



# Health & Safety Policy

Approved by Governing Body: F & P

**Date:** Nov 2021

**Reviewed by SLT on:** Jan 2023

**Next review due by:** Jan 2024

**Dissemination of the Policy: All staff and Governors, School Website**

## History of policy changes

Date	Version	Change	Origin of change e.g. change in legislation, request by TU	Changed by
November 2019		No change		A Peck
November 2020		Incl ref to COVID RA & guidance		A Peck
November 2021		Updated COVID guidance links		A Peck

# **PITTVILLE SCHOOL HEALTH & SAFETY POLICY DOCUMENT**

## **1.0 STATEMENT OF INTENT**

This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work-related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the

full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

## **2.0 THE DUTIES OF THE GOVERNING BODY**

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, assisted by the Business Manager as the School's nominated Health & Safety Officer will:
- i) Seek whatever professional help and guidance is necessary, particularly from Gloucestershire County Council's Safety, Health and Environment hereafter referred to within this Policy as the County Council's SHE Unit whose expertise is purchased as a traded service.
  - ii) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
  - iii) Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
  - iv) Identify and evaluate all risks relating to;
    - the premises
    - school activities
    - school-sponsored events
  - v) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
  - vi) Create and monitor the management structure to enable the implementation of health & safety.
  - vii) Invite representatives from the County Councils SHE Unit to visit the school on an annual basis to review health and safety procedures and to implement any remedial measures required.
- 2.2 In particular the Governing Body Undertakes to Provide:
- i) A safe place for staff and pupils to work including safe means of entry and exits;
  - ii) Plant equipment and systems of work which are safe;
  - iii) Safe arrangements for the handling, storage and transport of articles and substances;
  - iv) Safe and healthy working conditions which take into account all appropriate:
    - statutory requirements
    - codes of practice
    - guidance
  - v) Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be

- given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- vi) The required safety and protective equipment and clothing together with information on its use;
  - vii) Adequate welfare facilities;

2.3 So far as is reasonably practicable the Governing Body, through the Headteacher, and Business Manager will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- i) this policy;
- ii) all other relevant health and safety matters;
- iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3.0 THE DUTIES OF THE HEADTEACHER (ASSISTED BY THE BUSINESS MANAGER) Also Hirers of the School's facilities (see section 6 below)**

- 3.1 As well as the general duties which all members of staff have (See section 5), the Headteacher, assisted by the Business Manager as the School's designated Health & Safety Officer, has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of Departments, senior members of staff, teachers and others as appropriate.
- 3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.
- 3.3 In particular, the Headteacher (who will if necessary seek advice or help from the County Council's SHE Unit.) will, on a day-to-day basis, be responsible to:
- i) ensure safe working conditions of the school premises and facilities
  - ii) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
  - iii) ensure safe working practices and procedures throughout the school so that all risks are controlled;

- iv) arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body via the Premises Committee are made aware of the findings;
- v) identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- vi) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- vii) collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations;
- viii) monitor the standards of health and safety throughout the school, including all school-based activities;
- ix) monitor the management structure, in consultation with the governors;
- x) consult with members of staff, including Trade Union safety representatives, on health and safety issues;
- xi) encourage staff and others to promote health and safety;

#### **4.0 THE DUTIES OF SUPERVISORY STAFF (INCLUDING ALL DEPARTMENTAL HEADS)**

- 4.1 In addition to the general duties which all members of staff have (see section 5), supervisory staff will be directly responsible to the Headteacher or the Business Manager, to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.
- 4.2 Every Head of Department should complete and regularly review their own written departmental Health & Safety Policy in conjunction with the School's Policy and a copy of this should be given to the Business Manager.
- 4.3 As part of their day-to-day responsibilities supervisory staff and Departmental Heads will ensure that:
  - i) safe methods of working exist and are implemented throughout their area of responsibility;
  - ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;

- iv) new employees working within there are given instructions in safe working practices;
- v) written risk assessments are conducted in their area of responsibility ( both premises and task related) as required by the Headteacher or as necessary; Copies should be given to the Business Manager who will consider whether any amendments are recommended.
- vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- xii) all health and safety information is communicated to the relevant persons
- xiii) they report any health and safety concerns to the Headteacher.

## **5.0 THE DUTIES OF ALL MEMBERS OF STAFF**

5.1 All staff are expected to familiarise themselves with the Health and Safety aspects of their work. In case of need they should seek advice from their Departmental Head, the Headteacher, or the Business Manager as the School's nominated Health & Safety Officer.

5.2 All staff have a responsibility to:

- i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- ii) follow agreed working practices and safety procedures; (e.g. daily class inspection before use)
- iii) report any incident, near miss, incidents of violence, including verbal abuse, or any hazard;
- iv) ensure health and safety equipment is not misused or interfered with.

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

- 6.1 The Headteacher, assisted by the Business Manager and the Site Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. Hirers must sign and retain a copy of the School's Terms of Hire and abide by the requirements set out in this document and also those indicated below.
- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
- i) introduce equipment for use on the school premises;
  - ii) alter fixed installations;
  - iii) remove fire and safety notices or equipment;
  - iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **7.0 STAFF CONSULTATIVE ARRANGEMENT**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

## **8.0 CRISIS MANAGEMENT PLANS**

8.1 The Headteacher will ensure that a crisis management plan is prepared to cover all foreseeable major incidents which could put the occupants or user of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- i) save life
- ii) prevent injury
- iii) minimise loss

This sequence will determine the priorities of the crisis management plan.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The nature of rehearsals should be discussed with the County Council's SHE Unit at Shire Hall, Gloucester. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

## **9.0 FIRST AID**

9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

9.2 The Headteacher will ensure that sufficient staff have current "First aid at work" qualifications and whenever possible all staff should if necessary refer to these staff members for advice and assistance. All staff should be made aware of the identity and location of all qualified first aid staff.

9.3 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.

9.4 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

9.5 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

9.6 The School has a separate policy for managing and administering medicines to pupils and to ensure authorised drugs and medicines held at school are kept to a minimum. When necessary they are retained in a locked cabinet within the main office.

## **10.0 REVIEW**

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils

## **SPECIFIC ADVICE AND GUIDANCE**

The advice and guidance which makes up the remainder of the School Policy is contained in the Health and Safety procedures and arrangements document which is available on the intranet. Anyone who has difficulty in accessing this information you refer the matter, in the first instance, to the Business Manager.

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk) [www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)

## **COVID19**

There is a specific Risk Assessment available on the intranet and website. It follows the following guidance

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

(Last updated 27 September 2021)

Specific COVID protocols for staff and students have been issued and regularly reviewed, updated and published by SLT in line with all guidance from government and the local authority.