

# Health & Safety Policy Statement

The Head Teacher, supported by the governing body at Harefield Infant School and Children's Centre acknowledges and accepts its health & safety responsibilities under the Health & Safety at Work etc Act 1974 and associated legislation. In particular, we are committed to providing and maintaining a safe and healthy environment for our employees, pupils, visitors, contractors and all others that might be affected by our activities, so far as is reasonably practicable.

We will achieve this by:-

- Ensuring that health & safety measures are adequately and appropriately resourced
- Continual and effective improvement of our Health & Safety Standards
- Providing suitable and sufficient information, instruction and training to employees and to pupils
- Effective communication, co-operation and consultation
- A process of systematic risk assessment
- Monitoring and reviewing the effectiveness of our safety management
- Providing adequate supervision to those affected by our activities
- Engaging competent professionals where expertise is not available in house
- Reporting accidents internally and under Reporting of Illnesses, Diseases and Dangerous occurrences Regulations 1995
- Co-operating fully with the Local Education Authority

We can only achieve this by working in partnership with our employees. We expect all our employees to

- Take reasonable care of themselves and others in their care, particularly pupils
- Report any issues relating to health & safety to their line manager
- Co-operate fully with the Head Teacher and Governing Body in matters relating to health & safety
- Make full use and take reasonable care of any personal protective equipment provided to secure their health & safety
- Co-operate with the process of risk assessment
- Take all due regard to any information, instruction & training provided

Signed: \_\_\_\_\_ Name

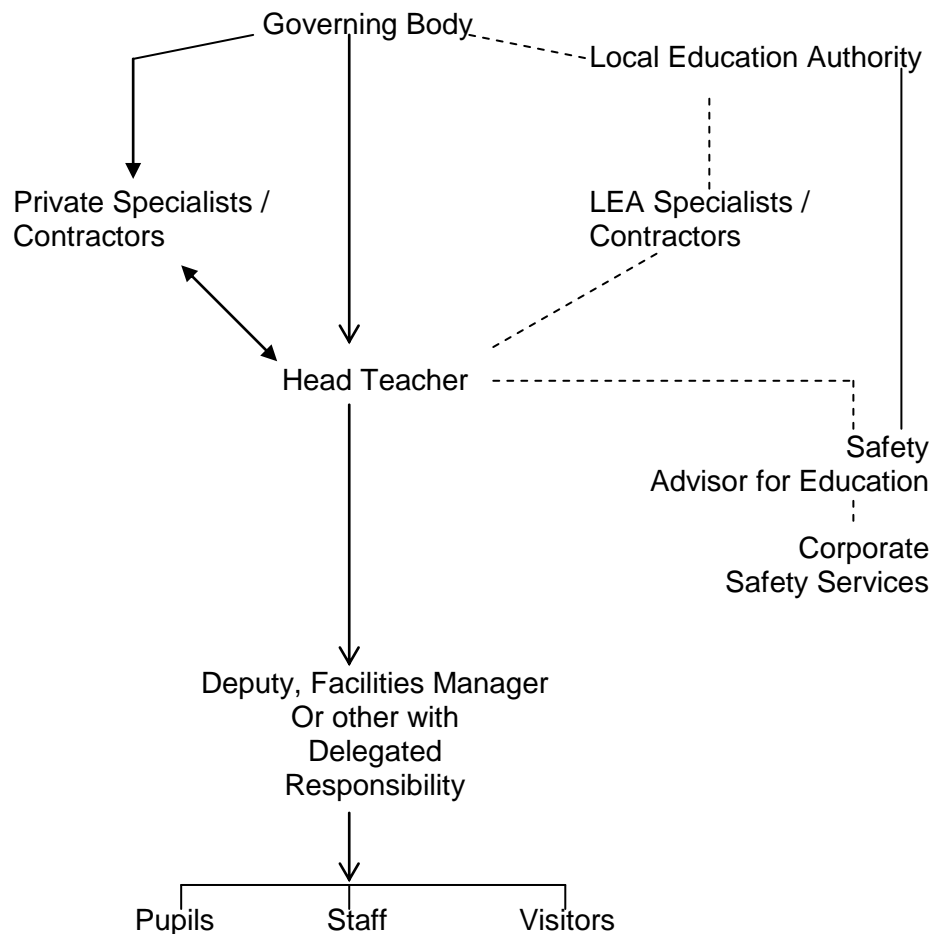
Date: \_\_\_\_\_ Chair of the Governing Body

Signed: \_\_\_\_\_ Name

Date: \_\_\_\_\_ Executive Head of School

# Responsibilities

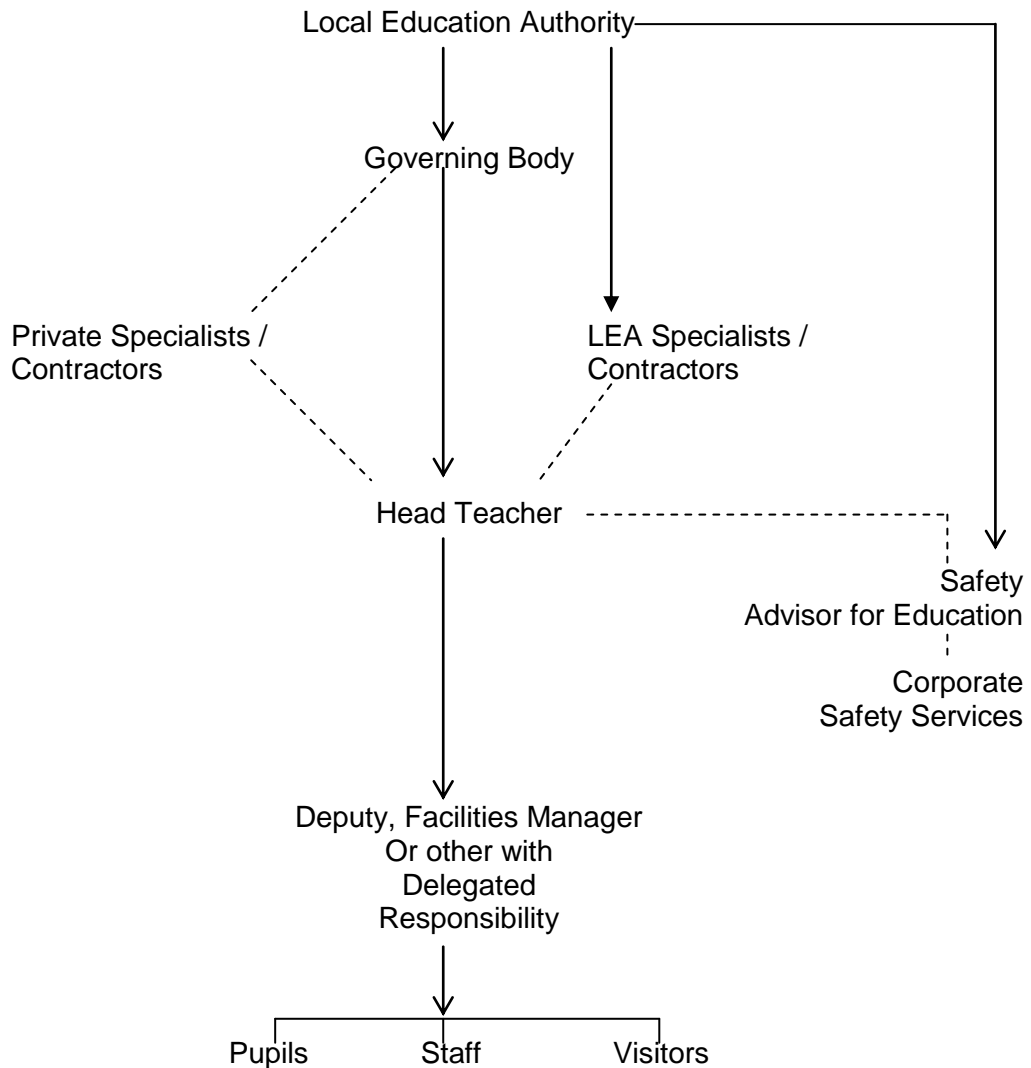
## Responsibility Structure – Voluntary Aided, Foundation Schools and Academies



———— Responsibility

- - - - - Advice only (e.g. via Hillingdon Grid For Learning)

## Responsibility Structure – Community Schools



————— Responsibility and Communication

----- Advice and Communication

## **Overview Policy from the Local Education Authority London Borough of Hillingdon**

The LEA will provide a strategic health and safety framework for all schools, irrespective of their status (i.e. whether community, foundation or voluntary-aided).

The Local Authority will

1. Discharge its statutory responsibilities for health, safety & welfare - offer advice and guidance to VA and Foundation schools. In addition, will audit the Health and Safety system in community schools.
2. Consider the broader safety implications of the decisions that they make
3. Encourage a positive safety culture
4. Communicate decisions made to managers, head teachers and governing bodies clearly
5. Provide appropriate information, instruction and training
6. Deal with non-compliance within their control
7. Report to the management board on safety compliance
8. Respond to changes in safety legislation
9. Generally support schools in their management of health, safety & welfare
10. Have effective arrangements for the strategic management and monitoring of health, safety & welfare in community schools
11. Act as a point of contact for more complex queries
12. Monitor the implementation of the policy and local management of health, safety and welfare in community schools
13. Undertake follow-up action and, where the LEA is the employer, make any directions necessary to ensure effective health, safety & welfare on school sites
14. Provide an appropriate policy and guidance framework. This will include a statement of general policy and guidance for carrying out specific aspects of the policy (e.g. writing risk assessments), including model policies

### **Management Arrangements for Health & Safety**

1. Education Services' Management Team – the Director of Planning, Environment, Education & Community Services has overall responsibility for health & safety. This is delegated to Deputy Director, Education Services. Health & Safety will be discussed termly at Education Services' Senior Management Team meetings.
2. Education Services' Health, Safety & Welfare Committee – includes representatives from schools and trade unions. This committee meets termly to consider all aspects of the management of health, safety & welfare
3. Health & Safety Coordinator and Advisor serves Education Services
4. Educational Visits Coordinator (at school) and Education Visits Advisor (Wide Horizons)
5. Corporate Health & Safety Team

### **LEA monitoring of Health & Safety**

The LEA will establish arrangements to monitor the effectiveness of its policies and arrangements for local management of H&S in community schools. This will include the following activities:

- Reviewing establishments' accidents/incidents
- Reviewing a selection of Risk Assessments

- Reviewing the take-up of H&S training
- Analysis of data from periodic monitoring and inspections
- Examination of Statutory certificates and inspection reports
- Reviewing schools' proposals and risk assessments for educational visits
- Review of Emergency Planning
- Examining the arrangements for Fire, Security, Waste, Water Hygiene, Electrical and Asbestos management
- Review of Contractor Management
- Review of local arrangements for improving H&S culture

### **Foundation & Voluntary Aided Schools and Academies – legal overview as far as Health and Safety is concerned**

In foundation schools, voluntary aided schools and academies, statutory health, safety & welfare responsibilities fall on the governing body (as the employer) and on the head teacher and staff (as employees). In these schools, the governing body has a legal duty to:

- Institute a health and safety policy and advise employees of it;
- Ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risks of all activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk. In practice, the governing body may delegate specific health and safety tasks to others at the school. However, the governing body retains the ultimate responsibility no matter who carries out the tasks.

### **Community Schools – legal overview as far as Health and Safety is concerned**

In community schools, statutory health and safety responsibilities fall on the LEA (as the employer) and on the head teacher and other school staff (as employees).

- As the management body, the governing body should ensure that school staff and premises comply with the LEA's health and safety policy and practices (e.g. reporting accidents, first aid provision).
- The governing body, having control of premises, must take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- The governing body, and head teacher, must comply with any direction given to them by the LEA concerning the health, safety & welfare of persons on the school's premises or taking part in any school activities elsewhere.

### **Day-to-Day Management Arrangements**

In practice, and irrespective of their status, all schools are managed locally on a day to-day basis. Local managers have a duty to comply with health & safety requirements.

Where the LEA is the employer (i.e. in community schools), the LEA has the statutory responsibility for health & safety for health & safety at work. However, under local management arrangements, all the head teachers (including those of community schools) are in day-to-day control of school sites and of school budgets. Community schools therefore have a crucial role to play in supporting the LEA in the fulfillment of its statutory health and safety responsibilities. Head teachers and governing bodies of all types of all types of schools will need to take a proactive approach to health & safety. This would include:

- Having clear and effective arrangements at each site for the management of health & safety, showing key accountabilities, systems and procedures
- Promoting a climate conducive to health, safety & welfare
- Ensuring that all staff are health & safety aware
- The identification of hazards and management and elimination or reduction of associated risks

The LEA will make available to schools policies, guidance & procedures on specific issues relating to health, safety & welfare. This will include a model health, safety, and welfare policy for schools. Appended to this policy is an overview of the specific responsibilities that need to be discharged by local managers. Detailed guidance in all of these areas will be made available to schools.

