

# *Weston Park Primary School*



## **Health & Safety Policy**

Date of last review: February 2017

Date of next review: February 2019



# Weston Park Primary School Health and Safety Policy

## Statement of Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The Headteacher seeks to provide and maintain, as far as is reasonably practicable by the implementation of this School policy: its Arrangements and Procedures, Risk Management through Information, Instruction and Training:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

## Health and Safety Policy

### **1.0. Introduction**

- 1.1. The Health and Safety Policy Statement of Intent on the front page signed by the Headteacher and Chair of Governors sets out the school's commitment towards health and safety.
- 1.2. This Health and Safety Policy sets out the organisation and responsibilities required to implement the Health and Safety Statement of Intent (see section 2 and 3 organigram).
- 1.3. This Policy must be read in conjunction with the Council's Health and Safety Policy and Arrangements for 'Managing Health and Safety', 'Risk Assessment' and Safe Working Procedures.
- 1.4. The School Health and Safety Arrangement - Managing Health and Safety sets out the school's systems for managing health and safety and is based on the Health and Safety Executive (HSE) guidance document HSG 65 'Successful Health and Safety Management', which Southampton City Council and the School have adopted.
- 1.5. The Arrangement - Risk Assessment sets out the Council's and School's procedure for undertaking a risk assessment and is vital to ensuring the management of health and safety.
- 1.6. Safe Working Procedures have been developed to support this policy, they reflect the requirements set out in various Health and Safety Regulations and other statutory provisions. Safe Working Procedures (SWPs) are key to the development of management systems and the controls required to manage the risks identified by risk assessment. Headteachers and staff must read and implement SWPs that are applicable to their role.
- 1.7. This Policy, its Arrangements and Safe Working Procedures can be found on <http://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/> where other health and safety information can be found pertinent to the school in the School Safety Advice Manual.

### **2.0. Organisation and Responsibility**

**The Executive Director for Children Services and Learning is Responsible for:**

- 2.1. Providing leadership on health and safety matters for the Directorate.
- 2.2. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Directorate.
- 2.3. Appointing a senior person within their Directorate as the Health and Safety co-ordinator.
- 2.4. Appointing the Headteacher to become the 'Responsible Person' for each property in their portfolio.
- 2.5. Ensuring Headteachers follow their responsibilities detailed within the Council Health and Safety Policy, its arrangements and Safe Working Procedures, holding them to account if they do not.
- 2.6. Ensuring Headteachers are competent to perform their role as detailed within this policy.
- 2.7. Holding Joint Consultative Group meetings quarterly.
- 2.8. Providing competent health and safety advice to schools through the Southampton Strategic Services Partnership Health and Safety Service.

**3.0. The Governors have overall responsibility for:**

- 3.1. Ensuring the decisions they make take into account the council's and school's health and safety policies and any applicable statutory provisions.
- 3.2. Appointing a governor to have responsibility for monitoring the operation of the council's and school's health and safety policies.
- 3.3. Ensuring that adequate resources are made available for carrying out of this policy.
- 3.4. Ensuring the Headteacher and the school management team, follow their responsibilities detailed within the council's and school's health and safety policies, its arrangements and safe working procedures, holding them to account if they do not.

**4.0. The Headteacher is responsible for:**

- 4.1. The day to day management of health and safety of school activities, both on and off the school premises.
- 4.2. Providing leadership on health and safety matters for the school.
- 4.3. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the school premises and grounds including off site school activities.
- 4.4. Preparing implementing and maintaining a school health and safety policy (including organisation and arrangements) aimed at complying with the requirements of the council's health and safety policy at school level.
- 4.5. Managing property assets and services in compliance with health and safety legislation, the Equalities Act and corporate property standards and all statutory workplace inspections.
- 4.6. Liaising with the appropriate service provider (i.e. Capita Property Services or their own provider) and building occupants to establish where the lines of responsibility lay for the management of property assets and services (note: there may be a crossover of duties between the Responsible Person and other managers so these two roles must liaise with each other).
- 4.7. Ensuring that on-line records of statutory servicing, maintenance and testing for the school are accessed periodically to check accuracy.
- 4.8. Reporting accidents/incidents and investigating any significant health and safety failures and actioning the outcome of any investigations into their causes through the council's and school's reporting procedures.
- 4.9. Ensuring employees follow their responsibilities detailed within the council's and school's health and safety policies, their arrangements and safe working procedures, holding them to account if they do not.
- 4.10. Ensuring staff are competent to perform their role as detailed within this policy.
- 4.11. Holding School based Joint Consultative Group meetings termly.
- 4.12. Ensuring their duties as the 'Responsible Person' for the school property are carried out by staff who are aware of their duties (including Corporate Property Standards) and have sufficient ability, resources and training to be able to carry them out properly (see SWP Property Management (Schools)). (In any school premises where there are employees of more than one employer, the relevant Senior Managers must liaise in making the appointment).
- 4.13. Accessing competent health and safety advice.
- 4.14. Accessing Occupational Health provision.

