
Endon Hall Primary & Nursery School

'Learning Together and having fun'



Health, Safety & Wellbeing Policy

Policy updated: March 18

Review Date: March 2019

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 Board of Governors 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 school's Board of Governors will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils 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.)
 - 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.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - 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.

Mr D Higgins, Chair of Governors

Miss V Lewis, Headteacher

March 2018

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Endon Hall School's Key Performance Indicators

- All support staff to have a H & S target through their performance management review – measure, 100% of staff
- Biannual review of support staff H & S target to ensure 100% on target for completion
- 100% return of premises checklist annually by all departments
- H and S audit return to Local Authority by January/February annually
- 100% D1 response within 6 weeks
- 100% of high risk actions from external and internal audits and inspections to be actioned within recommended timescale
- Agree with Governors a system of monitoring of H & S in addition to reviewing
- Termly review of H & S Action Plan with 80% completion

Arrangements & Procedures for Health, Safety and Welfare at Endon Hall Primary School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Endon Hall Primary & Nursery School has a thorough procedure for the investigation of incidents and accidents. Accidents are investigated and documented by the Headteacher/Admin Officer. A new recording and monitoring system of accidents is now embedded.

- *All minor pupil accidents are recorded in the accident record book by staff. Any major injuries to pupils are recorded on the **HSF 40 form** and returned to the Local Authority. Any accidents to children which are caused through property defects or which are in supervised activities, are recorded in the accident record book, or on the HSF 40 form, depending on the nature of the accident. All accidents to staff are reported to the LA, via the **HSF40 form / BI510 Accident Book**.*
- *Parents are informed of any accidents requiring medical attention and of any head injuries*
- *Accidents are reported to the HT/DHT who will undertake any reasonable investigations necessary immediately*
- *Accident reports are submitted to the Governors' termly meetings*
- *Reports to the LA will be prepared by the Admin Officer in consultation with the HT/DHT.*

2. Asbestos

The Headteacher, Admin Officer, Clerical Assistant and Janitor manage the administration of the Asbestos Record System Manual. The manual is located in the main school office. D Meredith (Admin Officer), N Cooper (Clerical Assistant) and C Heath (Janitor) ensure contractors and others; have sight of the manual and sign the register prior to starting any work on the premises. School staff must not drill or affix anything to walls without approval by the Headteacher. If staff have any concerns regarding asbestos, or damage to asbestos, these must be reported to the Headteacher immediately.

- *Asbestos Manual is located in the Main Office*
- *Office staff are aware that all contractors need to see and sign the Asbestos Manual / Register*
- *All updates are immediately placed in the file*
- *All site staff will be made aware of need to check the Asbestos Manual and seek approval before undertaking any work*

3. Contractors

Contractors are selected by tender arrangements for projects and mainly from the Local Authority's approved lists. For large projects, delegated responsibility is given by the school to Entrust who organise appropriate meetings to arrange Health & Safety, etc. For smaller scale projects, contractors on the school site are provided with health & safety arrangements

and relevant information. For all projects the relevant paperwork e.g. risk assessments, hazard identification checklist, etc. must be completed prior to the project commencing. The Headteacher will also monitor the work and liaise with the appropriate personnel in the LA.

- *Contractors are chosen mainly through LA approved contractors after consultation with the LA's schools property unit*
- *DBS flow chart / risk assessment will be carried out to determine if a DBS check is required.*
- *Contractors should report to the Main Office before commencing work*
- *Contractors will be informed of any school activities taking place and of any school routines which may affect the work*
- *Work arrangements will be sorted out to fit in with the school routines of pupils and to minimise any potential risk*
- *Where there is a potential danger to children and staff working in the school, they will be moved or the work rescheduled*
- *HT will monitor the work taking place*

4. Curriculum Safety [including out of school learning activity/study support]

Staff undertake written risk assessments prior to commencing any hazardous activities, including out of school activities.

- *Children are not allowed to use any tools/sharp instruments without staff being present*
- *Visual checks on the suitability of furniture/equipment for lessons are carried out by staff prior to the commencement of lessons*
- *The school follows the LA Educational Visits procedures and the school's Educational Visits Policy*
- *All school visits are subject to pre visit planning, risk assessments and approval by the Headteacher/Educational Visits Co-ordinator*

5. Drugs & Medications

Endon Hall Primary & Nursery School follows the LA's medication procedures re procedures for the administration and storage of medication in school.

All medications administered in school are prescribed by the pupil's GP/Consultant. All medication is recorded when received in school and stored appropriately.

- *Medicines are only administered in school with parental approval for a specifically prescribed treatment*
- *Medicines must be accompanied by specific instructions*
- *All medicines will be stored securely*
- *A record will be kept of medicines that the school is asked to administer*
- *A record will be kept of time all medication is administered, the dosage, by who and witness*

6. Electrical Equipment [fixed & portable]

PAT testing at Endon Hall Primary & Nursery School is carried out by a qualified, competent person. PAT testing is carried out on a cyclical basis (last tests completed December 2017). Fixed electrical testing is carried out every five years (last tested February 2017) which is arranged by the LA. All staff report any concerns regarding defective equipment to the Headteacher, Deputy Headteacher or Admin Officer.

- *All staff are responsible for maintaining a visual check on the suitability of all electrical equipment*
- *Equipment with observed defects should not be used and should be reported to the Headteacher, Deputy Headteacher or Admin Officer immediately*
- *All portable electrical equipment is tested annually*
- *Equipment is audited on an annual basis – equipment no longer fit for purpose will be decommissioned by the Board of Governors.*

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Fire drills are held at least termly and clear procedures are outlined in the fire drill procedures which are reviewed annually. A complete record regarding the servicing/maintenance of fire extinguishers, fire alarm testing and emergency lighting is kept by the Admin Officer in the school office. Fire Marshall training is delivered to relevant staff (currently S Brown). A record

regarding the servicing/maintenance of fire extinguishers, fire alarm system and emergency lighting is kept by the Admin Officer in the school's Health & Safety file. A torch will be kept in the school hall (on top of the lockers by the fire exit doors) for night time evacuation onto the school playground fire assembly point (top playground for night time fire assembly).

Fire Risk Assessment

The Fire Risk Assessment is reviewed annually by the Headteacher and a copy is available in the staff room.

- *The school produces a Fire Risk Assessment, which is reviewed on an annual basis*
- *Fire evacuation is practised termly*
- *Evacuation procedures are displayed in all rooms*
- *Fire call points are tested weekly by 2 members of staff (currently C Health & S Brown)*
- *Fire extinguishers are available around the school*
- *Fire exits should be kept clear at all times*

8. First Aid

First Aiders at Endon Hall Primary school:

Name	Training	Renewal Date
Jo Grange	Paediatric First Aid	September 2019
Sally Brown	Paediatric First Aid	April 2018
Karen Chapman	Paediatric First Aid	July 2019
Liz Dawson	Paediatric First Aid	February 2019
Lisa Sanzeri	Paediatric First Aid	June 2020
Hazel Godwin	Paediatric First Aid	November 2017
Elaine Hargreaves	Emergency First Aid	November 2019
Julie Plant	Emergency First Aid	November 2019
Nicola Knight	Emergency First Aid	November 2019
Indi Karir	Paediatric First Aid	October 2019
Harry Meredith	Paediatric First Aid	November 2020
Alice Townshend	Paediatric First Aid	May 2020
Stephanie Simpson	Paediatric First Aid	December 2020
Claire Boustead	Paediatric First Aid	December 2020

First Aid boxes are sited in the following areas of the school:

Main school office, Yr2/3/4 corridor, Staffroom, Mobiles. Each class has a small first aid kit for minor injuries but these accidents do need to be reported.

The Admin Officer maintains training records and renewal dates for First Aiders.

The Admin Officer/Senior Lunchtime Supervisor is responsible for checking and restocking the first aid boxes.

The Headteacher / Deputy Headteacher have the responsibility, when relevant, to summon an ambulance and organise appropriate staff to accompany a child to hospital and to communicate to parents.

- *Checking of First Aid boxes is the responsibility of the Admin Officer/Senior Lunchtime Supervisor*
- *Staff should inform the Admin Officer of any replacement stock required*

9. Glass & Glazing

A full glazing survey has been carried out and replacement window film has been applied by LA contractors. Ongoing visual review takes place.

- *Glass replacement is in line with Safety requirements*
- *Glass not currently up-to-date with standard safety requirements is protected with film*

10. Hazardous Substances (COSHH)

All hazardous substances are stored in locked areas.

Protective equipment is purchased for all relevant staff when required

Entrust's Radiation Protection Adviser is Mr Shaun Smith.

- *Safety data sheets are obtained for all hazardous substances and COSHH risk assessments completed by D Meredith*
- *Any hazardous substances are locked away and are not accessible by children*

11. Health and Safety Advice

Endon Hall Primary & Nursery School seeks safety advice from the Health & Safety Adviser within the Education Dept. at Staffordshire Local Authority – 01785 355777 or the Occupational Health Unit. The Local Authority's Adviser for Endon Hall School is Steve Brown – Telephone number 01782-538758 07773-791559.