Where the LEA is not the employer, there can be no requirement for compliance with LEA policies/procedures but all schools still need to discharge their statutory obligations as far as Health and Safety is concerned. London Borough of Hillingdon policies and procedures are offered only as advice.

### **The Governing Body**

The Governing body has responsibilities in the management of site. The Governing Body will:-

1. Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to standards set by the local authority
2. Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
3. Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
4. Ensure that the emergency procedures are regularly tested
5. Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
6. In consultation with the Headteacher, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
7. Ensure that goods purchased from the school's budget conform to national and local authority standards

- 8 Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
- 9 Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
- 10 Provide protective clothing needed to protect staff and pupils from hazards
- 11 Consult with trade union representatives and inform staff of health and safety matters.

### **The Head Teacher**

The head teacher is responsible for implementing Health & Safety standards throughout the school.

The Head Teacher will:-

- 1 Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to standards set by the local authority
- 2 Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
- 3 Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
- 4 Ensure that the emergency procedures are regularly tested
- 5 Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
- 6 In consultation with the staffs and governors, prepare a safety policy and ensure that it is followed and regularly reviewed and updated (e.g. carrying out risk assessments)
- 7 Ensure that goods purchased from the school's budget conform to national and local authority standards
- 8 Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
- 9 Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
- 10 Provide protective clothing needed to protect staff and pupils from hazards
- 11 Consult with trade union representatives and inform staff of health and safety matters.

## All Employees and Governors

Employees and governors will have varying levels of safety responsibility. The amount of responsibility will depend on their position, the work that they do and the number of people reporting to them.

In particular, those that deal with or who have responsibility for controlling a site and site personnel (e.g. the head teacher) will have the greatest responsibilities. They must ensure that the decisions that they make (or the decisions that they do not make) are in compliance with their health & safety policy and procedures made under it.

All employees should be aware that failures to comply with statutory or Company health, safety and welfare requirements or acts of negligence (including mis-use of safety related equipment) are liable to be dealt with under the Disciplinary Procedure.

In particular, employees must not put site name into a position where the organisation is at risk of criminal or civil litigation by their actions particularly in relation to

- **Consent** – being aware of a safety issue that is going on and actively agreeing to it, going along with the non-compliance
- **Connivance** – being aware of what is going on and turning a blind eye, pretending the situation does not exist
- **Neglect** – actively breaching a legal requirement or obligation

If employees are unable to fulfil their own obligations this must be reported to their line manager in writing and the problem escalated until it can be resolved.

Any employee actively ignoring safety instructions will be personally responsible for their actions and may also be personally prosecuted. As health & safety law is criminal law this would mean holding a criminal record. Employees do occasionally get prosecuted.

All employees and governors have the following responsibilities:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of all visitors and pupil at premises under their control;
2. To make themselves familiar with the safety policy statement and relevant procedures made under it.
3. Co-operating fully with their superiors and with individuals who have delegated responsibilities to manage safety within their premises as required to secure compliance and ensure that procedures can be fully implemented locally.
4. Working with pupils, visitors, contractors and those that may be affected by decisions made in line with procedures and associated health & safety legal requirements.
5. To report any incidents that occur out of or in connection with the business that they control in the prescribed format in line with the policy on reporting incidents internally and any existing systems at the school.
6. To report any hazards that they identify to their immediate superior, if relevant, in writing.
7. To attend safety training when training needs identify that this is required.



8. Participating in, and contributing to, risk assessments carried out for areas of work that they control or have expertise in.
9. To effectively supervise employees under their control and ensure that their work is fully risk assessed
10. To co-operate and follow controls where risk assessments identify that action is required. In particular in relation to the care of and use of personal protective clothing.
11. To manage contractors appointed by them in line with the safety procedure on contractor management.
12. Ensuring that where they are required to keep safety records this documentation is kept up to date and is available for inspection as and when required.

