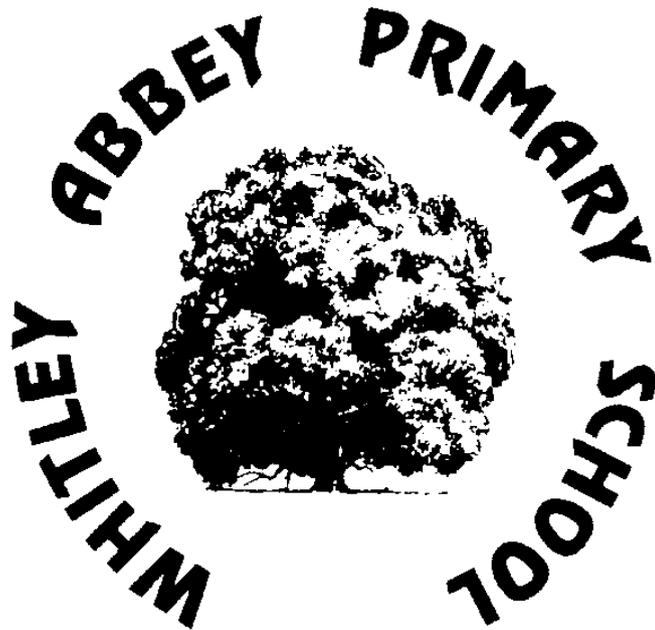


# Health and Safety Policy

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**Whitley Abbey Primary School**

**Reviewed November 2018  
Next Review November 2019**

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## INTRODUCTION

Coventry City Council's Health and Safety Policy Document details its commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management which must be in place for Coventry City Council establishments, including schools. It is available on the intranet at: <http://insite.coventry.gov.uk/ccm/navigation/support-services/health-and-safety/corporate-health---safety-policy-document/>

The Council's Health and Safety Policy is central to an understanding that health and safety and must feature prominently in all aspects of the operation of each school in order to ensure compliance with the health and safety legislation.

In addition, Ofsted requires schools to hold various other documentation relating to health and safety.

This policy relates to Whitley Abbey Primary School and will ensure compliance with Coventry City Council's Health and Safety Policy and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	Aim, objective and statement Declaration of intent by the Chair of Governors/ Head Teacher
2	Organisation The management structure and defining of roles and responsibilities
3	Arrangements The procedures and systems necessary for implementing the Policy.
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements

## **POLICY AIM, OBJECTIVE AND STATEMENT**

### **Policy Aim**

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

### **Policy Objectives**

- To conduct all our activities safely and in compliance with legislative standards.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- To promote the principles of sensible risk management which enables innovation and learning.

### **Policy Statement**

Whitley Abbey Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Whitley Abbey Primary School will adopt health and safety arrangements in line with Coventry City Council's Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to Coventry City Council policies and procedures.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered. Whitley Abbey Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by:

- *accessing the services of a competent Health and Safety Advisor.*
- *having a service level agreement with the City Council's Health and Safety Services Team.*

The school will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness.
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Whitley Abbey Primary School will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks.
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level.
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics.
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members.
- Provision of information, instruction, training and protective equipment to staff (and pupils where required).
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Whitley Abbey Primary School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of the policy will be issued to all staff, governors and will be available from the school office with the master copy held by the Head Teacher on behalf of the Governing Body.

This Policy was approved by the Head Teacher and the Governing Body of Whitley Abbey Primary School in November 2018. It will be reviewed on or before November 2019

Signed

J Hall  
Head Teacher

A McGrory  
Chair of Governors

Date: .....

Date: .....

