



HEALTH & SAFETY POLICY

RATIFIED by: GOVERNING BODY BUSINESS MEETING:

REVIEWED by: PAUL DRAPER

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NEXT REVIEW: Spring 2020

Policy Statement on Health and Safety

Statement of intent

The Governing Body of Great Baddow High School considers the successful management of health and safety to be a key objective and an integral part of school activities. We are committed to reducing and preventing workplace injuries, ill health and unnecessary losses and liabilities so far as is reasonable and practicable for all staff, students, site users and visitors.

We consider that health and safety are important to the overall organisation, as they have direct links to productivity, they reflect our whole school efforts to provide a safe and caring atmosphere, and they are crucial preparation for employment, which is part of our pastoral programme.

We consider that everyone has a responsibility for health and safety, which is an integral part of the school's endeavours to provide high standards of education. School staff at all levels and students are expected to embrace this commitment.

Great Baddow High School is committed to:

- Compliance with all applicable legislative and regulatory requirements.
- Providing a robust, systematic and sustainable health and safety management system.
- Ensuring health and safety roles and responsibilities are understood and communicated throughout the school.
- Identifying our health and safety risks and ensuring provision of suitable and sufficient risk control measures.
- Providing appropriate and relevant information, instruction, training and supervision.
- Consulting with staff on health and safety issues.
- Providing a healthy and safe workplace.
- Providing appropriate emergency arrangements, equipment and facilities.

We are committed to continual improvement in all areas of health and safety management. This policy sets out the responsibilities of all managers for managing health and safety within their area of control. It also seeks to remind all staff of their responsibilities under the provisions of the Health and Safety at Work Act 1974.

1. Responsibilities of school staff

1.1. The Headteacher is responsible for ensuring that:

- Health and safety is given equal importance to other activities e.g. curriculum delivery.
- There is an appropriate organisation within the School for implementing the Health, Safety and Welfare policy.
- Health, Safety and Welfare related policies are brought to the attention of all staff, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards are made available to relevant employees,
- A copy of each Code of Practice is kept in the administrative office of the school and that other copies are distributed to relevant members of staff.
- The provisions set out in the Codes of Practice are implemented.
- Risk assessments are carried out, recorded and control measures implemented.
Risk Assessments are working documents and need to be continually reviewed and updated to reflect changing circumstances e.g. school trips.
- Health and safety monitoring is undertaken in the school through:
 1. an annual monitoring checklist;
 2. termly inspections of the premises;
 3. accident, near miss and ill health investigation;
 4. performance review;

and to ensure that:

- Other health and safety information is communicated to relevant staff;
- Relevant health and safety information is provided to visitors, temporary staff, voluntary workers, contractors and those who may use the site;
- There is an agreement and co-operation between other users/employers of the school site to ensure hazard reporting and joint risk assessments are made and recorded;
- Accidents are investigated and reported using the established procedures;
- Trade union safety representatives can carry out their functions and appropriate consultation takes place;
- Opportunities are identified to improve health, safety and welfare within the school and that health, safety and welfare responsibilities in relation to procurement and the management of contracts are carried out and recorded;
- All employees are competent and have the capability to carry out their role/function.
- Records of health and safety training are maintained by the School.
- Health and safety are included on team/staff meeting agendas and governing body meeting agendas;
- The School's health and safety standards are implemented.
- That managers who they directly line manage carry out their health and safety responsibilities
- An Educational Visits Co-ordinator, who has attended a recognised training course, is appointed within the school;
- Premises management tasks are delegated to a suitably competent site manager, or a competent property consultant
- Procedures for identifying and acting upon failures by any member of staff to achieve adequate health and safety performance are in place;
- Health and safety training needs are identified and met;
- Arrangements to enable staff to report hazards are in place and that all employees are aware of it.
- There are arrangements in place for managing risks arising from the school's activities or premises
- That risk assessments relating to hazards to which directly managed employees are exposed are carried out, recorded and control measures implemented.
- Fire precautions procedures are implemented;
- There are arrangements for monitoring services such as gas and electrical systems and equipment;
- Appropriate arrangements are made with regard to any lettings;
- Copies of the school organisation and arrangements are completed, posted on staff notice boards in a prominent position and updated as appropriate.