12. Housekeeping, cleaning & waste disposal

Endon Hall Primary & Nursery School endeavours to ensure that the premises are kept clean at all times and the accumulation of rubbish is kept to a minimum. Wet floor signs are displayed after spillages and mopping of floors. Hazardous waste is disposed of in the appropriate containers and collected by the appointed contractor.

- *Lunchtime staff ensure the hall is clean after lunch*
- *Slip signs are available in all areas and should be used to inform of spillages/presence of wet floors etc.*
- *Bins are emptied daily*
- *Refuse bins are emptied by Staffordshire Moorlands District Council*
- *Disposal of glass and other objects is in line with LA guidelines*
- *Protective gloves are available*

13. Handling & Lifting

All relevant staff undertake appropriate manual handling training according to their role.

14. Jewellery & Hair

Pupils are not allowed to wear any jewellery for physical activities, etc. Staff are only allowed to wear 'plain' jewellery in school. Pupils with long hair must tie their hair back in school.

15. Lettings/shared use of premises

All hirers receive a copy of the condition statement (policy) for lettings and sign the agreement prior to hire. All paperwork (including risk assessment if required) is to be completed and checked by the Admin Officer. Hirers are informed of first aid procedures, fire exits and procedures in the event of fire. Emergency lighting is checked regularly by nominated contractor. Hirers are not permitted use of the school kitchen. All paperwork is to be completed and checked by the Admin Officer.

- *Equipment not subject to an up-to-date electrical test cannot be used by outside lettings*
- *Fire and emergency procedures are made known to any outside lettings*
- *Any letting which involves physical activity is subject to the leader having the requisite Public liability Insurance and appropriate qualifications.*

16. Lone Working

Endon Hall Primary & Nursery School does not encourage lone working. If staff (e.g. Janitor, Headteacher, Deputy Headteacher or teaching staff) have to visit or work in school during closure periods they are required to leave relevant contact details/arrangements with their family and contact a family member regularly whilst on site. A copy of the lone working policy is available from the Admin Officer.

- *Lone working in school is not encouraged*
- *Staff working alone should adhere to the Lone Working Policy. Ensure that the main doors are locked and that they have a Mobile Phone available. Staff working alone in school should inform the Headteacher or Deputy Headteacher.*
- *It is preferable to arrange to work in school 'out of hours' in groups*

17. Maintenance / Inspection of Equipment (including selection of equipment)

P.E. equipment is checked and maintained annually by a nominated contractor. Boilers are serviced annually by a nominated contractor (assigned by the LA/Entrust). The fire alarm and intruder alarm system are serviced by nominated contractors. Copies of relevant reports are

held in school. Purchase and installation of new equipment is discussed at SLT / Governors' meetings.

- *Portable Electrical equipment is tested annually*
- *PE equipment is checked / maintained annually*
- *All staff should visually check electrical equipment prior to use for any obvious signs of defect*
- *Fire extinguishers are serviced annually*
- *Fire alarms are tested on a weekly rota basis*

18. Monitoring the Policy and results

Annual (October) H & S checklists are carried out by each department and by representatives on the H & S working group; these are then submitted to the School Business Manager to summarise. All accident/incident reports are monitored by the Headteacher and Governors. The Headteacher and Governors are responsible for the implementation of new or revised policies. Health & Safety is monitored termly by the Governors' Finance & Premises sub-committee.

- *The policy is monitored on a regular basis*
- *All department H & S committee members carry out the annual H&S Self-evaluation (October)*
- *The Headteacher and School Business Manager carry out the annual H & S Audit (January)*
- *Governors receive reports on H&S and accidents at their termly meetings*

19. Poster on Health and Safety Law

The Health & Safety Poster is kept up-to-date by the Admin Officer and sited in the Staffroom and kitchen.

20. Personal Protective Equipment (PPE)

All appropriate PPE is provided for the administration of chemicals and other relevant roles in school when required.

21. Reporting Defects

All hazards and defects are reported to the Headteacher who in turn makes necessary arrangements for rectification, either 'in house' or by contractors. Staff are encouraged to log all defects in the 'defects book' which is kept in the staffroom.

- *Defects are to be logged in the defects book or reported to the Headteacher, Deputy Headteacher or Admin Officer if urgent*
- *Obvious defects should be immediately removed from use*
- *Minor remedial work will be carried out by the Janitor*
- *Specialist remedial work will be through LA/Entrust/specialist contractors*

22. Risk Assessments

Risk assessments are carried out and recorded and relevant parties informed of control measures, etc. The Headteacher/Deputy Headteacher are responsible for carrying out specific risk assessments e.g. pregnant staff, health problems. Each risk assessment has a review period assigned.

- *Headteacher has overall responsibility for ensuring risk assessments are carried out*
- *Risk assessments are kept in the main school office*
- *Risk assessments for visits are the responsibility of the Visit Leader and must be completed before the visit can be approved via EVOLVE*

23. School Trips/ Off-Site Activities

All educational visits are planned and organised in advance and risk assessments and appropriate school journey forms are completed. A comprehensive guide is available via Staffordshire intranet - EVOLVE.

- *The school follows the LA guidelines*
- *Visit application forms and risk assessments must be completed prior to an educational visit via EVOLVE*
- *The Visit Leader is responsible for obtaining parental permission*
- *Specific medical requirements must be obtained and considered prior to the visit*
- *A First Aid box must be taken on all school visits*
- *A mobile phone for up-to-date contact with school is available – staff are responsible for keeping the school informed of any changes in plans/circumstances*
- *The school has Journeys/Visits Insurance through the LA scheme*

24. School Transport e.g. minibuses

All staff who drive a hired minibus have completed the LA's driving test. Individual drivers are responsible for carrying out checks prior to use. Full details and information regarding licence criteria, etc. are available from the Admin Officer.

- *Transport for all school activities must be fitted with safety belts for all passengers*
- *Parents used as volunteer drivers must complete the driver declaration form and necessary DBS checks*

25. Smoking

Endon Hall Primary & Nursery School has a 'No Smoking Policy' within the school building and grounds.

26. Staff Consultation and Communication

All staff are made aware of the procedures of reporting any health & safety concerns to the Headteacher / Deputy Headteacher / Health & Safety Co-ordinator who, in turn, reports to the SLT and Governors'. Full staff meetings and weekly briefings raise any health & safety issues. A health & safety newsletter for staff is produced termly.

- *Staff are consulted and are asked for feedback on policy*
- *Staff are consulted re Risk assessments and procedures*
- *Staff will be advised of procedures to deal with specific issues/circumstances that arise that are different from the normal routines of school life*

27. Stress and Staff Well-being

Endon Hall Primary & Nursery School has undertaken training, support and risk assessment for staff on issues regarding staff wellbeing. The school makes staff aware of the County Council's arrangements and support when necessary.

- *PPA time is provided for teachers*
- *Meetings after school are kept to a minimum*
- *Advice will be sought from the LA if circumstances arise in which staff require specific help/support*
- *Advice is available for school staff and managers through*
 - *Wellbeing Programme*
 - *Stress management*
 - *Occupational Health*
 - *Staff Counselling Service*

28. Supervision [including out of school learning activity/study support]

Pupils are supervised at all times across the school day. All staff employed at the school, volunteers and student placements (long term placements) have to be cleared through the DBS (when applicable). Volunteers and students are never left with pupils unsupervised and they are not allowed to carry out intimate care for pupils.

- *Pupils must not be left unattended*
- *Ratios for school visits are in line with LA guidelines*
- *Adults who supervise children will be subject to DBS clearance (Including volunteers when required)*

29. Training and Development

All new staff receives, as part of their induction, a briefing on Health & Safety at Endon Hall Primary & Nursery School. All staff receive a copy of the Health & Safety Policy. A copy of the

induction checklist is available from the Admin Officer. A training needs analysis is reviewed annually by the Headteacher in conjunction with staff performance review meetings.

30. Use of VDU's / Display Screens / DSE

All staff using VDU's regularly are assessed with regard to health & safety. Staff are made aware of the length of time they are allowed to work at a VDU and the free eye test available to them. All workstation defects are to be reported to the Headteacher.

- *Defects to VDUs are immediately reported to the Headteacher or Admin Officer.*
- *Regular users of VDU are entitled to a free eye test*

31. Vehicles on Site

Pupils are supervised at all times outside. The school gates are closed between 08.45 and 15.35 each day to offer extra safety for all pedestrians arriving/leaving the school site. During the school day children do not have access to the car park unless accompanied by an adult. Deliveries of goods and materials are requested not to place during peak times, i.e. 9 – 9.30 a.m. and 3.15 – 3.45 p.m.

32. Violence to Staff / School Security

All visitors to the school are requested to report to reception on arrival and sign the visitor's book signing in system. Visitors are required to wear a 'visitor's badge' during their visit. All staff are requested to report all incidents of verbal or physical abuse/violence to the Headteacher immediately. Security lighting is installed around the school. Coded key pads are fitted on external entry doors to the school building. Main school gates and pedestrian gate have mechanical locks fitted.