## ORGANISATION

### Roles and Responsibilities

#### General

The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

*Whitley Abbey Primary School is a community school whereby the employer is the Local Authority (LA). Whilst the LA is responsible as the employer to ensure compliance with health and safety legislation, the Head Teacher and governors have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self employed. The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with both Coventry City Council and local health and safety policies and practices.*

#### Governors

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

**Whitley Abbey Primary** School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- produce a local health and safety policy and devise appropriate procedures for managing health and safety related issues
- implement the policies of Coventry City Council and any agreed local policies or procedures where appropriate
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account Coventry City Council policy and procedures
- ensure that the school has access to competent health and safety advice

## **Head Teacher**

The Head Teacher will comply with Coventry City Council's health and safety policy and in particular will:

- Visibly support the People Directorate's health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place and meet the requirements of Coventry City Council's policy and procedures
- Ensure that the school has access to competent health and safety advice

The Council's Director of Education, Libraries and Adult Learning and School Governing Body place responsibility on the Head Teacher to achieve the objectives of the health and safety policy. The Head Teacher will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

## **Senior Leadership Team**

The leadership team at Whitley Abbey Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher, the Deputy Head and TLR Post holder and any other member of staff with supervisory responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

## **Employees**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site.

## **Pupils**

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

## **Shared site users**

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of the school site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all school staff and users.
- Meet the insurance requirements of the school and Coventry City Council.
- Familiarise themselves with and communicate to their employees/users the schools health and safety arrangements.

The school will ensure that:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted with on health and safety matters.
- The schools health and safety arrangements are made available to shared users.

## **ARRANGEMENTS**

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **Setting health and safety objectives**

The Governors and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the Head Teachers report to governors). Where necessary health and safety improvements will be identified and included within the school action plan.

### **Provision of effective health and safety training**

The Head Teacher and Governors will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

The school health and safety committee will meet at least once per term.

This committee will report to the Head Teacher and Governors, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) member of the senior leadership team, a member of teaching staff, a member of support staff, the site services officer, a governor and trade union representatives (where applicable shared site users).

### **Specialist advice and support**

Specialist advice and support will be obtained from Coventry City Council's Occupational Health, Safety and Wellbeing Services, as required. Where necessary, health and safety issues will be escalated to the People Directorate Health and Safety Committee or to an appropriate Head Teacher forum.

### **Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:-

- Senior leadership team meetings and staff meetings;
- Site health and safety committee (or forum where health and safety matters are discussed);
- Provision of information relating to safe systems of work and risk assessments;
- Training provided
- Communication of health and safety bulletins or information from Health and Safety Services

- Communications with relevant specialist advisors and People Directorate committees and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Involvement of pupils**

In order to promote pupil awareness of their own and others' health and safety, there is a Health and Safety committee comprising pupils from Year four to six. They meet with a member of staff to conduct a health and safety walk and report to the School Governing Body Committee once a term.

### **Financial resources**

The Governors along with the Head Teacher will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Other arrangements**

Specific site arrangements can be found, or may be referenced, in the appendices to this document.

<b>Arrangements</b>	<b>Location/appendix reference</b>
Fire risk assessment and emergency procedures	
First aid risk assessment and procedures	
Risk assessments for all staff and curriculum activities	
Procedures for the reporting and investigating of accidents, near miss incidents, work related Ill health and assaults	
Procedures for manual handling and associated risk assessments	
Procedures for lone working and dealing with violence and aggression and associated risk assessments	
Procedures for work at height	
Use of Display Screen Equipment (DSE)	
Procedures for educational visits and associated documentation	
Procedures for the management of stress	
Procedures for the Control of Substances Hazardous to Health (COSHH)	
Procedures for the selection and management of contractors	
Procedures for the management of asbestos	
Procedures for the management of legionella	
Procedures for driving and use of transport	
Procedures for work at height	
Procedures for site security	
Site inspections	
Premises management/statutory inspections	

## **MONITORING**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and Head Teacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

### **Active monitoring systems:**

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

### **Reporting and response systems:**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- School health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

### **Investigation systems:**

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-health these are to be investigated.
- Where complaints relating to occupational health and safety these are to be recorded and investigated.
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss these are to be reported, recorded and appropriately investigated.