1.2 School Health and Safety Co-ordinator

A Health and Safety Co-ordinator should be appointed with the following duties:

- establishing arrangements for dealing with health and safety matters such as:
 1. dissemination of health and safety information to all staff;
 2. first aid;
 3. accident reporting;
 4. emergency evacuation procedures;
 5. ensuring accidents are investigated;
 6. ensuring health and safety matters raised by staff are dealt with;
 7. maintaining a central file of Codes of Practice;
 8. maintaining a central file of other relevant information;
- support the Headteacher in co-ordinating the development, review and revision of the School's health and safety standards
- set up arrangements for the effective communication of health, safety and wellbeing information relevant to the school.
- ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- ensure that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management meetings.
- co-ordinate the identification of health and safety training and development needs to meet the requirements of the School's Policies and Standards.
- ensure records of health and safety training and development undertaken by employees is kept on record in the school.
- support the establishment of precise and compliant arrangements for:
 - First aid;
 - Fire and emergency evacuation;
 - Reporting of health and safety incidents, hazards and concerns;
- oversee the management of premises related health and safety risks to employees and other premises users or visitors.
- liaising with safety representatives or other means of consulting with staff;
- co-ordinating all aspects of health, safety and welfare policy and practice;
- ensuring implementation of the safety policy and standards are monitored;
- ensuring reportable accidents are reported to the Health and Safety Executive.

1.3 Line Managers of Teaching Staff

Line managers of teaching staff are responsible for implementing the Safety Policy within their area of responsibility. In particular, teaching line managers will be responsible for ensuring that:

- Codes of practice appropriate to their area of responsibility are brought to the attention of all staff within the area and complied with;
- Appropriate safety signs or notices are displayed;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the area are reported; the causes are investigated; and an incident report form completed;
- Reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the area are identified and met, or reported to the headteacher;
- Staff are aware of fire procedures;
- new employees receive appropriate health and safety information, instruction and training, including safety procedures within the area;

- Assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the codes of practice relevant to the area (including requirements of particular subject areas);
- There are procedures for identifying and acting upon failures by any member of staff (including managers) to implement Health, Safety and Welfare Policy and procedures.

1.4 Classroom Teachers

The health, safety and welfare of students in classrooms, laboratories and workshops are the responsibility of the classroom teacher. These rules will also apply to student teachers who must be made aware of their responsibilities by a professional tutor, and to support staff, such as teaching assistants.

A classroom teacher is expected to:

- Know the emergency procedures in respect of fire and first aid and special health and safety measures to be adopted in his/her own teaching area and to ensure that they are applied;
- Be aware of, and follow, health and safety codes of practice and guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary;
- Ensure that students' items such as coats, bags, cases are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure such precautions as protective clothing, guards and special safe working procedures are used when necessary;
- Make recommendations on health, safety and welfare matters to the line manager.

1.5 Other line managers (non-teaching staff)

Other line managers, such as site managers, or the HR/office manager, are responsible for the implementation of the Health, Safety and Welfare Policy in their area of control. This will include:

- Ensuring managers under their control carry out their health and safety responsibilities.
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness.
- Ensuring, in their area of control, that risk assessments are carried out, recorded and the control measures implemented;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed - this will include stress risk assessments;
- Ensuring that health and safety monitoring is undertaken in their area of control through:
 1. annual internal monitoring;
 2. inspections;
 3. accident, near-miss and ill health investigations;
 4. performance management reviews;
- Ensuring the health and safety competence and capability of employees under their control (identifying any training needs as part of performance management).
- Identifying the training needs of staff to enable them to meet required competencies;
- Ensuring all employees new to the area receive a health and safety induction;
- Ensuring all relevant health and safety information is communicated effectively to the correct staff;
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.
- Ensuring procedures for identifying and acting upon failures by any member of staff to implement the Health, Safety and Welfare Policy and procedures.

1.6 All Employees

We expect all employees, contractors and visitors to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

The Health and Safety Policy can only be implemented with the full co-operation of all members of staff. All staff therefore have the following responsibilities:

- To take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- To co-operate with the headteacher, so far as is necessary, to enable him/her to meet his/her responsibilities for health, safety and welfare; and by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.
- To be aware of, and follow, health and safety codes of practice and guidelines;
- To use work equipment correctly, in accordance with instructions and training;
- To report, using prescribed procedure, all accidents, reportable diseases, ill health, dangerous occurrences and near misses;
- To report to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- To take part in any health and safety training identified as necessary by the headteacher or their line manager.
- Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.

And, with respect to Safety Education:

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

1.7 Governing Body

The School's Governing Body accepts their health and safety responsibilities and are committed to developing a culture that supports the effective management of health and safety at all levels.

The Governing Body, as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

In all areas and activities under their control, the governing body of Great Baddow High School has a duty to take steps to ensure that health and safety standards are complied with as far as is reasonably practicable.

These duties include the following:

- Appropriate arrangements are made to comply with statutory requirements, the Health, Safety and Welfare Policy for schools and associated codes of practice, and that these are taken into account when allocating resources;
- Ensure that the annual internal monitoring is carried out in accordance with the School's Service procedures.
- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability
- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 working days and

have more than 20 workers working at the same time at any point on the project or exceed 500 person days).

- Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring health and safety is part of the performance management of the Headteacher.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.
- Ensure that the headteacher has an appropriate workload, in support of a reasonable work/life balance;
- Taking an active part in monitoring health and safety standards in the school, by requiring the Headteacher to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
 - School health and safety inspections, monitoring checks and incident investigations.
 - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.
 - Any surveys carried out by the school, which provide data that relates to employee health, safety and wellbeing (e.g. Outcomes from Education Support Partnership Programme if used).
- Appointing a Governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

1.8 Students / Parents

Students and parents are notified of the following as part of the home school agreement 'INFORMATION FOR PARENTS' - signed by parents when students join the school.

First Aid / Illness

- Staff at the school are not medically trained and can only deal with minor accidents and injuries. □ Any concerns about a student's health must be referred to a GP.
- If a student is genuinely unwell they should not attend school
- If an illness develops during the school day – staff will decide whether a student should return to class or be sent home, in which case the school will contact the parents.
- Students who are unwell must report to the first aid staff.
- If this requires leaving a lesson, the teacher will issue the student with a pass.
- Students should **not contact parents** directly to arrange a pick up – first aid staff will do this on their behalf.
- Long term medical conditions – full details must be notified to the school, with clear instructions on how to deal with the problem.
- Asthma pumps and epipens must be clearly labelled and accompanied by a signed letter.
- In the event of an accident, should staff feel the student needs urgent medical treatment, the school will notify the parent and request the student is collected.
- In some circumstances it may be necessary for the school to request an ambulance to take the student to A&E at Broomfield Hospital

Fire

- Fire drills are carried out each term. Students are required to understand and obey the instructions displayed in all rooms.
- Students should remain calm and quiet at all times during a fire drill.

Security

- Parents who have any reason to visit the school must always report to reception.
- Under no circumstances should a parent go to any area of the school without first signing-in and being accompanied.

Car Parking

- Parents should not drive on to the school site to drop of their children.
- The car park is closed between 3.00 and 3.30 to allow safe evacuation at the end of the school day.
- When picking up students following extra-curricular activities, the car park may be used, with due caution.

General

- Students should leave at home any item that might be a danger or hindrance to their self or fellow pupils.
- Students should remain on the school site throughout the school day. 6th Form students are allowed off site but must sign in and out during the school day.
- Students must be collected from reception by an adult, when leaving for appointments or if sent home ill.
- Students cycling to school should always observe the Highway Code and dismount on the school site.
- Students should have the highest respect for all people and property at all times.

2. School Visits

The School undertakes educational visits and has appointed a senior member of staff as the Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school's approach to planning, informing, signing off and supporting visits.

Educational Visits Professional Advice:

- The School has access to specialist advice on Educational Visits from the ECC Educational Visits Team (Contact details can be found in Section 2.1 below.)
This includes access to advice via phone and e-mail, access to the Educational Visits Website (EVOLVE) and access to the online risk assessment forms.

The School EVC will:

- Ensure they have attended EVC Training (and refresher training at least every 3 years);
- Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in Learning Outside the Classroom (LOtC), off-site activities and visits have had access to training / instruction at an appropriate level to ensure that the School's guidance and establishment procedures are properly understood and followed. This will involve training on visit planning, group management, use of external providers, pre-visits risk management and safeguarding;
- Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers);
- Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned;
- Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;
- Manage training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence;

- Understand where visits can be signed off by the EVC on “everyday risk” and when further advice is necessary;
- Ensure they have an understanding of how LOtC, off-site activities and visits can support a wide range of outcomes for children and young people, and raise achievement;
- Ensure that LOtC, off-site activities and visits meet guidance requirements;
- Ensure the ‘Educational Visits Statement’ available from the EVOLVE website is implemented;
- Ensure that a school specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE;
- Ensure that DBS checks are in place as required.
- Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Support the headteacher and governors as required with information, visit approvals and other decisions;
- Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensure that there is an establishment procedure for recording “incidents / accidents / near misses”, including any resulting learning points and action;
- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that medical and first aid issues are addressed;
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertake monitoring of Visit Leader planning and sample monitoring of visits;
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- Submit electronically within the timeframes set out by the Educational Visits Team, residential, overseas and adventurous visits to the County Educational Visits Adviser for comment providing sufficient information on the risk management of the visit.
- Understand when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keep records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents (the school has access to and uses EVOLVE to keep records).

2.1 Educational Visits Service

The School has bought in to Essex County Council Educational Visits Service. This gives the School professional advice on health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits involving children and young people.

ECC Educational Visits Service has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom. See www.oeapng.info – documents 3.4g Headteacher / Managers and 3.3b Check List.

As part of the subscription to the Educational Visits Support Service the School has access to the [EVOLVE](#) online submission system and associated resources.

Educational Visits Support Service: www.essexvisits.org.uk / Tel: 01245 221022 / E-mail: educational.visits@eesforschools.org

Contractors and Visitors

- All contractors and visitors must be made aware of the site specific arrangements and emergency procedures and are the responsibility of the member of staff being visited.
- Visitors to the School, including contractors, clients, service providers and members of the public must comply with the Schools health and safety procedures and requirements – as detailed in the leaflet 'Important Information on Safety, Security and Visitor Care'. The leaflet is handed to visitors when signing in at reception.

3. Competent Health and Safety Advice

The school purchases the Essex County Council Health and Safety Service as providers of competent health and safety advice, to assist the school with discharging its responsibilities.

The ECC Health & Safety Service includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Schools Infolink. (These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers).
- Access to a telephone and e-mail support desk for queries.
- Further support, such as audits and site visits are charged at an hourly rate.

5. Occupational Health

5.1 Occupational Health Advice

The School has contracted with Essex County Council in relation to competent occupational health advice.

The service includes:

- Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- Support in the prevention of work related absence through advising on health related risk assessment;
- Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);
- Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- Support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- Advice for employees and possible recommendation for further specialist advice/treatment;
- A second opinion on a GP report and liaising with the GP on any differences of opinion;
- Assessing the employee's eligibility for ill health retirement or disability benefits.

5.2 Counselling

The School has access to the Council's Occupational Health Service and as part of this has ensured that staff also have access to the counselling service

Counselling Service: Telephone 0333 013 3267 / E-mail counselling@essex.gov.uk

Further information on Schools Infolink – Staff Support / Occupational Health

5.3 Wellbeing

The School undertake occupational stress risk assessments through use of the guidance and forms available on the Occupational Stress pages of the Schools Infolink. (Health and Safety Area)

5.4 Catering

The School manages and delivers its own in-house catering service and therefore has access to competent food safety advice.

The Schools competent food safety adviser is HSH Ltd, Billericay, Essex.

5.5 Health Protection

The Essex Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. In the first instance, schools should refer to Essex HPT's guidance – 'Communicable Diseases in Schools / Nurseries or PHE general guidance 'Infection control in schools and other childcare settings'. (These documents are available on the health & safety pages of the Schools Infolink).

Further assistance may be available from the School nurse at a local NHS clinic or through contact with HPT directly.

Essex Health Protection Team: essexhpt@phe.gov.uk / 0345 155 0069

5.6 Property Consultants.

Where major building or maintenance / improvement works are being carried out the School will appoint a property consultant. Major work is defined as notifiable under the Construction Design and Management Regulations. Notifiable projects are those likely to last more than 30 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days.

The School also uses Andy Lyons – Finetrack Ltd as property consultant to provide professional advice in connection with all maintenance and general building work. The consultant provides advice on:

- Management of day-to-day repairs.
- Statutory and best practice for testing and inspection of services.
- Prioritisation of projects.
- Health and Safety issues relating to buildings and construction work.
- Regulations, standards and statutory approvals.

The School also has access to standards on general property issues and compliance through the Health & Safety pages and the Infrastructure delivery pages on the Schools Infolink.

6. Management of Radioactive Sources

The school maintains a register of radiation sources and has registered the use of these with the HSE.

Radiation sources are kept in a locked cabinet the location of which is advised to the local fire brigade on an annual basis.

Copies of the register are held on site by the Business Manager, Site Manager, Head of Physics and the Senior Science Technician.

7. Health and Safety Arrangements

7.1 General Arrangements

The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Schools Infolink. The standards are on a secure part of the Infolink which the school has access to as it buys into the ECC Corporate Health & Safety Service.

School staff who are not able to access the health and safety pages on the Infolink with their login are made aware they should contact the School's Health & Safety co-ordinator to obtain any guidance they need or to arrange for access to the health and safety pages.

A brief summary of arrangements for managing health and safety is given below:

7.2 Local Arrangements within the School

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failure to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDUs, Violence, Lone working, Manual handling, Educational visits, One-off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

7.3 Health and Safety Standards

How we do things safely is detailed in the health and safety standards, policies, generic risk assessments and guidance on the Health and Safety pages of the Schools Infolink. It is important that managers and employees follow these, as they are the way the School ensures it is meeting its legal obligations for health and safety. The school's contract of employment (Conditions of Service) requires that all staff co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school to the risk of prosecution.

Any member of staff that needs advice on accessing these standards should contact the school's Health & Safety Co-ordinator.

7.4 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The ECC health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of the Headteacher and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

8. Health and Safety Competence

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Employment of temporary employees, agency workers and volunteers
- Performance management

8.1 Performance management:

The School follows a performance management review process that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

For non-academic staff health & safety is considered as part of the performance management process.

8.2 Training (legal requirement): There is a legal requirement to take account of the health and safety capabilities of employees when giving them tasks. More specifically there is a requirement to provide new employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

Training and development can be delivered in a variety of ways. In some case formal training will be needed. In other cases, it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

The Schools keeps a record of Health & Safety training undertaken by employees.

EES for Schools: EEStraining@EESforschools.org / 0333 013 9834

9. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the School;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

10. Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted

before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.

11. Health and Safety Monitoring and Auditing

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The School carries out departmental audits – one per term. A schedule of audits and audit reports are held by the finance department.
- On an ad-hoc basis the school will engage ECC Corporate Health & Safety to carry out a health & safety audit of the establishment.
- **Internal Monitoring:** The School ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of the Schools infolink are completed. The submission of these automatically generates actions plans which are reported to the Governing Body.
- **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident log and details are reviewed by the School's Senior Management and reported to governors. A summary report is also presented to the Governing Body each month. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body. The School also uses the online reporting system available through the Health & Safety pages of the Schools Infolink.
- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
 - Termly inspections of departments.
 - Monitoring of contractor operations under the School's control.
 - Routine checks on equipment and electrical, gas, mechanical and other services.
 - Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

12. Health and Safety Performance Reporting and Review

The Governing Body and Headteacher review the health and safety performance of the school at least termly. This takes the form of a health and safety report produced by the Headteacher which is presented to the Governing body for review, comment and action.

13. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process

- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.