**5.0. All employees with management or supervisory roles are responsible for:**

- 5.1. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the school and its departments.
- 5.2. Informing their line managers of any breaches of the council's and school's health and safety policies, their arrangements or safe working procedures.
- 5.3. Ensuring staff are competent to perform their role within this policy.

**6.0. All Employees - it is the duty of all employees while at work:**

- 6.1. To carry out their duties in line with the council's and school's health and safety policies, their arrangements and safe working procedures.
- 6.2. To take reasonable care for their own health and safety and that of other persons who may be affected by their activities.
- 6.3. To co-operate with the School to ensure that any relevant statutory provisions are complied with.
- 6.4. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- 6.5. To report all accidents, incidents or near misses to their immediate line manager.
- 6.6. To report any unsafe work situation or equipment defects to their immediate line manager.
- 6.7. To use any equipment or substance provided in accordance with any training or instruction given.

**7.0. The Southampton Strategic Services Partnership Health and Safety Service is responsible for:**

- 7.1. Ensuring that schools are aware of their responsibilities and requirements to comply with relevant statutory provisions and codes of practice and to identify where the school is not compliant.
- 7.2. Providing competent health and safety advice to schools in line with council policies and procedures.
- 7.3. Creating and maintaining the schools' (template) Health and Safety Policies, Arrangements and Safety Working Procedures in conjunction with schools' staff.
- 7.4. Advising and reporting on areas of health and safety management that are lacking, inconsistent or not in accordance with good practice to Headteachers and council.
- 7.5. Advising and supporting schools where necessary on the production of risk assessments and localised procedures.
- 7.6. Supporting Headteachers when carrying out accident investigations and when implementing and monitoring corrective actions.
- 7.7. Assisting the school and council H&S Advisor in liaising with enforcement authorities.
- 7.8. Issuing periodic health and safety bulletins on changes to legislation, updates to the council's and schools' (template) Health and Safety Policy, safe working procedures, schools' safety advice notes, training/briefing sessions, and results from accident investigations, audits and inspections.

**8.0. The Hampshire County Council - Occupational Health Team is responsible for:**

- 8.1. The provision of an appropriate level of expertise, to assist the school to maintain a healthy workforce.
- 8.2. Advising on candidates' fitness for work to undertake the duties concerned.
- 8.3. Advising Headteachers of the prognosis for the return to work or continuing absence of their employees.
- 8.4. Providing pro-active health promotion services and expert advice to schools and employees to help the workforce to stay healthy.
- 8.5. Providing health surveillance activities to enable the council and school to meet their statutory obligations.

**9.0. The Southampton Strategic Services Partnership Property Services is responsible for:**

- 9.1. Carrying out their contractual Construction (Design and Management) duties as required. This will include reviewing contractors' health and safety competence against a recognised standard prior to allowing contractors onto any construction related framework which schools use.
- 9.2. Carrying out contractor inspections to ensure compliance with Section 3 of HSWA 74 where they are contracted to do so and in accordance with SWP Control of Contractors.
- 9.3. Ensuring that all work undertaken on behalf of the school, by contractors, is undertaken with the appropriate levels of health and safety built in where they are contracted to do so.
- 9.4. Ensuring that all contract documentation adequately addresses health and safety performance and that suitable monitoring arrangements are established to ensure the required level of performance is met where they are contracted to do so.
- 9.5. Ensuring that compliance testing and inspection regimes related to school property, which are within the remit of the Strategic Services Partnership Contract, are delivered in accordance with the contract. (The responsibilities listed in the relevant Product Specification Construction (PSCON) such as PSCON 31, 35 and 59 would be typical of such requirements.)
- 9.6. Actioning any necessary works arising from such inspections and statutory inspections in discussion with the client.
- 9.7. Maintaining accurate records of required tests, inspections and certificates for those areas falling within the providers' remit.

**10.0. The Directorate Health and Safety Co-ordinator is responsible for:**

- 10.1. Acting as a conduit for health and safety information to ensure that Headteachers are kept up to date with health and safety issues that affect their school.