#### General Guidelines for All Employees

- **DO** make yourself familiar with emergency and fire procedures for your work environment
- **DO** take note and follow any specific Health & Safety instructions given to you by others or provided via signage
- **DO** comply with any local rules if you are on someone else's premises
- **DO** make yourself familiar with hazards in your working environment wherever this may be
- **DO** request information on hazards where you are working on other people's premises
- **DO** ensure that your work has been risk assessed and follow relevant controls
- **DO** use any personal protective equipment provided to you
- **DO** report unsafe working practices that you have become aware of
- **DO** report potential slip, trip and fall hazards e.g. damage to floor surfaces
- **DO** request assistance if you are unsure of your responsibilities or safety precautions that apply within your work
- **DO** complete risk assessments if you are asked to do so
- **DO** comply with site name monitoring requirements if you work alone
- **DO** complete a DSE assessment if you are a display screen user
  
- **DO NOT** use electrical equipment if it appears to be faulty
- **DO NOT** overload electrical appliances
- **DO NOT** repair or use equipment you have not been trained to use
- **DO NOT** lift or move loads that are clearly too heavy for one person to lift
- **DO NOT** put yourself at risk by accessing areas that are clearly unsafe
- **DO NOT** put others at risk by taking them into environments that are clearly unsafe
- **DO NOT** access high levels or other hazardous environments without carrying out a risk assessment
- **DO NOT** access fragile surfaces or roofs without appropriate precautions being in place
- **DO NOT** tamper with fire equipment or other equipment provided to safeguard health & safety
- **DO NOT** ignore control measures that have been put in place as a result of a risk assessment to protect you

## **Lone Working**

Some employees will be lone workers or responsible for lone workers. All employees must ensure that they are familiar with the procedure on lone working. The risks are controlled via risk assessments.

## **Contractors**

Contractors are appointed throughout the group. As specified in detail within the group site rules contractors and their employees who work unsafely on Educational Establishments will be asked to leave.

Contractors are responsible for:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of pupils, employees, visitors and members of the public who may be affected by their activities;
2. Complying with the Health & Safety at Work Act 1974 and all legal requirements made under it;
3. Adhering to contractor site name safety rules when operating in any part of the business;
4. Observing any site specific procedures that may be in place on site including those relating to emergency procedures and signing in/out.;
5. Complying fully with requests for information as requested and as specified within the group procedure on contractor management. In particular in relation to the provision of risk assessments and method statements
6. Notifying their contact of any incidents on site as per the procedure on the reporting of incidents.
7. Notifying their contact, in writing, if they have insufficient resources, competence or safety systems in place to undertake work in accordance with legal requirements and group policy and procedures.

## **Consultation**

Site Name is committed to involving and consulting employees at all levels in the maintenance of health and safety standards, as required by the H&S (Consultation with Employees) Regulations 1996.

Consultation within the group will occur as follows:

1. The Education services committee will meet to discuss queries and views from others within the group. Each representative of the committee will be expected to speak on behalf of and provide comments from the employees that they represent.
2. Similarly, sites are expected to have regular meetings where safety is an agenda item to give all employees the opportunity to express their views and discuss safety resources. Wherever possible they should form their own Health & Safety Committee
3. All employees have direct access to the group Health & Safety Co-ordinator and comments or points raised will be dealt with in confidence if relevant.

# Appendix – Legal Background to Policy, Procedures and Organisational Arrangements

## Health & Safety at Work Act

The **Health & Safety at Work Act 1974** provides a legal framework for safety responsibility and is the main piece of legislation from which all other safety regulations are formed.

The European Union may develop directives, of which there have been a wide range that relate to safety. In the UK these directives are developed into a variety of regulations.

The main sections relating to organisation and responsibility are as follows:-

### Section 2

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees”

### Section 3

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety”

### Section 7

It shall be the duty of every employee while at work –

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person.....to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with

Safety responsibilities are set by law. By clarifying them in this section of the safety management system they are clarified for those individuals that hold responsibilities.

Safety controls should bring risk down to the lowest level that is reasonably practicable.

In deciding if it is reasonably practicable to control a risk it is necessary to consider:

- Who and how many people could be affected if the hazard is not controlled?
- Has there already been incidents or near misses reported?
- What is the potential outcome? i.e. is it possible that someone could be killed or only suffer minor injury?
- What do legal requirements, Approved Codes of Practice (ACoP) and Guidance Notes say you should do?

Versus the financial implications of introducing the control within the available resources. If there is the possibility of death, high value or multiple claims it will probably be reasonably practicable to follow through the control no matter what the cost implications are.

### **The Management of Health & Safety at Work Regulations 1999**

These regulations are made under the Health & Safety at Work Act 1974 and they specify even more clearly how an organisation must have a framework of responsibility in order to comply fully with safety requirements.