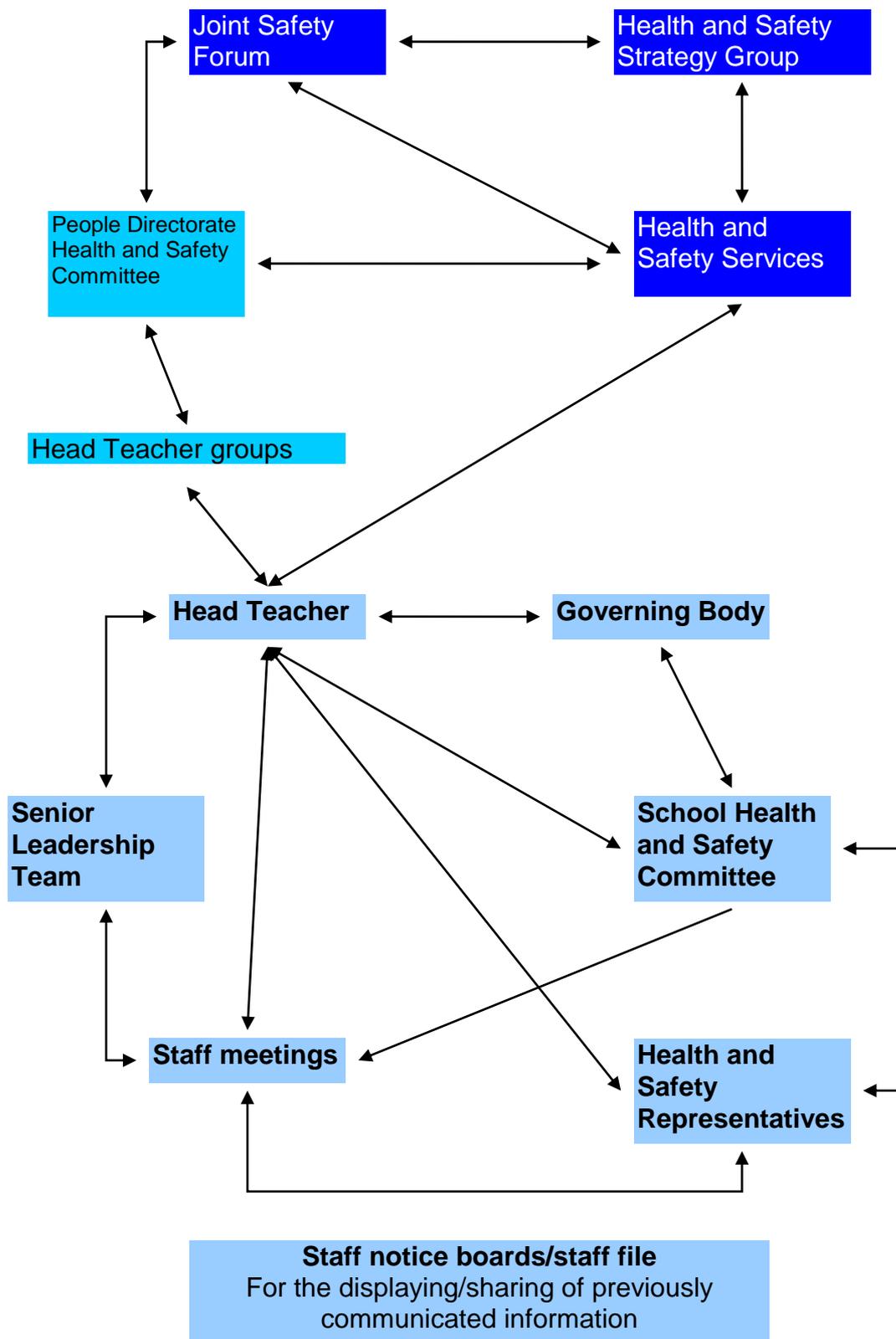
### **Third Party Monitoring/ Inspection**

The school will be subject to third party inspection and monitoring, as follows:-

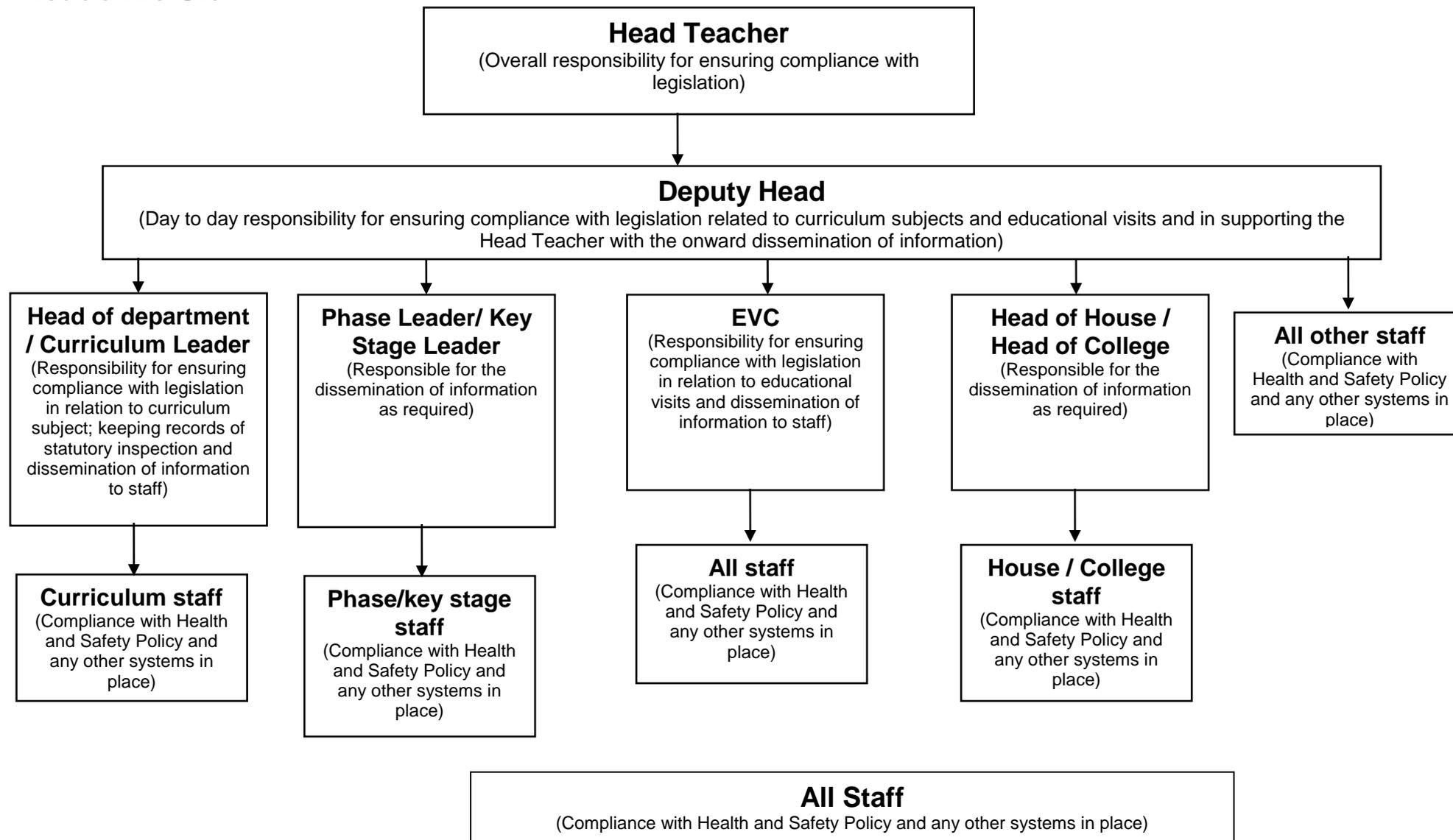
- City Council Health, Safety and Wellbeing Services Audit at least every three years.
- As part of Ofsted requirements.

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

# Whitley Abbey Primary School health and safety arrangements



## Academic Staff



# Support Staff

