



## **HEALTH AND SAFETY POLICY**

### **1. STATEMENT OF INTENT**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- providing a safe and healthy working and learning environment
- preventing accidents and work related ill health
- assessing and controlling risks from curriculum and non-curriculum work activities
- complying with statutory requirements as a minimum
- ensuring safe working methods and providing safe equipment
- providing effective information, instruction and training
- monitoring and reviewing systems to make sure they are effective
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives
- setting targets and objectives to develop a culture of continuous improvement
- ensuring adequate welfare facilities exist at the school
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

Name: Derek Good, Chair of Governors

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 2. ORGANISATION

### 2.1 Introduction:

Within a school, the legal responsibility and thus accountability for health and safety lies with the employer and landlord, i.e. Portsmouth City Council (PCC). However, the control of many day to day issues is delegated to the individual school<sup>1</sup>.

To comply with the Statement of Intent the school's leadership and management have additional responsibilities, as detailed below.

#### 2.1.1 The **Governing Body** has the following responsibilities and must ensure that:-

- a clear written policy statement is created which promotes the correct attitude towards safety for staff, pupils and visitors
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- persons have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is measured both actively and reactively
- the school's health and safety policy and performance is reviewed annually

#### 2.1.2 The **Headteacher** has the following responsibilities and must ensure that:-

- s/he commits to the Governing Body's Statement of Intent for Health and Safety; the Headteacher retains overall strategic oversight of health and safety on the school site
- a school policy for health and safety is produced and communicated to staff and others requiring the information
- appropriate information on significant risk activities is given to contractors and visitors
- appropriate consultation arrangements are in place for staff and their representatives
- emergency procedures are in place
- equipment is inspected and tested to ensure it remains in a safe condition
- s/he reports to the Governing Body at least annually on the health and safety performance of the school

#### 2.1.3 The **Deputy Headteacher** (i/c Health and Safety) has the following responsibilities and must ensure that:-

- all staff are provided with adequate information, instruction and training on health and safety issues
- risk assessments of the premises and working practices are undertaken
- safe systems of work are in place for identified risk factors
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations
- arrangements are in place to monitor premises and performance
- all accidents are investigated and any referrals and/or remedial actions are implemented
- the Headteacher and Governing body are informed promptly of any issues or concerns pertaining to health and safety, as appropriate

- key performance indicators and other information is collated and shared with the Governing Body such that health and safety performance can be evaluated

2.1.4 The **Business Manager** and **Estate Manager** have the following responsibilities and must ensure that they:-

- co-ordinate and manage the annual risk assessment process for the school
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- ensure that information from annual risk assessments and monitoring visits are shared with the Headteacher and Deputy Headteacher (i/c Health and Safety)
- make provision for the inspection and maintenance of work equipment throughout the school
- advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally
- carry out any other functions required by the Headteacher or Governing Body
- carry out/commission repairs and remedial work to remove health and safety issues in a timely fashion proportionate to the level of concern

2.1.5 **Teaching and Non-teaching Staff Holding Positions of Special/Specialist Responsibility** have the following responsibilities:-

(This includes Senior Leaders, Middle Leaders, Technicians, Senior Administration staff.)

- apply the school's health and safety policy requirements to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- carry out health and safety risk assessments of the activities for which they are responsible
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff or refer them to the Deputy Headteacher (i/c Health and Safety). Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Unit for advice
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety
- investigate and report any accidents that occur within their area of responsibility
- keep the Headteacher informed on the health and safety performance of his/her department or area of responsibility

### 2.1.6 **Teachers** are expected to:-

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies
- follow particular health and safety measures in their own teaching areas as laid down in the relevant guidance, procedures or recognised good practice
- give clear oral and written instructions and warnings to pupils, any other teachers and visitors when necessary
- follow safe working procedures
- require the use of protective clothing and guards where necessary
- make recommendations to the Headteacher or Head of Department (Area) on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with curriculum requirements for safety
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- report all accidents, defects and dangerous occurrences to the Head of Department (Area) and Deputy Headteacher (i/c Health and Safety)
- maintain the highest standards of health and safety in their teaching area, ensuring that the area is kept tidy and free from physical hazards, safety signs/posters are displayed where required and that equipment and resources are stored in a safe and organised manner

### 2.1.7 **Health and Safety Representatives** are expected to:-

Health and Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996. PCC does not distinguish between union and non-union Safety Representatives in their corporate Health & Safety (H&S) policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however there are some differences with regard to those who are union appointed. The respective Unions and PCC H&S Unit can provide additional advice, if required.

The Governing Body recognises the role of appointed Health and Safety Representatives. Health and Safety Representatives will be supported, subject to consultation with the Headteacher, to examine complex accidents and potential hazards, pursue employee concerns and carry out school inspections within directed time but, wherever practicable, outside teaching time. They should liaise with the Headteacher on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents (Data Protection Act allowing) and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Head teacher or Governing Body.

2.1.8 **All Employees** have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:-

- comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid, other emergencies and referring urgent concerns/hazards

- co-operate with school management in complying with relevant health and safety law and guidance
- use all work equipment and substances in accordance with instruction, training and information received
- if unsure of a work practice or safety procedure seek advice before proceeding
- report to their immediate line manager and Deputy Headteacher (i/c Health and Safety) any hazardous situations and defects in equipment found in their work places
- report all incidents and accidents in line with reporting procedures
- act in accordance with any specific health and safety training received
- inform an appropriate Line Manager of what they consider to be any shortcomings in the school's health and safety arrangements
- exercise good standards of housekeeping and cleanliness, ensuring that their work area is kept tidy and free from physical hazards, safety signs/posters are displayed where required and that equipment and resources are stored in a safe and organised manner

2.1.9 **Pupils**, allowing for their age and aptitude, are expected to:-

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress and use protective clothing/equipment consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

Equality Policy compliant: Objective 4

Review date: Spring 2017