

Laycock Primary School

Health, Safety and Wellbeing Policy



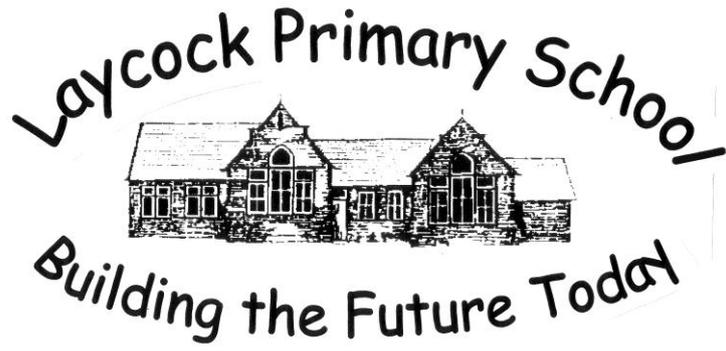
Laycock Primary School

Health, Safety and Wellbeing Policy

I have read and agreed to implement the Health and Safety Policy in Laycock Primary School.

Signed:-.....

Date:-



Laycock Primary School

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Laycock Primary School - Health, Safety and Wellbeing Policy

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1 Statement of Intent

The Governing Body of Laycock Primary School is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision. Training is provided on an annual basis to all employees or as required.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of both pupils and employees should underpin the whole culture and ethos of the School.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Headteacher, Health and Safety Coordinator, the Site Manager/Caretaker and all employees.

It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and referencing to model policies.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Governing Body:

Signed:..... Date:.....

(Chair of Governors)

This policy will be reviewed annually and shared formally with all employees.

2. Responsibilities - All employees

All employees are responsible for implementation of the Health, Safety and Wellbeing Policy.

Control

- Looking after their own safety and the safety of others affected by their work. As a general rule the direct responsibility is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.
- Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.

Co-operation

- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.

Communication

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures via the Site Manager/Caretaker's log in the school Office.
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views

Competence

- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.
- Ensuring the health and safety competence and capability of employees under their control

Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.
- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.

- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

Monitoring

- Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

Safety Education

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

3. Responsibilities – Headteacher/ Health and Safety Coordinator

The Headteacher has been appointed as the Health and Safety Coordinator for the school and is assisted by the Caretaker / Site Manager.

They are responsible for:

Control

- Establishing arrangements for the effective implementation and co-ordination of health and safety throughout the School.
- Supporting the staff and Subject Leaders in co-ordinating the development, review and revision of the School's health and safety policy, standards and risk assessments.

Co-operation

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

Competence and Capability

- Ensuring that all employees are competent and have the capability to carry out their role/function.
- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the School's health and safety policies, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the school

Planning and Implementation

- Ensuring the School's health and safety standards (available via Bradford Schools Online) are implemented.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards available on Bradford Schools Online

- Supporting the establishment of adequate arrangements for:
- First aid
- Fire and emergency evacuation
- Reporting of health and safety incidents, hazards and concerns
- Other day-to-day health and safety procedures as needed.

Monitoring and Review

- Ensuring systems are in place for monitoring and reviewing health and safety in the school.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting school health and safety performance to the Governing Body.

Premises Management

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

4. Responsibilities - Governing Body

The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governors' duties include:

Control:

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

Competence and Capability:

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
- Ensuring that the Headteacher and all employees have an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

Planning and Implementation:

- Construction and maintenance work on the school premises is planned, coordinated and delivered in accordance with requirements set by Asset Management.
- The formation of a Premises Action Plan which is reviewed at Governing Body Committee level.

Monitoring:

- Taking an active part in monitoring health and safety standards in the school, by requiring Headteachers to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.

- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme if used)
- The Chair of Governors will monitor the educational visits system with particular reference to higher risk visits e.g overseas, residential, adventurous activities

5. Competent Health and Safety Advice

The School refers to Bradford Council for competent Health and Safety advice.

<http://www.bradford.gov.uk/scsafety/>

The service offered by Bradford Council Health & Safety includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety pages of:

<http://www.bradford.gov.uk/scsafety/>

These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers.

- Access to a telephone support desk for queries.
- Further support based on the level of service purchased by the School.

6. Health Protection

Bradford Council Infection Control Advice:

http://www.bradford.gov.uk/scsafety/corporate_files/Infection%20Control%20Manual.pdf

provides advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the school nurse at you local NHS clinic.

HPA Contact Details: Tel: 0845 1550069 or

Bradford Health Protection Unit, New Mill, Victoria Road, Saltaire in Shipley, Phone 01274 366022
<http://www.bdct.nhs.uk/find-contact-us/>

7. Council and School Arrangements for Health and Safety

Council arrangements The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of <http://www.bradford.gov.uk/scsafety/>

A brief summary of arrangements for managing health and safety is given below:

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and Legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

8. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

Training (legal requirement): There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The Schools keeps a record of Health & Safety training undertaken by employees.

9. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the Schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health & safety information is communicated through the following ways: notice board in staff room. Newsletters, staff meetings, school's website and text messaging

10. Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at Staff and Governors' meetings. Issues are then dealt with or referred up.

Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union

11. Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance on the Health and Safety pages of www.bradford.gov.uk

It is important that managers and employees follow these, as they are the way the School ensures it is meeting its legal obligations for health and safety. An Employees Contract of Employment (Conditions of Service) requires that they co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school, to the risk of prosecution.

The School has arranged for employees to be able to access these standards and this policy? How

12. Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance are prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

13. Health and Safety Monitoring and Auditing

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The School will ensure that a health & safety audit of the establishment is carried out at regular intervals by ECC RMCS Health & Safety.
- **Internal Monitoring:** The School ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of the Schools infolink are completed. The submission of these automatically generate actions plans which are reported to the Governing Body.
- **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by a Senior member of staff and the findings reported to the Governing Body.
- **Regular Trade Union Health and Safety Inspections.**
- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
 - o Termly inspections of the premises (all curriculum / work areas and general areas).

- o Monitoring of contractor operations under the School's control.
- o Routine checks on equipment and electrical, gas, mechanical and other services.
- o Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

14. Health and Safety Performance Reporting and Review

The Governing Body and Headteacher review the health and safety performance of the school at least annually at the final Full Governing Body Meeting of the academic year This takes the form of a health and safety performance report produced by the Headteacher which is presented to the Governing body for review, comment and action and includes information and statistics on where relevant.

15. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

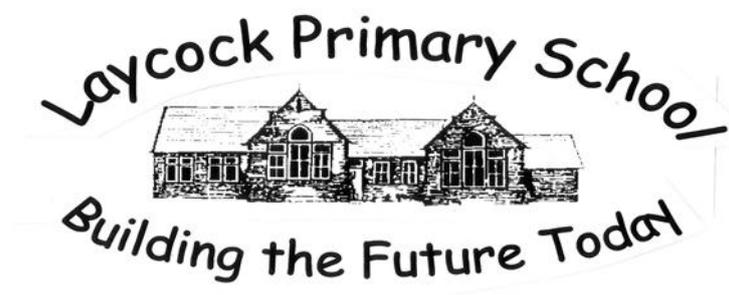
16. Review and Revision

The Governing Body will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

This policy was agreed by staff on :-

It was agreed by the Governing Body on:-

It will be reviewed annually in :-



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Appendices

Appendix 1: Health and Safety Local Arrangements Notice

Appendix 2: Getting Help on Health and Safety

Appendix 3: How to Raise a Health and Safety Concern

Appendix 1: Health and Safety Local Arrangements Notice

School:	Laycock Primary School
Headteacher:	Juliet Nove
School Health and Safety Coordinator:	Headteacher
Educational visits co-ordinator:	Headteacher
TU Health and Safety Representative / Employee Representative:	
Report health and safety incidents to:	Headteacher
Report hazards to:	Headteacher/Site Manager/Caretaker
Person(s) responsible for undertaking H&S inspections:	Headteacher/Site Manager/Caretaker
Person responsible for co-ordinating fire evacuation arrangements:	Headteacher/Site Manager/Caretaker
Fire marshals:	Support Staff marshal the zone they are in.
Fire assembly point(s):	Back Playground
Day and time of weekly fire alarm tests	Wednesday 9.05am
First aiders / appointed persons:	Carla Russell & Carol Bell
Where to find:	Location:
Incident / Accident report forms	Office,First Aid Room
Hazard book	Caretakers room
Health and Safety Standards and Information relevant to school / curriculum area	Staffroom wall

Appendix 2: Getting help on health and safety

Bradford Council (BC) Contacts	Name(s)	Contact No. / email
Risk Management Consultancy Service – Health & Safety	Adam Varley	01274 431007 / 07582 101298
Health and Safety Champion for schools	Adam Varley	01274 431007 / 07582 101298
Work-life balance / well-being	Linda Allen	01274 385593 / 07582 106755
Asbestos / legionella / contractor management advice	Refer to property handbook (Office)	
Educational Visits Adviser	Jim Hughes	01274 385585 / 07896 727731
BC Counselling Service (Confidential service)	Occupational Health Centre	
Other contacts		
School's Property Consultant	Julian Chancellor	
School's food safety advisor	contact@baohsf.org.uk	
Occupational health advice	Jean Greening-Jackson	
School nurse	Cath Walker	
Bradford Health Protection Agency (Infection control advice):	Bradford Health Protection Unit, New Mill, Victoria Road, Saltaire in Shipley, Phone 01274 366022 http://www.bdct.nhs.uk/find-contact-us/	

Appendix 3: How to raise a health & safety concern