**11.0. The Responsible Person (Headteacher):**

- 11.1. Complies with the requirements set out in SWP Property Management (Schools)

## **12.0. School Joint Consultative Groups (JCGs):**

*The school operates a system of JCGs which are forums for school based trade unions and school management to discuss issues which include health and safety. They meet each term and are made up of management and school based trade union safety representatives.*

12.1. The following rules are to ensure JCGs are meaningful and effective:

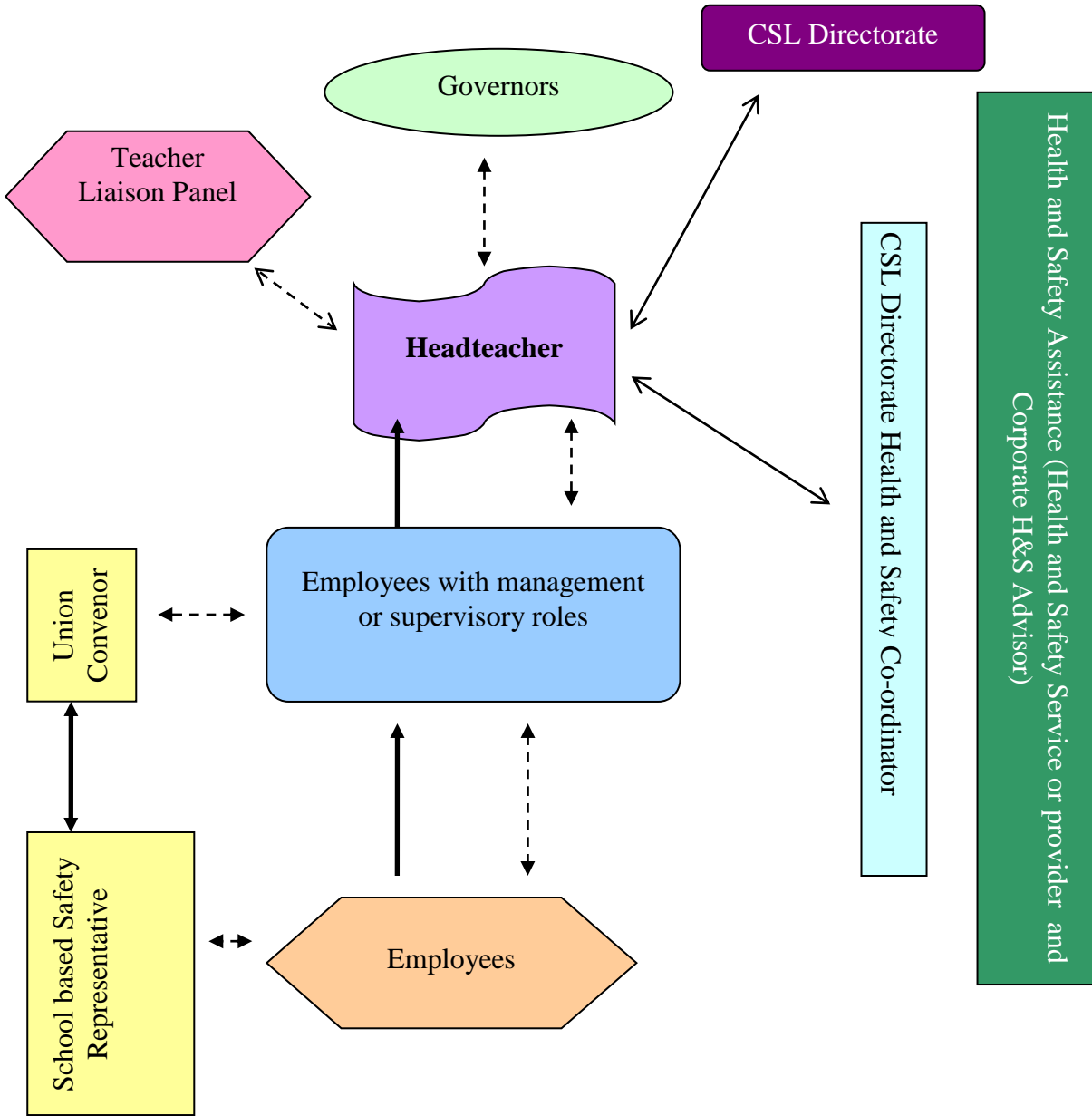
12.1.1. Each level of JCG must feed into the next level of JCG, for example, school to Teachers' Liaison Panel (TLP) and then to CSL Directorate.

12.1.2. JCGs must be held termly.

12.1.3. For an issue to be raised at a JCG, the person raising the issue must first be able to demonstrate they have raised the issue with the relevant line manager.

12.1.4. Escalate any issues of a corporate nature to the Health and Safety Steering group that cannot be dealt with at CSL Directorate level for their consideration.

**13.0. Organigram Showing School Health and Safety Management Reporting Lines of Responsibility and Dotted Lined of Communication**





**14.0. Organigram Showing School Health and Safety Consultation Reporting Lines and Dotted Lines of Communication**

