Isle of Ely
PRIMARY SCHOOL

Learning, growing, achieving together

An Active Learning Trust Academy

Health and Safety General Policy

July 2016

The Active Learning Trust

Health and Safety Policy

This policy takes into account the government's current guidance – '*Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies'.*

The School Health and Safety Policy

1. General

1.1 **The ALT Board** is responsible for the overall health and safety policy.

1.2 ALT is required by paragraph 11 of the Independent School Standards regulations 2010 to draw up and implement a written health and safety policy for each of its academies..

1.3 **The Active Learning Trust's Statement of Intent**

The following statement has been adopted by t**he ALT Board.** It sets out the health and safety objectives for the Trust's Academies with the aim of ensuring best practice in the management of health and safety.

The Active Learning Trust:

- will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities;
- will assess risks to the health and safety of staff , pupils and others affected by the School's actions
- will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- is committed to providing the necessary information, instruction, supervision and training to all employees and pupils where applicable;
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions or elected representatives where no Trade Union representative is available to enable them to carry out their duties effectively is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances
- will set out full details of the organisation and arrangements for the management of health and safety in the School in writing and communicate these to all employees.

It is a requirement that all members of staff read this Statement of Intent, the Summary of the Health and Safety Policy and those appendices which are relevant to their responsibilities, and sign that they have done so.

Signed: _____ **Chair**
Print: _____

Dated: _____

Signed: _____
Headteacher/Principal
Print: _____

Dated: _____

Signed: _____ **(Governor)**

Dated: _____

Print: _____

Further signatures to be added when governors have read the Statement.

1.3 **The Local Governing Body** and Headteacher/Principal are responsible for the local implementation of the health and safety policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and pupils,in the School, and the health, safety and security of contactors and visitors to the School.

1.4 **The Local Governing Body** and Headteacher/Principal will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under:

- the overall supervision of the Headteacher/Principal; and
- within the overall Active Learning Trust (ALT) policy.

1.5 The Local Governing Body and Headteacher/Principal in determining School policies will have regard to any statutory and non-statutory government guidance (e.g. the government's document ***'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England' (February 2014)***

2. Aims

ALT expects each School to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work;
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of pupils, and the health, safety and security of visitors to the School, including parents, contractors' employees and members of the public affected by the work of the School, including suitable and sufficient risk assessments;
- arrangements are in place in the School to ensure that no work is carried out by the School or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;

- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the School site affected by their work;
- all health, safety, security and welfare managers in the School are suitably trained;
- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the School site or outside the School if engaged in School business; and
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

2.2 The School's objectives will be to:

- have regard to the **Active Learning Trust's** Statement of Intent, and the provisions of this policy;
- establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their departments;
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils;
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, pupils or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;
- ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- ensure that the School will have and maintain up-to-date fire safety procedures and documentation, and that all employees and pupils (and as far as is practicable visitors) are familiar with them;
- develop safety awareness among all employees and pupils and to promote individual responsibility for health and safety at all levels of staff and pupils;
- ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous and reasonable review by managers at all levels;
- appoint a competent person to oversee the implementation of the School's health and safety policies and procedures;
- ensure that the School has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Headteacher/Principal;
- appoint a member of the governing body to be its health and safety representative;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- make reports as directed to **ALT** on the implementation of its health and safety policies and procedures.

3. Responsibilities

3.1 This policy is largely dependent upon the total co-operation of every person who works in the School. **The ALT** expects all employees to co-operate in ensuring the health and safety of all staff, pupils and visitors.

3.2 The Local Governing Body will:

- ensure that local health and safety procedures are in line with this Health and Safety policy and the Statement of Intent;
- set up and maintain an School Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996, and any directions by ALT;
- ensure that the Headteacher/Principal takes into account the views and recommendations of the School Health and Safety Committee;
- appoint a member of the Governing Body to be responsible for liaison on Health and Safety issues with the Headteacher/Principal and Staff, and who will also have a right to sit on the School Health and Safety Committee;
- appoint a competent person (or persons) as the School Health and Safety Manager (or 'Managers') (HSM), and ensure that he/she is appropriately trained;
- ensure that there is a system across the School for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the policy;
- ensure that appropriate standards of welfare are established and maintained for staff, pupils and visitors;
- ensure that staff are trained in health and safety as appropriate;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- oversee the use in the School of the Handsam Health and Safety Management system;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the School policy and procedures;
- monitor the implementation of health and safety procedures through the School's health and safety management system, and ensure that it is used effectively in the School;
- receive a termly report on the progress of the Health and Safety policies and procedures, and an Annual Status Review from the Headteacher/Principal (or representative); and
- report to ALT as required.