In particular:

| <b>Regulation</b> | <b>Overview of Requirement</b>   |
|-------------------|--|
| 3                 | Requires that suitable and sufficient risk assessments are undertaken, covering all risks to employees whilst they are at work and to others affected by his undertaking. Assessments are to be regularly reviewed and updated as and when work changes. |
| 4                 | Requires that every employer has arrangements, commensurate to the size of his undertaking to effectively <b><u>plan, organise, control, monitor and review Health and Safety.</u></b>   |
| 5                 | Requires that health surveillance be undertaken as required within a risk assessment   |
| 6                 | Requires that competent people should be appointed, preferably internally, to assist with the employers' duties. It also states that they should be provided with adequate resources and be assured full co-operation.                                   |
| 8                 | Requires the employer to communicate effectively with their employees particularly in relation to preventative and protective measures and any safety procedures.  |
| 9                 | Is a general duty of co-operation where different employers have shared or overlapping responsibilities  |
| 10                | Requires employers to provide hazard information and instruction to those working within his undertaking whom he may not directly employ. This information should include dealing with on site emergency.  |
| 11                | Requires employers to provide safety training to their employees as their work or risks to them change. It also specifies that training should be undertaken periodically where appropriate.   |
| 12                | Requires employees to co-operate with their employer and follow advice and instruction given to them in respect of safety  |
| 13                | Relates to temporary workers and specifies that they must be protected by the employer and provided with training, information and health surveillance if required for the role that they are appointed to undertake                                     |

## HSG 65

The HSE has produced a code of practise, HSG 65, which describes how any organisation should build its safety management strategy. In particular, it provides guidance for complying with regulation 4 above.

- **Policy** There has to be a clear policy in place that provides the organisation with direction.

The safety policy statement is signed at the highest level and clearly sets out the organisations aims and objectives. This is the document at the beginning of this section

- **Organising** There has to be an effective management structure in place for delivering the policy described above. There must be a shared common understanding of the organisations vision, values and beliefs with active safety leadership by senior managers.

Individuals hold key safety responsibilities and these are outlined below.

- **Planning** There must be a planned and systematic approach to implementing the safety policy through an effective safety management system.

The safety management system has been provided for all Educational Establishments to meet its health & safety needs. This system contains specific procedures, checklists and even blank letters that sites can use to fulfil their safety responsibilities.

- **Monitoring** Performance must be measured against agreed standards to determine where improvement is required and should cover all aspects of the management system.

Performance is measured in a variety of ways.

All Educational Establishments complete checklists and risk assessments. Internal audits are conducted via the safety co-ordinator where the council is the employer

All incidents are required to be reported to the safety co-ordinator. Lessons learnt form the basis of the safety management system.

- **Review** There has to be a process of review so that progress against the organisations safety objectives is clear. After the review has been undertaken policy may have to be amended and the cycle begins again.

Review is undertaken on a constant basis but also by central safety services

### **What does this mean in practice?**

Individuals have safety responsibilities commensurate with their decision making abilities. Directors, senior managers, Governing bodies and Head Teachers have the greatest responsibilities. Their single most important duty is to ensure that they are allocating adequate resources toward risk management and safety compliance.

Each management level is responsible for the one below and accountable to the level above.

### **Resourcing Safety**

Legal requirements state that adequate resources must be provided for compliance with safety standards. In most organisations safety controls fall down because individuals have not been provided with adequate resources to comply with or develop organisation-wide safe systems.

Resources include:

- Time to implement controls and procedures
- Provision of training and providing people with the time to attend courses
- Time for managers to supervise employees effectively and ensure that controls are in place
- Access to safety information
- Funding where additional work is required (to budget from the provisions made via the funding formula)

In many cases the resources that are required are time, training and good management support. Costs may also have to be incurred but there will be benefits where this is the case such as:

- Higher employee satisfaction
- Lower employee absence
- Lower staff turnover
- Greater team working and co-operation
- Improved communication in all aspects of the business
- Improved self worth

Managers at all levels are responsible for ensuring that their teams have the resources that they require. Health & Safety compliance must be included as an agenda item in all department meetings and a discussion on resources should form part of this.

Where resources are insufficient the reasons why are to be ascertained and dealt with, if necessary seeking additional guidance and clarification on systems from the Health & Safety Advisor.