safety lies with the employer (Health and Safety Executive – see Annex 1). This will depend on the category of school. The Local Authority is the employer in:

- community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units.

The Governing Body / Trust is the employer in:

- foundation schools, foundation special schools, voluntary aided schools, academies and free schools.

Health and Safety Management Arrangements – this is how you organise the various arrangements in your school to support the policy. For example – what to do in an emergency, fire procedures, first aid arrangements, reporting accidents or carrying out risk assessments. It should clearly say who does what, when and how.

4. Statement of General Policy

The Governing Body recognises its role in enabling the Council to meet its responsibilities under the Health and Safety at Work etc., Act 1974 and associated legislation to ensure that effective management arrangements are in place to ensure, as far as is reasonably practicable, the health, safety and welfare of pupils, employees and others using or visiting the premises or participating in school sponsored activities. The school governors will actively work with the Headteacher and employees to identify hazards, assess the risks and, where these cannot be removed, ensure that they are adequately controlled.

The school is committed to ensuring effective management of health and safety in order to reduce injuries and ill health at work and reduce unnecessary losses and liabilities which will contribute to business performance.

In order to meet both our legal and moral obligations our general health and safety policy statement is that we will:

a) provide adequate control of the health and safety risks arising from work/school activities;
b) consult employees on matters affecting their health and safety;
c) provide and maintain safe equipment, plant and machinery;
d) provide information, instruction, training and supervision for all employees;
e) investigate, record and report all accident or incidents and cases of work-related ill-health;
f) maintain safe and healthy working conditions;
g) develop, implement and maintain effective safety arrangements.

The Local Authority continues to have statutory responsibility for health and safety. In view of this it is particularly important that the governing body, the Local Authority and all employees work together on health and safety matters, with the aim of minimising all risks to health and safety within the school.

5. Health and Safety Responsibilities

5.1 The Employer

The employer has overall responsibility for the management of health and safety activities in the school and must ensure that:

a) the health, safety and welfare of employees, pupils and visitors on school premises / activities is maintained;
b) competent health and safety advice is available;
c) health and safety guidance / support is provided;
d) effective arrangements are in place to implement the policy;
e) employees are trained in line with their responsibilities;
f) monitoring takes place and is evidenced.

5.2 The School Governing Body

Whilst the School Governing Body is not the employer, the role of the School Governing Body is to ensure clarity of vision, ethos and strategic direction. It may have control of the premises both during and outside the school day, and may oversee a delegated budget for some maintenance activities.

The School Governing Body will ensure that:

a) a governor is appointed to monitor health and safety;
b) the implementation and effectiveness of the health and safety policy is monitored and, if necessary, actions are taken to address issues identified;
c) reports are regularly provided to it by the Headteacher to evaluate health and safety performance in the school (e.g. accident reports, inspections, audits and performance statistics), these are considered and appropriate action taken where required;
d) consultation with employees takes place through a Health and Safety Committee or alternatively, by identifying health and safety as a standing item in school committee meetings e.g. Premises / Finance / Curriculum;
e) the School co-operates with the Local Authority and external enforcing authorities e.g. Health and Safety Executive (HSE), Lancashire Fire and Rescue Service (LFRS).

5.3 The Headteacher

The Headteacher may wish to delegate some functions listed below to other employees or to re-allocate duties to match the staffing structure of the school. These will be detailed in the *Health and Safety Management Arrangements* document although this will not affect the Headteacher's overall responsibility for health, safety and welfare within the school. The Management Arrangements Document includes the relevant steps to ensure legal compliance and procedures for dealing with emergency situations. It should involve relevant people throughout the organisation. In certain circumstances some of the management arrangements may be fulfilled by or in conjunction with the facilities management company responsible for operating the site.

The Headteacher will ensure that:

a) the Health and Safety Policy is implemented effectively through appropriate management arrangements;
b) the contents of the Health and Safety Policy and the management arrangements are communicated to and understood by all employees;
c) competent advice is sought on health and safety matters;
d) any health and safety matters raised by the school Health and Safety Committee or otherwise, are brought to the attention of the School Governing Body;
e) accident reports, inspections, audits and performance statistics are submitted to the Governing Body for consideration on a regular basis;
f) new employees receive health and safety induction training on appointment;

