



Smith's Wood Primary Academy

Health & Safety Policy

1 July 2019

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SECTION ONE – HEALTH AND SAFETY POLICY

1.1 Introduction

Smith's Wood Primary Academy is committed to maintaining a healthy and safe place of work for employees, as well as taking all reasonable steps to ensure that students, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Governing Body recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.
- there is a statutory entitlement to provide students with a healthy and safe environment.

1.2 General Statement of Policy

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at Smith's Wood Primary Academy.

Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the Academy site and safe means of entry and exit from it.
- Establish and maintain safe working procedures amongst Staff, Students, Volunteers and all those on the Academy site
- Ensure safe measures of using, storing and transporting articles and substances.
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours under the Academy control.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation the Academy premises.
- Lay down procedures in case of accidents and medical treatments.

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body of Smith's Wood Primary Academy, will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as Pupils, Students, Visitors and Contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the Academy and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the Academy activities.

This Statement includes a description of the Academy organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

..... Head Teacher

..... Chairman of Governors

Date.....

Section Two: Organisation and Responsibilities

2.1 Who is responsible?

The Health and Safety at Work Act 1974, requires governors, and employees according to their particular roles, to take the initiative on certain matters.

The Academy will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The Principal has the day-to-day responsibility for Health and Safety matters in the Academy. More detailed responsibilities are set out below.

2.2 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Academy Health and Safety policy and arrangements;
- Formulating and ratifying the Academy Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the Academy delegated budget;
- Ensuring that risk assessments are made and recorded of all the Academy work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Prioritising action on health and safety matters where resources are required from the Academy budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the Academy may not feel competent to deal with;
- Promoting high standards of health and safety within the Academy;
- Active and reactive monitoring health and safety matters within the Academy including health and safety inspection reports and accident reports;

2.3 Responsibilities of the Principal

As the person with responsibility for the day to day management of health and safety matters in the Academy in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice; the Principal leads on all operational health and safety issues and is appointed as the "Health and Safety Director". The Principal will:

- Ensure competent people are appointed to provide advice and guidance on health and safety. These persons will be based in the school Business Office. If required advice and guidance will also be purchased from an external consultancy.
- Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
- Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with appointed Health and Safety Representatives
- Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.

2.4 Responsibilities of the Deputy Principal/ School Business Manager

Responsibility for implementing operational health and safety rests with Deputy Principal, who ensure that policies, procedures and safe systems of work are implemented on a daily basis. The Deputy Principal is responsible for health and safety in their particular area of responsibility and will:

- Promote a positive and proactive approach to health and safety.
- Implement and communicate the school's Health and Safety Policy and safe systems of work.
- Ensure that contractors, customers and visitors are aware of safety procedures. This includes ensuring that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.
- Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce the risks to as low a level as reasonably practicable.
- Ensure that they and their staff have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
- Ensure induction training is provided for all new staff, including temporary staff to ensure that they are aware of the emergency procedures and any significant risks within the workplace.
- Make sure all work-related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
- Ensure that work place inspections are carried out, at least twice each year, to ensure that the working environment and equipment are safe and adequately maintained.
- Make sure that emergency procedures are effective, practised and communicated to anyone who may be affected.

2.5 Business Office Team

Health and Safety Law requires the appointment of one or more “competent” persons to help employers to comply with legislation. At Smith’s Wood Primary Academy this role is fulfilled by the Business Manager, based in the school office.

This includes acquiring advice from a competent Health and Safety professional body – at this time the Academy have signed a Service Level Agreement with Solihull MBC to Health & Safety advisory services.

The Business Manager, (the Business Office Team and the Site Manager) will:

- Act as the first point of contact for the Health and Safety Executive (HSE).
- Maintain the school’s health and safety management system, providing advice, support and guidance on all aspects of the Health and Safety, with support and guidance from Solihull MBC under the Service Level Agreement signed.
- Develop H&S policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the school.
- Maintain up to date knowledge of health and safety legislation and best practice and how this affects the school.
- Chair the Health and Safety Committee and present health and safety reports to individual teams.
- Carry out a programme of inspections to ensure that the school’s Health and Safety Policies are complied with.
- Undertake specialist risk assessments, where appropriate.
- Review reports of all accidents and compile statistics to identify causes and trends and make recommendations to improve performance.
- Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence. Advice to be sought from consultant name, when required.
- Assist in the development of health and safety awareness and training.
- In an emergency / potentially dangerous situation intervene and stop activities where unsafe practices, methods or processes present an immediate danger of serious injury. Any such action will be reported to the appropriate middle leader/line manager as soon as possible.
- Monitor the purchasing and maintenance of equipment and materials and ensuring that all current health and safety standards are achieved.
- Monitor contractors and ensuring that only competent, approved contractors are engaged to work on the school’s site.
- Ensure that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- Ensure that the Health and Safety notice board is up to date.
- Ensure appropriate procedures for authorisation of school visits is followed;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitor contractors on site and ensuring they consult the Asbestos Management Plan.

2.6 Responsibilities of Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. A Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Manager.
- Make a written record of the risk assessment using school documentation. A copy of all risk assessments to be forwarded to the Business Office to form part of the school's documentation.
- Communicate the findings of the risk assessment to the relevant Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
- Conduct inspections of the workplace at least once per term, to ensure that the working environment and equipment are safe and adequately maintained. The record of the inspection to be forwarded to the Business Office.
- Inform Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.

2.7 The Responsibilities of all Employees in the Academy

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in the school rests with the Head teacher / Principal and Governing Body, all members of staff have a clear responsibility in ensuring the effective delivery of this Policy.

Health and Safety Laws require all employees, wherever they work, to be responsible for helping the school maintain and improve health and safety standards. This means that all employees must:

- Take reasonable care of the health and safety of themselves, fellow employees and other persons who may be affected by their acts or omissions
- Co-operate with and support the school, managers and other employees, in meeting their health and safety legal responsibilities.
- Undertake any required training and only use tools, machinery, plant, vehicles or equipment that they are trained to use.
- Take all suitable safety precautions and carry out work in accordance with the information, instruction and training they have received (written or verbal).
- Make use of, wear and take good care of anything (including equipment and protective clothing) provided for the purposes of health and safety.
- Maintain tools, machinery, plant, vehicles and equipment in a good condition, only use them for the purpose intended and withdraw from use anything that is considered unsafe.
- Report defects, malfunctions, hazards, accidents, incidents, "near misses" and anything thought to be dangerous to the Business Office without delay.
- Be sensibly and safely dressed for their particular working conditions.
- Follow laid down emergency procedures and be aware of the position of fire

- alarms, fire exits, first aid equipment and the identity of First Aid Officers.
- Inform their line manager (in confidence) about any personal conditions, which could increase the likelihood or impact of an accident or incident.

Employees should not undertake potentially hazardous tasks for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the Principal.

SECTION THREE - HEALTH AND SAFETY ARRANGEMENTS

The following section explains the day-to-day arrangements that are in place for the management of health and safety across the Academy.

3.1 Health and Safety Policies

This overall Health and Safety Policy is supported by a number of other operational policies, which provide more detailed guidance on certain aspects of health and safety. These documents do not supersede this overall Policy, but should be read in conjunction with it.

Further policies and guidance will be produced as required by changes in legislation or in line with best practise.

All health and safety policies will be reviewed by the Principal and the School Health and Safety Advisor, with the support of Solihull MBC under the Service Level Agreement. Where appropriate, it will be ensured that any management approval is obtained, prior to publication.

Appendix A details the existing and proposed supporting policies, which will be improved and modified in the first 12 months of the existence of the Academy. Full versions of all policies can be found on the Health and Safety files in the Business Office (with a summary list in the Staff Room) and in the health and safety folder located in the shared drive area of the computer system.

3.2 Organisation

3.2.1 Roles and Responsibilities

Specific health and safety roles and responsibilities are detailed in **Section 2** of this document. To support these arrangements, **Appendix B** provides a diagram of the Academy overall health and safety management structure.

3.3 Consultation

The Academy supports and encourages employee participation in health and safety. We recognise that active employee involvement helps to:

- promote a positive health and safety culture;
- develop effective risk control measures and realistic safe systems of work;
- reduce accidents and work related ill health.

To achieve this participation we will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

The Principal will chair the H&S committee and all appointed safety representatives will be members. The committee will meet regularly to consider health and safety issues. The minutes of these meetings will be available to all staff electronically on the Intranet pages of the Health and Safety area on the shared drive.

3.4 Information, Instruction and Training

So far as is reasonably practicable, the Academy will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- induction information and training for new employees;
- provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters and other appropriate methods;
- provision of Intranet guidance, including current policies and procedures;
- training, as appropriate, on a range of health and safety issues;

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers and staff are aware of its existence and their responsibilities.

3.5 Policy Implementation

Assistant Principal have operational responsibility for ensuring that the school's health and safety policies are implemented.

All managers have a responsibility to implement and communicate the Academy's Health and Safety Policies, health and safety procedures and safe systems of work. This includes ensuring that inspections of premises, plant and equipment are undertaken, at least twice each year, to provide assurance that the agreed safety arrangements are being followed and are appropriate and effective.

On a day-to-day basis all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the school's policies.

The Business Office Team will undertake a risk-based programme of inspections to ensure that Middle Leaders/Line Managers fulfil their responsibilities.

External Consultant Names will carry out audits of all health and safety policies and practices within the school.

3.6 Measuring Performance

Health and safety performance will be measured by the Business Office Team and external consultants name by:

- Monitoring performance standards;
- Regular auditing and undertaking inspections;
- Accident/incident reporting and investigation;
- Measuring the effectiveness of absence recording.

3.7 Reviewing / Monitoring Performance

Performance will be measured against health and safety performance indicators and targets and reported at Management Team meetings and to Governors on a regular basis.

The Governing Body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

The Governors will call for annual reports on:

- Accident / incidents.
- Results of internal or external health and safety inspections.
- Reviews of any procedures carried out by the Principal.
- The Principal shall provide such reports as required by the Governing Body as part of the management of the school.
- A Governor on behalf of the Governing Body shall carry out a termly visual inspection of the school and report any issues arising to the Principal.
- Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the Academy and report any issues to the Principal.
- Periodically review risk assessments.

To help this process, the Governing Body will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

3.8 Auditing

Solihull MBC under their Service Level Agreement will undertake a risk based programme of audits across all areas of the school to ensure that Health and Safety Policies are implemented and that (as far as is reasonably practicable) safe working practices operate.

3.9 Equalities

This Policy has been subject to an Equalities Assessment.

3.10 Planned Date of Review

Annually from the date of implication

SUPPORTING HEALTH AND SAFETY PROCEDURES – Appendix A

Policy	Detail
Accident Reporting	This Procedure outlines the procedure to follow when an accident, injury, work related disease and ill health, or “near miss” occurs on the premises owned/controlled by the Academy. It also applies to any accident or injury that arises from work activities that are carried out away from premises.
Contractors	This Procedure describes the arrangements in place to minimise the risks to contractors and others affected by their activities. It includes guidance on meeting the legislation related to construction design and management.
Display Screen Equipment	This Procedure provides general guidance with regard to employees who work with display screen equipment (DSE).
Driving at Work Minibus Driving	This Procedure describes the arrangements in place for managing the risks associated with work related driving.
Fire and Emergency Evacuation	This Procedure describes the arrangements in place to minimise the risk of fire and the procedure that should be followed in the event of a fire or emergency evacuation.
Risk Assessment	This Procedure describes the arrangements in place and the documentation to be used to ensure that suitable and sufficient risk assessments are carried out on all work activities.
Stress (Joint HRE and Health and Safety Policy)	This Policy describes the procedures in place to provide, as far as is reasonably practicable, a working environment where the effects and presence of stress is minimised.
Guidance and Procedures	All of these aspects should be considered in the Risk Assessment – but additional guidance is provided. This includes particular guidance on Lone Working, Manual Handling, Working at Heights, COSHH, Asbestos, PUWER, Electricity, PPE, New and Expectant Mothers, Legionella, Noise, etc.