- *Staff regularly updated on security measures*
- *Access to school is controlled as far as possible*
- *All staff are required to be vigilant to the possibility that unwelcome guests may try to enter the school*
- *External doors/Fire doors are to be closed to prevent intruders entering the school but not locked to allow for evacuation in an emergency*
- *Visitors to school are required to report to the school office which has a secure area*
- *Official visitors are given a Visitor badge and sign the visitor's signing in system*
- *Staff should report any unknown persons on site – unknown persons should only be approached if it is deemed safe to do so*
- *If staff have any concerns about their safety from an individual they should report their concerns to the Headteacher/Deputy Headteacher and not meet with the person on their own*
- *Any incidents of abuse should be immediately reported to the Headteacher/Deputy Headteacher.*
- *Any major concerns regarding intruders to the school building/grounds staff are to activate the electronic intruder alarm system immediately.*

33. Working at Height

Step ladders and ladders are only permitted to be used by staff following relevant guidance and training. The Janitor is responsible for making regular visual checks/inspections of ladders, etc. and record relevant details.

- *Staff should not stand on chairs or tables to work at height e.g. for displays – appropriate steps, which are available, should be used at all times*
- *Ladders within school are checked by the Janitor*
- *Contractors are responsible for supplying their own ladders*
- *Staff should not work at height if they are working alone in school*

34. Water Hygiene

Regular checks are made by an external contractor appointed by the LA/Entrust. All information, reports, etc. are contained in the Water Hygiene Manual which is kept in the School Office.

- *The school maintains a Water Hygiene log in accordance with County Council policy.*
- *Hot and cold water temperatures are tested on a regular basis to reduce legionella*
- *The school has regular water monitoring visits from the County Council contractors for water safety.*
- *Temperature controls are in place to protect vulnerable users*

36. Work Experience

All students on work experience placements receive an induction and work experience booklet from the Admin Officer. This induction highlights any potential hazards, restricted areas and restricted activities. Students are never left with pupils unsupervised.

Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Board of Governors	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	The Board of Governors / Sponsor	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all 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 Board of Governors' arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

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 Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing 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	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	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	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised 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 schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors – <i>Mr D Higgins (Chair of Governors)</i>					
Headteacher – <i>Miss V Lewis</i>					
School Leadership Team – <i>Miss V Lewis Mrs E Harley Mrs G Fairhall</i>					
Deputy Headteacher – <i>Mrs E Harley</i>					
Health and Safety Co-ordinator – <i>Mrs D Meredith</i>					
Teachers – <i>Samantha MacDonald Claire Ward Grace Fairhall Robert Harrison Andrea Coleman Catherine Sheldon Jasmine Meacham Emily Harley</i>					
Managers					
Premises Managers – <i>Miss V Lewis</i>					
Teaching and Classroom Assistants <i>Sally Brown Liz Dawson Stephanie Simpson Joanne Grange Indi Karir Janice Leese Sharon Fox Nicola Knight Alice Townshend Julie Plant Kerry Harrison Jane Harrison Claire Boustead Karen Chapman Hazel Godwin Lisa Sanzeri Sarah Taylor Laura White Harry Meredith</i>					
Learning Support Staff					
Admin Staff – <i>Deborah Meredith Michelle Martin Natalie Cooper</i>					

Janitor – <i>Clive Heath</i>					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals – <i>Steve Brown</i>					
HR Adviser – <i>Karen Broom</i>					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR (Insight HR Ltd)					Excluding Entrust Assisters

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

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and Wellbeing 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.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing 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 Board of Governors;

- 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.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	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

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing 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. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- 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 **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the Board of Governors 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.

Health and Safety Committee

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. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Board of Governors outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	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

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:

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- 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 that any personal targets set by Planners are achieved, feedback any issues identified in this process.
 - Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
 - 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 pupils 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.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing 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 Wellbeing 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 Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters 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 Wellbeing 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. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

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.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing 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 Wellbeing 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 Board of Governors 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.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- 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.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Board of Governors is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Local Health and Safety Key Performance Indicators (KPI's)

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.

School's Key Performance Indicators

- All support staff to have a H & S target through their performance management review – measure, 100% of staff
- Biannual review of support staff H & S target to ensure 100% on target for completion
- 100% return of premises checklist annually by all departments
- Health & Safety audit return to Local Authority by January/February annually
- 100% D1 response within 6 weeks
- 100% of high risk actions from external and internal audits and inspections to be actioned within recommended timescale
- Agree with Governors a system of monitoring of H & S in addition to reviewing
- Termly review of H & S Action Plan with 80% completion