g) all employees have the necessary health and safety skills and qualifications on appointment, or are able to be provided with the necessary training and certification, after appointment or on change of responsibilities or work methods;
h) regular health and safety inspections are carried out and reviews of the safety performance of all areas of the school take place on a regular basis and actions are taken to resolve any issues identified when necessary;
i) employees are competent to carry out risk assessments for school premises and activities, both on and off site;
j) controls from risk assessments are implemented effectively and monitored;
k) accidents, incidents and near misses are recorded, investigated and reported to the Local Authority or to your health and safety service provider in line with the guidance where necessary;
l) safety representatives can carry out their statutory role effectively and that consideration is given to inspection reports etc. carried out by safety representatives;
m) premises, plant and equipment are regularly inspected and maintained in a safe condition;
n) goods purchased comply with relevant safety standards;
o) an Educational Visits Coordinator (EVC) is appointed from school employees, to help fulfil health and safety obligations for off-site visits and adventurous activities;
p) arrangements are in place for the selection and management of contractors on site;
q) arrangements are in place for lettings / hiring of premises;
r) the school cooperates with inspections from enforcing authorities.

5.4 Key personnel identified in the Health and Safety Management Arrangements are responsible to the Headteacher for the implementation of the Health and Safety Policy within their own department or area of work, and will ensure that:

a) they assist with the implementation of the policy;
b) safety arrangements are being implemented and maintained;
c) they assess the risks associated with their area of work and, where necessary, safe systems of work are developed, implemented and maintained;
d) relevant employees are informed of any hazards that they are likely to encounter in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
e) employees and students are aware of the emergency procedures;
f) where necessary, they use adequate personal protective clothing and provide facilities for storage and maintenance and ensure it is provided for and used by employees and pupils;
g) appropriate supervision is carried out;
h) adequate arrangements for the testing and maintenance of equipment and plant are in place and are being completed;
i) safety concerns are reported to the Headteacher.

5.5 Class Teachers will ensure that:

a) the safety of pupils is monitored whilst in their charge;
b) safe working procedures within their own teaching areas are being followed;
c) pupils in their charge have received adequate safety instructions;
d) protective equipment / clothing provided is correctly used;
e) any piece of defective or unsafe equipment is removed from use or made safe;
f) all accidents or incidents are recorded and reported;
g) they are aware of emergency procedures.

5.6 The Site Supervisor will ensure that:

a) they take a lead role in day to day security of the premises;
b) any structural defects, premises, plant or equipment faults or breakdowns of which they are aware, are reported to the Headteacher/School Business Manager School's Building Liaison Officer, or Service Contractor as appropriate;
c) housekeeping standards are monitored and, where necessary, report concerns to the Headteacher / Site Business Manager;
d) routine in house inspections, tests and maintenance are completed, keeping relevant records and report any concerns to the Headteacher /School Business Manager;
e) they act as a key contact and monitor for contractors;
f) they complete their activities in line with specific safety procedures and in line with their training, reporting any concerns to the Headteacher/School Business Manager.

5.7 The Educational Visits Coordinator (EVC) will ensure that:

a) the Headteacher is supported on the organisation of off-site visits and adventurous activities;
b) they ensure that competent employees are assigned to lead and accompany visits;
c) they or a nominated person manage the EVOLVE website for the school. It is recommended that all employees leading or accompanying visits have their own EVOLVE account;
d) employees leading or accompanying visits receive appropriate training and support.

5.8 All Employees must:

a) be familiar with and observe all safety policies and procedures at all times;
b) follow the training provided when using any work items provided by the employer;
c) take reasonable care of their own and other people's health and safety;
d) use any item / equipment provided in the interest of health and safety correctly;
e) cooperate with the employer on health and safety;
f) report any concerns (e.g. inadequate precautions, defective equipment or unsafe conditions) which may be putting anyone's health and safety at serious risk;
g) report any accident, incident or near miss at the earliest possible opportunity.

5.9 School pupils shall:

a) take reasonable care of themselves and others;
b) follow school policy and procedures;
c) follow instructions in line with school practice / activities.

6.0 Safety representatives

Appropriate facilities and information will be provided for Safety Representatives to enable them to carry out their safety roles effectively.

7.0 Policy review

The employer will review this health and safety policy at least every 2 years, or if there is any significant change and update, modify or amend it as it considers necessary, to ensure the health, safety and welfare of employees and pupils. The Headteacher will draw this policy to the attention of all employees.

Annex 1

Who is accountable for health and safety within a school?

The legal responsibility and thus accountability for health and safety lies with the employer. While this seems straightforward, who the employer is depends on the type of school.

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing body
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor
England	
Academies and free schools	The Academy Trust

Although overall accountability lies with the school employer, other school managers involved in the day to day running of the school also have some responsibilities for the health and safety of staff and pupils.

Source: [The role of school leaders (hse.gov.uk)]