3.3 School Health and Safety Committee

3.3.1 The Committee will consist of at least the Headteacher/Principal or his/her nominee, an School HSM, the nominated governor for health and safety and up to three members elected by the staff. The trade unions safety representatives also have the right to select one safety representative to sit on the committee.

3.3.2 The Committee will meet at least three times per year and will report to the Headteacher/Principal.

3.3.3 Three members, including the Headteacher/Principal or his/her nominee, present will form a quorum.

3.3.4 The Committee may determine its own Chair and proceedings, in line with any School local policy on this.

3.3.4 The Committee may invite other members of staff **(and pupils)** to attend a committee meeting for specific agenda items.

3.3.5 Function of the School Health and Safety Committee

This committee will:

- take into account the Statement of Intent and the health and safety policies;
- make and review regularly specific health, safety, welfare and security arrangements;
- consider accident, incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the School;
- consider the efficacy of emergency procedures in the School;
- consider any changes that affect health and safety;
- receive and consider an Annual Health and Safety Status Review from the HSM and determine any necessary response;
- consider any other items raised by management or the staff representatives; and
- report as required to **the Headteacher/Principal.**

3.4 Designated Member of the Governing Body for Health and Safety

This member of the Governing Body is responsible for:

- liaising with the Headteacher/Principal and the HSM(s) between meetings of the Governing Body to ensure that the School policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;
- participating in a site inspection at least once a year;
- participating in the working of the Health and Safety Committee;
- overseeing the use of the health and safety management system in the School;
- inspecting the accident/incidents books at least once a term; and
- reporting as appropriate to the Local Governing Body.

3.5 The Headteacher/Principal

The **Headteacher/Principal** (or, when absent, a nominated Vice Headteacher/Principal) will be responsible for the overall implementation of the Health and Safety Policy.

The Headteacher/Principal is responsible for:

- the health, safety and welfare of staff, pupils, visitors and any other person using the premises;
- ensuring safe working conditions for all of the above (staff, pupils, visitors etc);
- ensuring safe working practices and procedures throughout the School, including those relating to the provision and use of machinery and other apparatus;
- ensuring that staff are consulted appropriately on issues that affect them;
- implementing a pupil behaviour policy that will ensure as far as is reasonably practicable the health and safety of pupils on site and when engaged in School activities off-site;
- appointing members of the School management team to the Health and Safety Committee;

- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the School;
- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil welfare;
- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- arranging for appropriate supervision of pupils;
- carrying out periodic safety reviews and audits;
- determining in consultation with the HSM which risk assessments should be considered exceptional and be written, taking into account the government's advice. (see section 6.5);
- ensuring that the health and safety training needs of all staff and pupils are identified, and appropriate training provided;
- encouraging staff, pupils and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegating to the HSM(s) appropriate tasks for the day-to-day implementation of the policy;
- ensuring that the health and safety management system or other (if any) is used effectively by relevant users;
- ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- making termly progress reports and an annual health, safety and security Status Review and presenting it to the Local Governing Body and otherwise
- keeping the Local Governing Body informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

3.6 The Health and Safety Manager (HSM)

The responsibilities of the HSM may be discharged by a team of competent persons rather than a single individual.

3.6.1 The HSM will be a suitably qualified and 'competent person' (as defined below) responsible to the Headteacher/Principal for:

- managing, co-ordinating and monitoring health and safety matters within the School;
- ensuring that the School's Health and Safety Policy and systems are implemented;
- reporting regularly to the Headteacher/Principal on health and safety issues;
- participating in the work of the School Health and Safety Committee;
- assisting the Headteacher/Principal in compiling the Annual Status Review;
- liaising as appropriate with the member of the Governing Body with health and safety responsibility;
- maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil welfare;
- ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- advising the Headteacher/Principal on which risk assessments should be written having taken into account the government's advice (see section 6.5);
- liaising with any contractors and making reports to the Headteacher/Principal on the progress of the contractual requirements;

- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meeting with staff Health and Safety representatives;
- advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the School);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the School policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the School's Fire Safety Policy;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

3.6.1 The definition of a **'Competent Person'** is the person who has responsibility as the competent person for advising the Headteacher/Principal and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire Officers.)

