



Courthouse Green Primary School Health and Safety Policy

September 2018

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INTRODUCTION

Courthouse Green Primary School's Health and Safety Policy Document details its commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management.

The School's Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of the school in order to ensure compliance with the health and safety legislation.

In addition, Ofsted requires schools to hold various other documentation relating to health and safety and safeguarding. This policy reinforces the culture of the academy in relation to the importance of health, safety, welfare and wellbeing of all at Courthouse Green Primary School.

This policy relates to Courthouse Green Primary School and will ensure compliance with statutory and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at both a strategic and local level.

There are three parts to this Policy:-

1	Aim, objective and statement of intent Declaration of intent by the Chair of Governors and Head Teacher
2	Organisation The management structure and defining of roles and responsibilities
3	Arrangements The procedures and systems necessary for implementing the policy.

2.0 Policy aim, objectives and statement of intent

2.1 Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all of the academy staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

2.2 Policy Objectives

- To conduct all our activities safely and in compliance with legislative standards.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- To promote the principles of sensible risk management which enables innovation and learning.

2.3 Policy Statement

Courthouse Green School recognises and accepts its responsibility as an employer and provider of education and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Courthouse Green Primary School will strive to meet and adhere to all relevant health and safety legislation and educational standards, to demonstrate statutory compliance.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Courthouse Green Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by:

- *Accessing the services of a competent Health and Safety Practitioner.*

The school will:

- Seek to ensure that its buildings, grounds, plant and equipment meet required health and safety standards.
- Promote health and safety training to ensure competence and awareness.
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees, support staff, and pupils to show a proper personal concern for their own safety, for that of the people around them through management example, and joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Courthouse Green Primary School will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the Board, Head Teacher, Senior Leadership Team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the Board, Governing Body, Senior Leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Courthouse Green Primary School that this policy statement and its implications are understood and acted upon by the Board, Local Governors, Head Teacher, all staff, and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that the policy is implemented.

Copies of the policy will be issued to the Board, Local Governors and all staff. The policy will be available from the school website and in the school staffroom with the master copy held by the School Business Manager on behalf of the Board, Local Governing Body and Head Teacher.

This Policy was approved by the Audit and Finance Committee and Head Teacher of Courthouse Green Primary School on 25/9/18. It will be reviewed on or before 25/9/19.

3.0 Organisation Roles and Responsibilities

3.1 General

The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

3.2 Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Board, Local Governing Body and Head Teacher with support from all staff.

This policy assigns roles and responsibilities to the School post holders as specified below:

3.3 The Board of the Triumph Trust

The Board of Triumph Trust has overall accountability for health and safety at the academy. The board can delegate responsibility, but cannot discharge their accountability. The Board will develop, implement, monitor and review the schools safety management system on a regular basis to be satisfied that systems are robust and demonstrate statutory compliance.

Health and safety matters will be considered within the school's decision making process (as set out within the School's policies and procedures, and any statutory provisions set out in legislation).

The Board will ensure that adequate resources are made available to implement successful health and safety management that conforms to all relevant statutes. Health and safety matters will be considered and accounted for when making managerial decisions.

The Board of Triumph Trust will:

- Provide clear and visible health and safety leadership that encourages employee involvement in improving health and safety standards
- Ensure that all decisions made reflect their health and safety intentions as articulated in the Trust's health and safety policy statement
- Monitor the implementation and effective operation of an integrated health and safety management structure that supports successful health and safety management
- Ensure the monitoring of health and safety arrangements that includes progress against the Trust's health and safety action plan. There will be regular reports into the Board and at the very least, oversight by the board on an annual basis. The provision of adequate resources to enable the delegation of their health and safety responsibilities
- Produce a health and safety policy and devise appropriate procedures for managing health and safety related issues
- Ensure that they develop, implement, monitor and effectively review agreed policies, guidance or procedures where appropriate
- As part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- Receive and action regular and routine health and safety reports from the Head Teacher and the school's Health and Safety Committee through the Local Governing Board Personal and Welfare Committee to enable it to monitor and evaluate the effectiveness of the health and safety management systems

- Ensure when awarding contracts that health and safety is included in specifications and contract conditions.
- Ensure that the school has access to competent health and safety advice
- Work proactively to promote a positive safety culture

3.4 Governing Body

Courthouse Green's Local Governing Board will report directly to the Finance and Audit Committee on matters of health and safety. The Governing Body will support the board with applying health and safety standards and decisions that conform to legislation and other recognised health and safety standards and good practice. The Local Governing Body has collective health and safety responsibilities. Individually they will ensure that this health and safety policy is applied effectively within any areas that they have particular responsibility for. Therefore they are responsible for preserving, developing, promoting and maintaining the School's health and safety management system.

The Local Governing Body will delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Head Teacher.

