





**Leicester
Partnership
School**

Health & Safety Policy

Policy Date	March 22	Reviewer: Julie Aquilina	Date: 24.03.22
Ratified by management committee			
Chair Name: Christopher Bruce		Signature: 	Date: 24.03.22
Head Teacher: Shaun Whittingham		Signature: 	Date: 24.03.22

Schedule for Development, Monitoring and Review	
Approved by governors on:	18 th March 2021
Implementation monitored by:	Julie Aquilina (School Business Manager)
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	24 th March 2022
The next review of this policy:	March 2023

Contents

	Page
• Health and Safety Policy Statement	2 - 3
• Organisation	3 - 12
• Arrangements	12- 14

HEALTH AND SAFETY POLICY STATEMENT

Whilst appreciating that ultimate responsibility rests with the Local Authority in its role as “employer” all Management Committee members, Managers and Staff recognise and accept their responsibilities and duties with regard to provision and maintenance of the highest standards of Health, Safety and Welfare. The Management Committee also understands the need to work in partnership with the Leicester City Local Authority, School managers and staff in the creation and promotion of the positive health and safety culture necessary to support the School in achieving its overall aim of providing an education of the highest quality and allowing all pupils to achieve their potential.

The School recognises that people are a key resource within the Organisation and therefore fully accepts its responsibilities with regard to the Health, Safety and Well-being of its staff, pupils within its care and where appropriate, visitors to its premises, and others who could be affected by its activities.

The School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work Act 1974 and associated legislation.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of Health and Safety is a Management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The School recognises that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and Safety performance will be subject to regular and routine monitoring, the results of which will be reviewed at least annually in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of the Management Committee, Management and Staff who will implement this Policy in the manner detailed in the Arrangements.

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The Management Committee requires each member of staff, as well as all pupils and visitors to the School to exercise their individual responsibility under Health and

Safety legislation to ensure their acts or omissions do not adversely affect themselves or others; and to co-operate fully with the Service and its management.

Without affecting the generality of the above statement, the School will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces which are safe and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on at least an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the Service.

ORGANISATION

The following section details how the Leicester Partnership School is organised for the management of health and safety by the establishment of responsibilities, accountabilities, duties and relationships which are designed to promote a positive Health and Safety culture. It will aim to ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, pupils and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

The Management Committee (MC):

The MC has a responsibility to ensure that:

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- The School produces a Safety Policy that is appropriate to its activities, and that this policy is reviewed annually;
- *An effective organisation is created for the management of Health and Safety*
- The School devises appropriate arrangements for addressing Health and Safety;
- The School promotes the correct attitude towards Health and Safety in both staff and students and visitors;
- The School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving the School's Health and Safety performance are set annually with the aim of ensuring continuous improvement;
- The Management Committee routinely and regularly monitors and evaluates the School's health and safety performance the results of which will form part of the annual review.

Designated MC Member for Health and Safety

The designated member will advise the MC on such matters relating to the School health and safety as the board may remit to them. In particular they are to:

- Annually review the school's Health and Safety Policy and associated documentation in association with senior management;
- Receive and review management's termly Health and Safety reports;
- Receive and review any other audit or inspection commissioned or received by the school;
- Review the minutes of the school's Health and Safety Committee meetings;

Head Teacher:-

The Head teacher has overall strategic responsibility to the MC for ensuring the planning and implementation of the School's Safety Policy and associated management system.

S/he will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the MC. In particular s/he is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the School's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the School's activities;
- Ensure that all relevant Senior Managers are capable and competent in their given roles and are provided with suitable and sufficient information and instruction;
- Ensure that all relevant Senior Managers understand and accept their responsibilities for health and safety;
- Regularly liaise with the Competent Person on matters relevant to health and safety;
- In the role of Chairperson of the School's Health and Safety Committee ensure the participation and involvement of all staff within the Organisation;
- Establish in conjunction with the senior managers and the Competent Person, Organisational management arrangements, risk control measures and workplace standards, together with associated performance standards; and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

BUSINESS MANAGER [BM]

The BM is responsible to the Head teacher for ensuring that the School's Safety Policy and associated arrangements are implemented under their respective areas of control.

S/he will achieve this by:

- Taking over the Health & Safety responsibilities of the Head Teacher in his/her absence;
- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to Health and Safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all Managers & staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;

- Ensuring suitable and sufficient risk and other assessments as required are undertaken within each curriculum area;
- Ensuring that all relevant Managers and staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

The BM is responsible to the Head teacher for the implementation of the School's Health and Safety Policy in his/her areas of control and is the nominated member of the Senior Leadership Team to lead on and report to the Head teacher in matters involving Health & Safety across the School.

S/he will achieve this by ensuring:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- As INSET Coordinator for support staff they undertake suitable and sufficient training needs analyses and establish in conjunction with the INSET Coordinator for teaching staff an appropriate programme of training.
- All relevant staff for which they are responsible for understands and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of pupil health and safety in the School, for which they have control, are implemented;
- S/he routinely and regularly undertakes safety tours of the premises and activities in their control.
- S/he provides timely feedback on the performance of the plans, standards, procedures, and systems appropriate to the premises and activities in their control;
- All pupils are familiar with, and practice the Schools emergency evacuation

procedure

- S/he oversees the investigation of all pupil accidents and incidents and monitor records in accordance with the School's procedures.
- S/he oversees the general care and wellbeing of all pupils in accordance with the School's procedures.
- S/he provides timely feedback on the performance of the plans, standards, procedures, and systems appropriate to the premises and activities in their control;

Educational Visits Co-ordinators (EVC's)

The EVC's will ensure that within their area of responsibility;

- They advise the MB, HT and other Managers on all appropriate aspects of educational visits;
- They keep up to date on developments in the arrangements relating to educational visits and attend refresher training at regular intervals;
- They assist managers and educational visits leaders in undertaking educational visits related assessments;
- An effective flow of health and safety information relevant to educational visits exists within all sites encompassed within the School;
- Arrangements exist for the effective co-ordination of and approval of educational visits within the School;
- They liaise with the Councils Educational Visits Adviser on all appropriate aspects of educational visits;

Lead and Assistant Practitioners

Lead and Assistant Practitioners are responsible for the implementation of the Centre's Health and Safety Policy in their areas of control.

The Business Manager will ensure that within their area of responsibility;

- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All Behavioural and Pastoral staff understand and accept their responsibilities for Health and Safety;
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures;
- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- The School's accident and incident reporting procedures are followed.

Premises Officers

The Premises Officers are responsible to the School's Business Manager – the designated person responsible for H&S. They will be responsible for ensuring that the School's Safety Policy and associated arrangements are implemented across their area of control.

This will be achieved by:

- All hazards presented by Site activities to be identified and the risks created fully assessed and controlled in accordance with the School's procedures;

- Establishing suitable and sufficient arrangements for the management, supervision and control of the School's Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements exist for co- operation between the parties and co-ordination of the work;
- Conduct routine safety inspections to assess progress on the results of the Safety Audits and Inspections with reports being forwarded to the Health and Safety Committee;
- Monitoring the building related contractors on the Schools sites with regard to Health and Safety;
- Arranging Asbestos risk assessments, surveys and control across the Service;
- Arranging PAT testing across the School's provision;
- Maintaining a glass and glazing register and associated risk assessment for the Service;
- Arranging Legionellosis risk assessments and water monitoring procedures with control across the Service;
- Co-ordinating the School's fire and emergency procedures and ensuring that fire equipment and detection systems are routinely inspected and serviced;
- Conducting generic risk assessments for all areas of the Service not addressed by specific activity or area risk assessments.

Staff:

Under the Management of Health and Safety at Work Act (1974) Sections 7 & 8 refer to

All staff are required to ensure they: -

- Are familiar with the Schools Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy and where appropriate any information and training provided;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their or others health and safety;
- Use plant, equipment and substances correctly and use the appropriate safety

equipment;

- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

Pupils

Pupils are required to

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for supervision;
- Report defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

ARRANGEMENTS

Planning is an essential part of the implementation of the School's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, learners and others who may be affected by the operation of the School.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the School.

To ensure that the generic organisational hazards affecting the School are properly managed, risk assessments will be carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

The areas covered by these arrangements to date are:

Risk Assessments

Fire Precautions

First Aid

Manual Handling

Travelling in Safety

Personal Protective Equipment

Emergency Procedures

Accident Procedures

Working

Contractors

Health

Monitoring

Noise and Vibration

at Height

Vehicles on Site

Young Persons

Educational Visits

Security

Administration of medication

Control and restraint

Work Equipment

Display Screen Equipment

Legionella

Lone Working Stress

Workplaces

Smoking at Work

Electrical Safety

Violence and Aggression

Building Maintenance Home

Asbestos

COSHH Occupational

Curriculum Safety

Disabled Access/Special Needs

Radiation Working

Permit to Work

Staff Training

New and Expectant Mothers

Offsite Working

Work With Other Organisations

Waste Management

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for

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Date: March 2022

Behavioral management, selection and recruitment, staff training etc can be found in other cross School policies and procedures.

Where appropriate operational information on these and other associated areas will be included in the series of Health and Safety Guidance Documentation. These can be accessed from the School intranet, under the heading of 'Health and Safety'.

Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the environment, the following procedures for monitoring have been established.

- The MC will be presented with an annual Health, Safety and Environment report detailing the levels of compliance achieved on the standards set by their Policies.
- Annually (or more frequently required) School management and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually (or more frequently required) School premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the School.

Consultation Machinery:

Committees will meet termly within the School to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior and line management, and representatives of the staff.

Health and Safety Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the School's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspection