



WYE FOREST FEDERATION Health & Safety Policy

Approved Full Governing Body:

Review period: Every 1 year

Signed _____ (Executive
Headteacher)

Signed _____ (Chair of
Governors WFF)

Date of Review: December 2020

Next review due: Dec 2021

Date of Review: _____

Date of Review: _____

Date of Review: _____

SCHOOL HEALTH AND SAFETY POLICY

PART ONE

GENERAL

Name of School: Wye Forest Federation – St Briavels Parochial School and Redbrook School
--

1.0 GENERAL STATEMENT AND COMMITMENT

- 1.1 The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school and the conduct of its activities.

Overall and final responsibility lies with the Headteacher.

(Governing Bodies should either designate one Governor or establish a committee to have responsibility for matters of health and safety. This arrangement should facilitate close liaison with the Headteacher to ensure that the annual risk assessment and safety audit process is undertaken, and significant findings reported to the Governing Body and Chief Officer.)

In particular:

- (a) to establish and maintain a safe and healthy environment throughout the Federation and for all school activities;
- (b) to establish and maintain safe working procedures among staff and pupils;
- (c) to plan for ensuring safety (via the risk assessment process), to avoid risks to health in connection with the use, handling, storage and transport of articles and substances;
- (d) to ensure the provision of enough information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when required;
- (e) to maintain a safe and healthy place of work with safe access and egress; and
- (f) To provide and maintain adequate welfare facilities.

1.2 Health and Safety Management

The Federation will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

1.3 Planning

The Federation will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating and controlling the risks, so far as is reasonably practicable.

The Federation will, so far as is reasonably practicable, allocate enough resources to meet the requirements of this Policy.

The Federation will set realistic short- and long-term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure that they are being met and maintained.

1.4 Health and Safety Assistance

Without detracting from the primary responsibility of Governors and teaching staff for ensuring safe conditions of work and in compliance with legislation, the school will provide on-site competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. To this end, the school must nominate a Health and Safety Co-ordinator.

The Council's LA Health and Safety Advisor will also be available to provide competent assistance.

1.5 Co-operation and Consultation

No Health and Safety policy is likely to be effective unless it actively involves the employees themselves. The Federation recognises the contribution which employees and pupils can make towards health and safety in their workplace and will operate and consult with employees and pupils as necessary.

The Federation will actively encourage and support consultation with Trade Unions and other appointed safety representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

1.6 Co-ordination

Where the Federation shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties.

The Federation will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises, such as contractors, cleaning staff and maintenance personnel.

1.7 Information to Staff

This Federation Health and Safety Policy and any Supplementary Guidance Documents, Codes of Practice etc., must be brought to the attention of all employees of the school and any other persons who may need to be aware of their contents.

1.8 Review of Policy

This Federation Health and Safety Policy will be regularly reviewed and amended as necessary. Supplementary Guidance Documents and Codes of Practice will be regularly reviewed and where appropriate, further guidance notes will be issued relating to work activities or as a result of changes in Health and Safety legislation.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free

Any person noticing a failure to comply with Health and Safety Policy **should** immediately report the circumstances to the Headteacher. The Headteacher should then take appropriate action to resolve the situation and notify the LA, as appropriate.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

Confirmed by the Governing Body of: _____

Date: _____ **Signature:** _____
(Chair of Governors)

Date: _____ **Signature:** _____
(Headteacher)

FEDERATION HEALTH AND SAFETY POLICY
PART TWO
ORGANISATION AND RESPONSIBILITIES

1.0 Introduction

It is a requirement that school staff, the Governing Body and the Local Authority work together to ensure the health, safety and welfare objectives are achieved.

2.0 The Governing Body

The Education Reform Act 1988 gives Governing Bodies powers and duties in controlling school premises and managing schools, including health, safety and welfare responsibilities towards employees, pupils and visitors. The Governing Body is responsible for ensuring that a Health and Safety Management System is in place within the School. Such a system will ensure:

- (a) A clear written policy statement is created and displayed on the website and in the staffrooms at each school
- (b) That responsibility for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training in order to ensure competence.
- (c) That information is displayed throughout the Federation confirming who has responsibility for health, safety and welfare.
- (d) The involvement of everyone in making the policy work.
- (e) That all staff has enough experience, knowledge and training to perform the tasks required of them.
- (f) The specification of who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
- (g) That everyone has enough information about the risks they run and the preventable measures they should take to minimise the risks.
- (h) The visible demonstration of commitment to achieving a high standard of health and safety performance within the school and the development of a positive attitude to health and safety among staff and pupils.
- (i) Health and safety performance is monitored using inspections, checks and the recording of accidents.

- (j) That a review of the school's Health and Safety Policy and performance takes place at least annually.

3.0 The Headteacher

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- (a) Ensure arrangements are in place to address day-to-day health, safety and welfare matters e.g. appointment of a School Health and Safety Co-ordinator
- (b) Co-ordinate the implementation of the Governor's health, safety and welfare procedures of the school.
- (c) Make clear any duties in respect of health and safety, which are delegated to members of staff.
- (d) Stop any practises or the use of any plant, tools, equipment machinery etc., he/she considers to be unsafe, until satisfied as to their safety.
- (e) Put in place procedures to monitor the health and safety performance of the school.
- (f) Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- (g) Ensure that all accidents are reported and investigated, and any remedial actions required are taken.
- (h) Review from time to time (e.g. annually)
 - The emergency procedures
 - The provision of first aid in the school
 - The risk assessments
- (i) Review regularly the dissemination of health and safety information, paying attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- (j) Ensure that all equipment used in the school is adequately maintained and inspected in accordance with the 'Provision and Use of Work Equipment', guidance and procedures contained in the departmental Health and Safety manual, i.e. Evidence of Safety File.
- (k) Report to the Governing Body annually on health and safety performance of the school.

- (l) Co-operate with and provide the necessary facilities for employee Health and Safety representatives.
- (m) Chair the Health and Safety Committee, if applicable.

4.0 **School Health and Safety Co-ordinator**

In all schools, it is necessary to nominate a member of staff who would be responsible to the Headteacher for co-ordinating, reporting and advising on aspects of health, safety and welfare within the school. Such persons would require being of enough status to be able to visit all personnel within the school freely and be able to discuss matters arising with others. The role of Co-ordinator should be at least the level of Deputy Headteacher, Senior Teacher or Site Manager. It is imperative that adequate time and resources are allocated to the postholder to undertake these duties.

School Health and Safety Co-ordinators will require being trained in health and safety in order to ensure competence. The minimum level of competence must be IOSH (Institution of Occupation, Safety and Health) 5 days 'Managing Safely'. The school Health and Safety Co-ordinator has the following responsibilities:

- (a) To co-ordinate and manage the annual risk audit process for the Federation.
- (b) To ensure the termly general workplace monitoring inspections are carried out.
- (c) To monitor the provision for the inspection and maintenance of work equipment throughout the school.
- (d) To ensure adequate records of the above processes are kept on the school premises.
- (e) To advise the Headteacher on situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- (f) To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.
- (g) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- (h) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- (i) To act as a point of contact between the school and the LA Health and Safety Advisor.

- (j) To provide an annual Health and Safety report to the Headteacher for submission to the Governing Body.
- (k) To ensure that Part 3 of the Health and Safety Policy is current and is periodically brought to the attention of the School Safety Committee.

5.0 Teaching/Non-Teaching Staff holding Posts/Positions of Special Responsibility

These staff include Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Caretakers and other supervisory staff.

They will:

- (a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- (b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, sharp tools).
- (c) Resolve health, safety and welfare problems for members of staff or pupils may refer to them.
- (d) Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Headteacher or the Federation Health and Safety Co-ordinator.
- (e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- (f) Ensure that all staff are familiar with the health and safety policy and associated documentation, as appropriate.
- (g) Ensure, as far as is reasonably practicable, the provision of enough information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- (h) Where appropriate, ensure relevant advice and guidance on health and safety matter is sought.
- (i) Investigate any accidents, which occur within their sphere or responsibility.

- (j) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

6.0 Special Obligations of Class Teachers

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers.

If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or H&S officer before allowing work to take place.

Class teachers are expected to:

- (a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- (b) Follow health and safety measures adopted for their own teaching areas as laid down in the relevant policy
- (c) Give clear oral and written instructions and warnings to pupils as often as necessary.
- (d) Follow safe-working procedures.
- (e) Ensure the use of protective clothing and guards where necessary.
- (f) Make recommendations to their Headteacher or H&S Officer on health and safety equipment and on additions or necessary improvement to plants, tool, equipment or machinery.
- (g) Integrate all relevant aspects of safety into the teaching process.
- (h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- (i) Report all accidents, defects and dangerous occurrences to their Headteacher or H&S officer.

7.0 School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents, potential hazards and pursue employee complaints and carry out school inspections. They are also entitled to certain information,

for example, about accidents, and to paid time off, to train for and carry out their health and safety role.

8.0 **Obligation of All Employees**

Notwithstanding any specific responsibilities, which may have been delegated to them, all employees must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils and other persons.
- (b) Observe all instructions of health and safety issued by the LA, school or any other person with delegated responsibility for health and safety.
- (c) Follow any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety devices.
- (d) Use and maintain correctly, all PPE in accordance with any instruction and/or training received.
- (e) Report all accidents in accordance with current procedure.
- (f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- (g) Inform their Line Manager of any potential hazards to health and safety, in particular, those which are of a serious or imminent danger.
- (h) Inform their Line Manager of any shortcomings they consider being in the school's Health and Safety arrangements.
- (i) Exercise good standards of housekeeping and cleanliness.
- (j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (k) Co-operate with appointed Health and Safety representatives.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities are appropriately re-assigned in their absence. Such re-assignments must be approved by the employee's line manager.

9.0 **Visitors and Other Users of the Premises**

Visitors and other users of the premises are required to observe the health, safety and welfare policies of the school. This applies particularly to parents and other volunteers helping in school, and especially those associated with undertaking self-help schemes.

HEALTH AND SAFETY POLICY

PART THREE

ARRANGEMENTS

This section covers the arrangements that must be in place to ensure that the school complies with any statutory duties and/or LA advice, guidance and other relevant standards.

The following list represents a range of health and safety topics, where it is necessary to have controls and procedures in place,

In order for the school to complete this policy it is necessary to insert relevant details under the heading list and to make specific reference to LA and other relevant standards that the school complies with:

SECTION ONE: HEALTH AND SAFETY MANAGEMENT

LA Health and Safety Policy
Auditing, Reviewing and Monitoring Arrangements
Communication, Reviewing and Consultation with Employees and others
Risk Assessment
Departmental Policies
Training and specific safety policies

SECTION TWO: BUILDINGS AND SITE SAFETY

Asbestos (School Management System)
Contractors in Educational Establishments
Electrical Safety
Fire Safety
Gas Safety
Glazing
Grounds Maintenance Issues
Health, Safety and Welfare compliance with:
 (i) School Premises Regulations 1996
Legionella
Playground, Recreational Areas
Ponds in Educational Establishments
Prevention of slips, trips and falls
Safety in Caretaking and Maintenance Activities
Premises Security Issues
Traffic Management
Tree Management
Working at Heights

SECTION THREE: CURRICULUM SAFETY

Drama Safety
Educational Visits and Journeys Policy and Guidance
ICT Safety
Safety in Outdoor Education
Physical Education Safety
Science Safety
Swimming Safety

SECTION FOUR: EMERGENCIES

Accidents – Reporting and Investigation
Control of Major Accident Hazards (COMAH)
Dealing with Emergencies/School Site Arrangements
First Aid in Educational Establishments

SECTION FIVE: GENERAL SAFETY ISSUES

Child protection and safeguarding
Bullying and Harassment
Control of Substances Hazardous to Health (COSHH)
Display Screen Equipment (VDU's)
Information to Employees
Inspection and Monitoring
Kitchen Safety/Hygiene
Lifts and Lifting Equipment
Lone and Peripatetic Workers
Office Safety
Organising Major Events on Educational Premises
Other uses of Educational Establishments
Manual Handling
Personal Protective Equipment
Pressure Vessels
Procurement/General Safety Issues
Safety Signage
Transport Safety
Violence at Work (i) handling confrontation with pupils/parents etc
(ii) cash handling
Volunteers – Safety Considerations
Work Experience (In-house, External and Extended)

SECTION SIX: HEALTH

Administration of Medicines in Educational Establishments
Alcohol
Drug
Health Issues for Employees (Occupational Health)
Health Issues for Pupils
Controls to Prevent the Spread of Infection
Smoking

Stress Management

FORMS – GENERAL

- Accident Forms (i) Pupil / members of the public / visitors
 (ii) Employees

- Risk Assessment pack

- School's Self Audit Pack

- Standard Risk Assessment Format

- Annual Risk Assessment Package

Please note that this list is not exhaustive