3.7 Staff with Departmental Responsibilities

Heads of Departments/Areas of the School will be appropriately trained and are responsible to the Headteacher/Principal through the HSM for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- familiarise themselves with the School's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the School Health and Safety Committee;
- use the health and safety management system to record completion of the relevant tasks;
- make and regularly review a departmental health and safety policy (see the template for a Departmental policy at Appendix 1 of this policy);
- set up and implement safe methods of work;
- ensure that the School's Pupil Behaviour policy is implemented within the Department as appropriate;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, pupils and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;

- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and pupils in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the HSM;
- participate in the work of the Health and Safety Committee if required to do so; and
- assist the HSM in compiling an annual status review.

3.8 Site Manager/Caretaker

The Site Manager is responsible to the HSM for:

- implementing the appropriate School policies and procedures;
- maintaining an appropriate cleaning schedule;
- ensuring that site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the School.

3.9 Head Cook/Catering Manager (if an School employee)

3.9.1 Where the School manages its own catering facilities, the Head Cook/Catering Manager, in addition to the above, will also be responsible for:

- implementing the relevant School policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- supervising and training staff appropriately;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the HSM **(OR HEADTEACHER/PRINCIPAL)** of any issues of concern;
- implementing the School's requirements for a healthy, nutritious diet;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues; and
- assisting with the making of the annual status review.

3.9.2 Where the School contracts out the catering arrangements the HSM will ensure that the above responsibilities are fulfilled as part of the contract: the contract will set out the Head Cook/Catering Manager's responsibilities, and the Contactor's responsibilities.

3.10 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils in their care, and any other persons who may be affected by their actions;
- understand and use the School reporting systems;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the School's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by the School and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report (through the School's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that pupils' behaviour is regulated in accordance with the School's Pupil Behaviour policy;
- report any unsafe working practices to the Site Manager;
- report any concerns they may have about the health, safety and welfare of any pupil in their charge in line with the School's 'Safeguarding Pupils' procedures;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no pupil is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the health and safety management system of health and safety management where relevant;
- participate in any relevant paid training; and
- read this Health and Safety policy and any sub-policies agreed by the School, and sign and date the School's logbook to indicate that he/she has done so. The following statement should be used:

'I have read the School's general Health and Safety policy and any sub-policies that refer to my responsibilities.'

3.10.1 All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments. Staff also have the right to elect staff representatives to participate in the Health and safety Committee and to raise health and safety issues with the Headteacher/Principal and/or the HSM on behalf of the staff.

3.10.2 All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Headteacher/Principal as appropriate.

3.10.3 The School recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support

staff to make reasonable, common-sense decisions about risk assessment and control measures.

3.10.4 The School will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

3.11 Staff Safety Representative

3.11.1 Trade Union representatives **(AND/OR Staff Health and Safety Representatives)** have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- make representations to the Headteacher/Principal and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the School Health and Safety Committee;
- carry out workplace health, safety and welfare inspections;
- participate in the work of the School Health and Safety committee; and
- have paid time off to carry out their functions and to receive health and safety training.

3.11.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

3.12 Confirmation that the policy has been read and understood.
Under arrangements made by the HSM, all employees *with* health and safety management responsibilities will sign the School logbook to indicate that they have read and understood the policy and their responsibilities.

Under arrangements made by the HSM, other staff *without* health and safety management responsibilities will sign the Departmental logbook to indicate that they have read and understood the policy and their personal responsibilities.

4. Consultation

4.1 Staff
The Headteacher/Principal and the HSM will consult staff safety representatives of trade unions recognised by the School, and any representative elected by the staff who are not in trade unions recognised by the School.

Health and Safety will be a standing item on the agendas of all Departments,
pastoral groups, and any formal management meetings in the School. Any points raised will be duly minuted and reported promptly to the HSM.

4.2 Pupils and Parents

Pupils also play a part in overall Health and Safety and welfare of the School and will be encouraged to discuss Health and Safety issues at Year and School Pupil Council meetings, and raise any concerns, which will be reported to the HSM.

The Governing Body or Headteacher/Principal may decide to involve pupils further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of pupils; road safety). The Headteacher/Principal may determine the amount and manner of the consultation and will report the decision to the Governing Body.

5. Organisation

5.1 Structure

- **The Active LearningTrust** as the employer has overall responsibility for the policies and procedures in the School;
- **The Local Governing Body** has responsibility for local arrangements in the School and ensuring that reports are made to ALT.
- The **School Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the School and will report to the Headteacher/Principal;
- **The Headteacher/Principal** has overall responsibility for the internal management of the School policies and procedures and reporting to the **Local Governing Body**;
- **The HSM(s)** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Headteacher/Principal;
- **Heads of Areas/Departments** have responsibility for Health and Safety within their areas and for reporting to the HSM;
- Regular (at least termly) **Department and Team meetings** with reports going to the HSM;
- **Union Safety Representatives** have the right to participate in the School Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Headteacher/Principal;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and/or Headteacher/Principal**;**
- if agreed by the Governing Body, the **Pupil Council** may have an advisory role, reporting to the Health and Safety Committee and HSM; and
- proper use of the Handsam Health and Safety system for overall health, safety and security management

6. Risk Assessment

6.1 All members of staff in charge of a departmental 'Safety Areas' are responsible for ensuring that risks are identified and suitable and sufficient assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

6.2 The School will determine its own risk assessment pro forma, which must be used by all staff or other. Completed assessments must be sent to the HSM and retained on the health

and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

6.3 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

6.4 The HSM will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at School level and which by any other outside contractors. The HSM has the discretion to seek advice on appropriate delegation, and will report the reasons and response to the Headteacher/Principal.

6.5 The government advises that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Headteacher/Principal (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable.

6.6 The government advises that some activities, especially those happening away from the School, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher/Principal should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Headteacher/Principal must ensure that the significant findings of the assessment are recorded. (The advice can be accessed via the Handsam link to the **DEPARTMENT FOR EDUCATION ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, HEAD TEACHERS, STAFF AND GOVERNING BODIES** in the *Health and Safety Policy* category on the Handsam system.)

6.7 Where the Headteacher/Principal (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable in appropriate circumstances.

7. Security

7.1 The School will take note of the requirements of the Security policy.

7.2 The School's security arrangements for the relevant areas are contained in the School Handbook and are also available from the HSM.

The security arrangements will cover as relevant:

- The site
- The buildings
- Notices
- Control of visitors to the School
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and pupil property
- Vehicles and cycles
- Movement around the site and buildings

- Transport and pedestrians arriving at School in the morning and leaving in the afternoon
- Responsibilities for security aspects

8. Health and Safety Management Arrangements

8.1 The School will use the Handsam system of health and safety management. All relevant staff will be trained in its use.

8.2 A named HSM will be responsible for the health and safety management system, and will make regular reports to the Headteacher/Principal on the progress of the annual cycle of health and safety management, or as required.

8.3 Staff with health and safety responsibilities will be responsible for completing tasks on the management system assigned to them and recording completion in the health and safety management records in the manner laid down by the School.

8.4 The School will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

8.5 The Local Governing Body will make arrangements to review the implementation of the management system from time to time to ensure that the system is used to ensure that the School complies with law and regulations.

8.6 The Local Governing Body will receive termly reports on the implementation of its health and safety policies and procedures, and an Annual Status Review.

9. Training

9.1 The School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

9.2 All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters:

1. Emergency Arrangements
2. Fire Drills
3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping
6. Codes of Safe Practice and Guidance
7. Health & Safety Handbook and School Arrangements
8. Specific Hazards/Responsibilities Associated with Work Activity
9. Special Needs of pupils including pupils with disabilities

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

9.3 The HSM will identify with relevant Heads of Department and staff the appropriate Health & Safety training needs.

Staff who feel that they have a need for health & safety training of any kind should notify the HSM in writing.

9.4 The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc), Heads of Department are responsible for:

- checking the validity of certificates;
- arranging refresher training when necessary; and
- keeping the HSM informed.

9.5 Responsibility for facilitating attendance and funding of training will be allocated according to the School's CPD Policy.

10.Measuring Performance

10.1 The School will use the Handsam system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.

10.2 The HSM will ensure that the following are carried out as appropriate, using the School's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the health and safety committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the School.

11. Status Review

11.1 The School will, at the end of each academic year (or appropriate period), draw up a status report on each Safety Management Area covered by the School's review.

The review will draw off the information on the management system and will comprise:

- a statement of the number of uncompleted tasks on 30 June (or such other date as the ALT may identify);
- a review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- a review of the overall decrease/increase in risks and reported incidents from the previous year;
- a review of the overall decrease/increase in accidents/incidents;
- any other findings in the annual audit;
- changes in the Health and Safety organisation, policy or structure;
- new processes and new technology introduced for health, safety and security;
- a reference to external influences - legislation/guidance/British standards/auditors, reports; and
- any proposals for improvements.

11.2 The Health and Safety Committee will consider the Review.

11.3 The Headteacher/Principal will ensure that copies of the Status Review will go to the Local Governing Body, all staff and union representatives.

11.4 The Local Governing Body will pass the Review to ALT with any comments.

12. Staff Involvement in the Management of Health and Safety

12.1 All staff will receive a Summary of this policy and will be expected to read it, and to read the sections and appendices of the full policy on those arrangements that affect them in their work. ALT and the Local Governing Body recognise that time must be provided for this to be undertaken.

12.2 All relevant staff will be trained to use the School's Handsam management system.

12.3 The School undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

12.4 The School undertakes to provide extra training for staff where a need is identified.

12.5 Staff will have the opportunity to contribute directly to health and safety management through departmental arrangements.

13. Equal Opportunities

In making, reviewing and implementing this policy the ALT and School's equal opportunities policies must be taken into account.

In particular the School must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to use the School's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, pupils and visitors.

14. Monitoring and Review

14.1 The **HSM** is responsible for:

- monitoring the implementation of the policy;
- advising the Headteacher/Principal on any amendments required to the policy;
- the proper use of the School's management system;
- the making of risk assessments;
- the state of training, and
- reporting to the Headteacher/Principal.

14.1.1 The HSM will assist the Headteacher/Principal in compiling the Annual Status Review.

14.2 The Headteacher/Principal is expected to show leadership in health and safety management.

The Headteacher/Principal will:

- monitor the implementation of the policy;

- ensure that the School's procedures are fit for purpose;
- ensure that the School meets the standards laid down in the Independent School Standards regulations 2010 (as amended in 2012);
- ensure that the management system is being used to ensure compliance;
- advise the Local Governing Body of changes in Health and Safety law, regulations and guidance;
- keep the Local Governing Body up-to-date with any changes in the School organisation that may require a fresh look at Health and Safety;
- ensure that the policy is kept up-to-date; and
- present an Annual Status Review to the Local Governing Body.

14.3 The **Delegated Governor** will oversee the implementation of the School's policy, and will report to the Governing Body.

14.4 The Local Governing Body will:

- receive termly reports on health and safety and security in the School from the Headteacher/Principal, and an Annual Status Review.
- ensure that the School maintains, monitors and reviews its Health and Safety policy, procedures and organisational arrangements;
- confirms that the School meets the standards laid down in the Independent School Standards regulations 2010 (as amended in 2012); and
- review the implementation of the policy in the School annually.

15. Appendices

15.1 The attached appendices contain the main additional sub-policies that make up the overall Health and Safety policy.

15.2 The School may decide to add additional sub-policies that are relevant to its situation and needs, but in so doing must inform ALT of its intentions and ensure that any extra policies do not contradict nor contravene ALT policies.

16. Date of the next review: ____June 2017_____

Signed: _____ Date:_____
Chair

Print: _____

Signed: BFSurtees Date: July 2016
Headteacher/Principal

Print: B Surtees

APPENDICES
The following policies/procedures will form the Appendices:

Appendices
1. Template for the Departments' policies
2: Template for risk assessment
3. Accident and Incident Management
4. Administration of Medication
5. Anti-Bullying
6. Asbestos
7. Caretaking and Cleaning
8. Contractors
9. COSHH
10. Crisis/Emergencies and 10a.PEEPs
11. Design and Technology and 11a Design and Technology Checks
12. Disability Accessibility and 12a Reasonable Adjustments
13. Display screens and 13a DSC Regulations
14. Drugs, alcohol and smoking
15. Educational Visits/Learning Outside the Classroom
16. Electrical Equipment
17. Fire safety
18. First Aid
19. Legionella bacteria
20. Lettings

21. Lone Workers and 21a. Home Visiting and 21b Lone Worker guidance
22. Manual Handling
23. Mini Buses and Use of Personal Transport
24a Use of Cameras and Images and 24b Safe Use of the Internet, emails and telephones
25. Noise
26. PE and Games
27. Personal Protective equipment
28. Pregnancy and New Mothers
29. Safeguarding Pupils
30. Science
31. Searching Pupils
32. Security
33. Staff Consultation
34. Staff Welfare
35. Stairs and Landings
36. Stress
37. Pupil Welfare
38. Sun Protection
39. Trespassers
40. Visitors
41. Voice Care
42. Waste Disposal
43. Work equipment and 43a. Hot Working and 43b: Example of a Workshop Checklist