The Local Governing Body will:

- Visibly support the Board health and safety arrangements, work with the board and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- To ensure health and safety policies/guidance, procedures, action plan and risk management programme are implemented as an integral part of the school's business and operation planning.
- Assist with the development and implementation of robust procedures to ensure that health and safety standards are demonstrably met
- To support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- To undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Receive and action regular and routine health and safety reports from the Head Teacher/School Business Manager to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- Ensure when awarding contracts that health and safety is included in specifications and contract conditions.
- Ensure that the school has access to competent health and safety advice.
- Work proactively to promote a positive safety culture

3.5 Head Teacher

The Head Teacher has been appointed by the Board of Triumph Trust as the responsible person for Health and Safety within the School. The Head Teacher will promote the adequate and proper consideration of health and safety to senior managers and employees within the School.

The Head Teacher will present a report to the Local Governing Body termly on the health and safety performance of the school, which will include:

- Accident statistics
- Setting performance related targets and objectives
- Measuring health and safety performance

- Provision of an effective health and safety committee process
- Monitoring of health and safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training

Under the direction of the Local Governing Body, the Head Teacher will:

- Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes
- Ensure that when making decisions/arranging new projects, health, safety, welfare and wellbeing issues are considered and dealt with fully
- Ensure that adequate health and safety communication channels exist within the school
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis
- Work proactively to promote a positive safety culture
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety
- Seek to proactively develop and improve health and safety within the school
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales
- Review and monitor accidents and incident statistics to identify trends and areas of high risk
- Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement
- Ensure that employees, volunteers, visitors and pupils understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities
- In conjunction with Senior Leadership Team/ health and safety representatives, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance
- Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis
- Ensure that the Board and Local Governing Body is consulted, along with employees' representatives, and that professional health and safety advice is sought, prior to changes in accommodation and working practices;
- Ensure that the Board and Local Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
- Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees
- Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action
- Consult and seek advice where necessary; and
- Provide clear leadership on health and safety and set a personal example.

3.6 Senior Leadership Team

The leadership team at Courthouse Green Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Specifically the Deputy Head, Assistant Head

Teachers and School Business Manager and any other member of staff with supervisory responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees
- Provide clear leadership on health and safety and set a personal example.
- Work proactively to promote a positive safety culture

Employees

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager or the School Business Manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

Visitors and volunteers

The Health and safety of any visitor to the school and volunteers involved in any school activity will be appropriately assessed with the implementation of adequate control measures. All visitors to the school are expected to comply with the school's health and safety arrangements and:

- Take reasonable care for their own health and safety and that of anyone who may be effected by their activity
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report any health and safety concerns that they may have to a member of staff

4.0 ARRANGEMENTS

The following arrangements will be adopted to ensure that the Board of Triumph Trust, Local Governors, and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the school.

Setting health and safety objectives

The Personal, Development and Welfare Committee of the Local Governing Board and the Head Teacher will specifically review progress of health and safety objectives at termly Health and Safety Committee meetings. If necessary, more frequent meetings may be organised. Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of effective health and safety training

The Head Teacher, the Board and Local Governors will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The school health and safety committee will meet at least once per term. This committee will report to the Head Teacher, Local Governors and Board. Concerns will be considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of support or teaching staff, the site services officer, a governor and trade union representatives where one is available.

Specialist advice and support

Specialist health and safety advice and support will be obtained from Courthouse Green Primary School's competent health and safety practitioner, Foresight Health and Safety Consultancy as required.

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:-

- Board meetings
- Local Governor meetings
- Senior leadership team meetings and staff meetings;
- Site health and safety committee (or forum where health and safety matters are discussed);
- Provision of information relating to safe systems of work and risk assessments;
- Training provided
- Communication of health and safety bulletins or information from Health and Safety Services
- Communications with relevant specialist advisors and the People Directorate committees and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Involvement of pupils

Courthouse Green Primary School may choose to include health and safety items as an agenda item on school council meetings.

Financial resources

The Board, Local Governors along with the Head Teacher will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Other arrangements

Specific site arrangements can be found in the files located in the School Business Managers office.

Arrangements
Fire risk assessment and emergency procedures
First aid risk assessment and procedures
Risk assessments for all staff and curriculum activities
Procedures for the reporting and investigating of accidents, near miss incidents, work related Ill health and assaults
Procedures for manual handling and associated risk assessments
Procedures for lone working and dealing with violence and aggression and associated risk assessments
Procedures for work at height
Use of Display Screen Equipment (DSE)
Procedures for educational visits and associated documentation
Procedures for the management of stress
Procedures for the Control of Substances Hazardous to Health (COSHH)
Procedures for the selection and management of contractors
Procedures for the management of asbestos
Procedures for the management of legionella
Procedures for driving and use of transport
Procedures for work at height
Procedures for site security
Site inspections
Premises management/statutory inspections

MONITORING

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Board, Local Governors and Head Teacher on a regular basis (every three years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

Active monitoring systems:

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems:

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems:

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- School health and safety committee, the Board, Local Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems:

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health occur they must be investigated
- Where complaints are received relating to occupational health and safety they must be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are reported, they must be recorded and appropriately investigated

Third Party Monitoring/ Inspection

The school will be subject to third party inspection and monitoring, as follows:-

- As part of Ofsted requirements - Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion