



# **Rowlands Gill Primary School**

## **Health & Safety Policy**

**Date: December 2015**

**Ratified by Governors: December 2015**

**Review Date: December 2017**





## Education Health and Safety Policy

### 1. Introduction

**1.1** The Health and Safety at Work Act 1974 and associated regulations places overall responsibility for health and safety with the employer. The type of school will determine who the employer is i.e.:-

- in community and controlled schools the statutory responsibility for health and safety remains with the Local Authority
- in “aided” schools the employer is usually the governing body therefore they must have their own written health and safety policy. This should refer to Gateshead Council’s policy and procedures where appropriate.

The employer has duties to ensure so far as is reasonably practicable:-

- the health, safety and welfare of all employees
- the health and safety of pupils both in school and on off site activities
- the health and safety of visitors, and volunteers involved in any school activity

**1.2** Overall responsibility for the day to day management of all health and safety in schools rest with the head teacher. They are responsible for implementing the Council’s corporate policies, procedures and the learning and children service policy on health and safety. A system must be in place in every school to ensure that the policies are followed and monitored.

**1.3** It is the duty of the governing body (if they are the employer) or head teacher to ensure that their school has a current health and safety policy, (*a model policy for schools is available EDP-APP-01*). This model should be customised to reflect schools individual circumstance. However it is important that any policy prepared by the school is consistent with the LA Policy and arrangements to ensure no ambiguity occurs with regard to responsibilities. Within the school policy there should be reference made to the Council’s corporate policy *LCS-HS-04* and the Learning and Children supplementary policy.

**1.4** The head teacher may choose to delegate certain tasks to other members of staff; however the delegation of certain duties will not relieve the head teacher from overall responsibilities for health and safety within the school.

### 2. Corporate Health and Safety Policy

**2.1** The Health and Safety at Work Act 1974 requires the employer to prepare and keep up-to-date a written safety policy supported by information on the organisation and arrangements for carrying out the policy. The safety policy must be brought to the notice of all employees. The Councils Corporate health and safety policy highlights the health and safety responsibilities of **all employees** and outlines the Council’s intention to fulfil its legal obligations. Additional procedural guidance and a copy of the health and safety policy and general safety arrangements can be found in health and safety handbook for managers.



**2.2** Head teachers/governors must manage health and safety in the same way that they manage other issues by implementing the policies, procedures and arrangements agreed and monitored by the council. Staff at all levels in the school must understand their health and safety role. **The head teacher is required to take all necessary and appropriate action to ensure that the requirements of the councils corporate and education health and safety policy are met in full at all times.**

**2.3** The council cannot fulfil its statutory duty unless it monitors how schools are complying with corporate and education policies. The council's health and safety advisers will monitor this robustly to ensure required standards are reached and take action where they are not.

### **3. Health & Safety Executive (HSE)**

**3.1** The HSE will enforce health and safety law in all council premises and council controlled activities. Their aims are to protect the health, safety and welfare of people at work; and to safeguard others, who may be exposed to risks from the way work is carried out.

### **4. Principal Duties of the Governing Body**

**4.1** Be familiar with the basic requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999, and any other relevant legislation.

**4.2** Comply with the Education Health and Safety Policy, including the monitoring and review of procedures within their school.

**4.3** Ensure that there is an effective and enforceable school policy detailing responsibilities for the provision of health and safety throughout the school.

**4.4** Review health and safety arrangements at least annually and periodically assess the effectiveness of the school policy ensuring that any necessary changes are made.

**4.5** Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to employees, pupils and others.

**4.6** In conjunction with the Head teacher, provide active and reactive monitoring role for the school on health and safety performance. Any inspection reports should contain the following:

- action allocated to individuals who are responsible for the function
- time limits set for action
- remedial action to deal with the problems identified
- identification of any long term action required in order to address underlying causes of problems

**4.7** Include health and safety issues at governor meetings either through a special meeting or as a standard agenda item. This should include discussion of any safety reports or information issued.



- 4.8 Receive from the head teacher or nominated member of staff, reports on health and safety matters.
- 4.9 Promote a positive H&S culture and high standards of health and safety within the school.
- 4.10 Provide information, instruction and training to all relevant employees enabling them to carry out their duties in a safe manner without placing themselves and others at risk.
- 4.11 Ensure that adequate resources and allocation of funds that may directly influence health and safety are available to fulfil the aims and objectives of the policy.
- 4.12 Prepare an annual report on health and safety matters including arrangements for the security of employees and pupils. The report should include any changes to those arrangements since the previous governor's report.
- 4.13 Facilitate the work of any accredited trade union health and safety representatives.
- 4.14 Ensure that school working arrangements are written and implemented.
- 4.15 Be aware of the HSE Guidance document for School Governors and Members of School Boards. (*ISBN 0 7176 1298 8 available from HSE Books*)

## **5. Principal Duties of the Head Teacher**

- 5.1 Be familiar with the basic requirements of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and any other relevant legislation.
- 5.2 Produce a written whole school health and safety policy. (*a model health and safety policy for schools available via intranet EDP-APP-01*). The model policy should be customised to reflect each individual school circumstances. The policy should be reviewed annually, and signed and dated by the head teacher / chair of governors. The policy should also take account of and be consistent with the council's policies and arrangements.
- 5.3 Add to their school policy taking account of their own particular circumstances ensuring the health and safety of pupils whilst in school e.g. Laboratories, DT workshops, physical education, or during break times or on educational visits.
- 5.4 Ensure risk assessments are carried out and reviewed at least annually, or as required e.g. following an incident /accident.
- 5.5 Ensure all incidents/ accidents, (including near misses) are investigated, and recorded appropriately (using the corporate on line incident reporting procedures) and the necessary remedial action taken to prevent a recurrence.



- 5.6** Assign responsibilities for planning, measuring, reviewing and auditing health and safety policies and procedures. Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare.
- 5.7** Ensure the circulation of information on health and safety matters and where appropriate consult with safety representatives, members of staff and others for specific aspects of health and safety.
- 5.8** Identify and make arrangements for training all staff, including induction of new employees, and where necessary, retraining of existing staff with respect to health and safety as and when required.
- 5.9** Permit safety representatives to take such time off with pay during working hours as shall be necessary for the purposes of performing their functions (*as detailed under Section 2 – Duties and Responsibilities ‘Trade Union Appointed Safety Representatives’*).
- 5.10** Ensure that site health and safety inspections are carried out at least once per term and details recorded.
- 5.11** Carry out appropriate/periodic safety checks.
- 5.12** Encourage employee suggestions on ways and means of eliminating hazards.
- 5.13** Communicate the policy to all relevant parties.
- 5.14** Ensure there are adequate systems in place for undertaking risk assessments.
- 5.15** Implement and monitor the schools health and safety arrangements, which form part of the policy.
- 5.16** Ensure that the school has emergency procedures in place.
- 5.17** Report to property services, significant hazards which cannot be rectified within the establishment’s budget.
- 5.18** Ensure that the premises, plant and equipment are fully maintained and statutory checks carried out if required.
- 5.19** Provide appropriate health and safety information to governors including reporting any problems in implementing the policy.
- 5.20** Ensure consultation arrangements are in place for staff and their trade union representatives (where appointed).
- 5.21** Adhere to council policies, procedures, and arrangements to reduce and prevent accidents, incidents and illness.



- 5.22 Encourage the co-operation of all users of the school, to promote and develop measures which ensure health and safety of all employees, pupils, volunteers and other visitors to the premises.
- 5.23 Co-operate with the council in any auditing or monitoring they may carry out on health and safety performance.
- 5.24 Ensure health and safety is included as an agenda item for all staff meetings.
- 5.25 Liaise with the Council's Health & Safety Adviser as appropriate.

**6. Duties of teaching or non-teaching staff holding posts of special responsibility. For example, Deputy Head, Safety Coordinator, Heads of Department, Premises Managers.**

Employees holding posts of special responsibility must:-

- 6.1 Be familiar with the basic requirements of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and any other relevant legislation.
- 6.2 Support the head teacher in the day-to-day management of health and safety in accordance with the Health and Safety Policy and will have delegated responsibility for health and safety in the absence of the head teacher.
- 6.3 Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- 6.4 Ensure the circulation of information on health and take responsibility for health and safety in specific areas or activities which may have been delegated to them and draw up and review departmental arrangements.
- 6.5 Report to the head teacher any problems in the implementation of arrangements.
- 6.6 Identify staff training needs and report to head teacher.
- 6.7 Ensure that actions are taken on health and safety matters and that safe working practices be regularly observed.
- 6.8 Ensure that any defects in premises, plant and equipment are brought to the attention of appropriate personnel without delay.
- 6.9 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Department for Children, Schools and Families



(DCSF) Association for Physical Education (Ape). And ensure that all relevant staff are aware of and make use of such guidance.

- 6.10** Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- 6.11** Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- 6.12** Carry out regular inspections of their areas of responsibility ensuring that equipment, furniture and activities are safe and record these inspections where required.
- 6.13** Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- 6.14** Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms.
- 6.15** Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 6.16** Ensure that all members of staff under their control adhere to all relevant aspects of the Health and Safety Policy.
- 6.17** Ensure that competent members of staff carry out risk assessments for all activities within their control. The assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children.

## **7. Duties of All Employees**

- 7.1** Under the Health and Safety at work Act 1974 all employees have general health and safety responsibilities. All employees must be aware that they are obliged to take care of their own health and safety whilst at work also with that of others who may be affected by their acts or omissions.

### **All employees must:-**

- 7.2** Co-operate with their employer in health and safety matters.
- 7.3** Use any machinery, equipment, substance, transport equipment and safety devices in accordance with the risk assessment and training and instruction given.
- 7.4** Comply with the school's health and safety policy and procedures at all times.
- 7.5** Report all incidents in line with the Councils on line reporting procedure.



- 7.6 Co-operate with school management on all matters relating to health and safety.
- 7.7 Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- 7.8 Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- 7.9 Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 7.10 Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- 7.11 Work in accordance with the Health and Safety Policy and be familiar with departmental arrangements.
- 7.12 Check visually that classroom/work areas and any equipment used are safe and in good condition before being used.
- 7.13 Ensure that safety procedures are followed and any necessary protective equipment is used.
- 7.14 Report any problems/accidents to the appropriate person and suggest any improvement in safe practices/eliminating hazards.
- 7.15 Use the correct equipment and tools for the job.
- 7.16 Be aware of any action to be taken in an emergency situation.
- 7.17 Seek appropriate advice as and when required.

## **8. Role of the Health and Safety Advisers within Human Resources**

- 8.1 Carry out inspections of work places. Inspections will be carried out at intervals appropriate to the service and the level of risk on all premises where Council employees are based. A report will be produced detailing any necessary improvements.
- 8.2 Stop any activity of Council employees or contractors that they deem to be a danger to either those involved or members of the public.
- 8.3 Carry out audits on the effectiveness of the health and safety management system. These can be site or subject specific or part of the RoSPA three-year rolling programme of Service audits. A detailed report is produced showing strengths, weaknesses and recommendations for improvement.
- 8.4 Advise on the development and provision of health and safety training, and carry out safety training when appropriate.



- 8.5** Assist in the development and implementation of safe systems of work to ensure the safety elements are adequately covered including 'tool box talks'.
- 8.6** Assist in the development of safety policies Council and Group / Service specific.
- 8.7** Carry out incident investigations which result in a major injury, an over 3 day absence, work related ill health or a near miss which has the potential to cause injury/ill health. If a decision is made to carry out an investigation, a report will be produced and sent to the head teacher or head of service depending on the circumstances. The report would include details of the findings, and make recommendations for the appropriate course of remedial action to be taken to reduce the risk of recurrence. .
- 8.8** Carry out risk assessment monitoring. This forms part of the routine inspection process and it is to ensure risk assessments are up to date and have been reviewed. This will include general risk, display screen equipment, fire, manual handling and control of substances hazardous to health assessments.
- 8.9** Attend Health and safety meetings / seminars. This includes the Corporate Health and Safety Committee and Group / Service management meetings in the role of technical adviser together with professional association and development meetings.
- 8.10** Co-operate with other competent persons both internal i.e. advisers on fire safety, health and safety, occupational health, education visits, water hygiene, asbestos and so on also, external agencies for example environmental health officers, HSE Inspectors, fire safety officers, radiation protection adviser.
- 8.11** Liaise and consult with the Trade Union Safety Representatives on safety matters as required under the Management of Health and Safety at Work Regulations 1999.

## **9. Trade Union Appointed Health and Safety Representatives**

### **9.1 A Safety Representative has the right to:-**

- investigate accidents and potential hazards within the workplace
- investigate complaints made by an employee they represent relating to health, safety and welfare at work
- make representation to management on matters arising from the above
- monitor the implementation of risk control measures as identified by risk assessments
- carry out inspections of the workplace. The safety representative must give reasonable notice in writing of their intention to do so and have not inspected that area within the previous three months
- attend meetings of safety committees, in their capacity as a safety representative
- inspect documents relating to health and safety
- request information and advice on the legislation and its interpretation from the council's health and safety advisers



- 9.2** The Safety Representative is entitled to such time as is necessary to carry out the above functions and to attend training courses. This time is subject to the requirements of the service, though such requests must not normally be refused.
- 9.3** If two or more safety representatives request the employer to set up a safety committee, the employer must do so within three months of the request.
- 9.4** As soon as possible after their appointment, safety representatives should be permitted time to attend a trade union approved training course. This training will cover the role of safety representatives, the legal requirements relating to health and safety at work, the nature and extent of workplace hazards, and the employers health and safety policies, organisation and arrangements. This training will also help develop new skills in order to carry out their functions.