



# St Laurence School

## Health and Safety Policy

<b>Date of last review:</b>	OCT 2019	<b>Review period:</b>	Annually
<b>Date of next review:</b>	OCT 2020	<b>Owner:</b>	DFO

# St Laurence School

## Health and Safety Policy

### Strategic Intent and Responsibilities

- (a) The Governing Body is responsible for setting out the overall policy for the school and recognises their responsibilities under the Health & Safety at Work Act 1974.
- (b) The planning and implementation of this Policy is the direct responsibility of the Headteacher. The Headteacher is the responsible person in respect of the Regulatory Reform (Fire Safety) Order 2005.
- (c) The aim is to provide a safe and healthy working and learning environment for staff, students and visitors.
- (d) The Senior Team are responsible for taking all reasonable practicable steps to secure the health and safety of students, staff and others using the School premises or participating in School-sponsored activities. The Director of Finance and Operations has delegated responsibility for day to day management of the School's Health and Safety Policy and chairs the School's Health and Safety committee. Advice from the Wiltshire County Council's Health and Safety service, or other competent persons, is sought to ensure that the most current and relevant information is used in carrying out this policy.
- (e) Nothing in this Policy is intended to alter the legal requirements pertaining to Health & Safety matters in the school.

### Shared Responsibilities of all School Members

- All staff/employees are to be aware of what is expected of them in relation to the department/place of work. Applicable procedures are to be clearly defined, with adequate instruction and training provided as necessary. Co-operation on the part of all employees is vital to the success of the school's H&S Policy.
- All staff/employees have responsibilities under the H&S at Work Act and must report any possible hazards to the Headteacher, through their line manager, as well as ensuring they conduct themselves in a safe manner and do not subject themselves to unnecessary risks.
- All staff/employees will be given access to the school's H&S Policy and are required to make themselves familiar with the H&S documents held by the school.
- The H&S Policy is published on the school website.
- In the event of an emergency (including the Lockdown procedure), all staff/employees must follow given instructions.

### All teaching staff have a particular responsibility to ensure that:

- Staff, students, and others under their jurisdiction are instructed in safe working practices;
- Safe methods of working exist and are implemented throughout their area of responsibility;
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.

***Further details of staff duties and responsibilities are contained in Appendix 1.***

***The School has formally adopted written procedures relating to specific activities: These are detailed in Appendix 2.***

### Health and Safety Committee

This committee, which includes the DFO, the Site Supervisor on duty, and representatives from PE, Science, DT & Performing Arts as well as a member of the Governors' Finance, Facilities and Environment Committee (FFE), is required to:

- Report by minutes to the FFE Committee (and hence to the full Governing Body of the School);
- Include, consult with and provide necessary facilities for employee and trades union safety representatives;
- Undertake inspections on at least a termly basis of the School premises to identify potential risks & hazards and to investigate and resolve issues identified on inspection;
- Review reports on incidents/accidents/risk assessments and audit inspections to determine appropriate practices and procedures;
- Oversee the practice of emergency and contingency plans, identifying training needs for all staff, and ensuring that instruction and training are available to all;
- Ensure the routine maintenance and servicing of systems and equipment.

The Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the school budgets reflect the finance necessary in terms of short, medium and long-term allocations, to implement health and safety imperatives. In addition to the basic requirements placed on all staff under the H&S at Work Act 1974, additional responsibilities, including reporting arrangements, are summarised as follows:

### **1. The Duties of the Headteacher**

The Headteacher is responsible and accountable to the Governors for the implementation of the Health and Safety Policy and for all matters relating to health, safety and welfare within the school.

As well as the duties which all members of staff have, the Headteacher has general and specific responsibilities which include:

- i. The day to day management of health and safety matters will be delegated to the member of the SLT responsible for health and safety in conjunction with the other individuals detailed within this section
- ii. The Headteacher is to be aware of all contractors and third parties entering the school to undertake maintenance, service or works contracts.
- iii. The Governors will require the Headteacher to ensure the School's Health and Safety Policy is effectively implemented and understood. The policy is to be regularly monitored, effectively controlled and revised to meet changing requirements and circumstances.
- iv. The Headteacher is responsible for ensuring that all new, amended and updated material regarding H&S matters is brought to the attention of the relevant staff immediately upon receipt.
- v. The Headteacher will ensure that the agreed procedure for reporting all defects, hazards and problems functions effectively.
- vi. The Headteacher is to be a member of the school's H&S Committee, normally delegating this function to the member of the SLT with H&S responsibilities. Regular H&S Committee meetings are to be arranged to resolve uncertain areas of responsibility, consider problems or recommendations, review procedures, accidents and their outcomes and prepare referrals to the Governing Body.
- vii. The Headteacher will seek advice, when and where appropriate, from outside agencies which are able to offer expert advice.
- viii. The Headteacher shall have the right to stop what is considered unsafe practice, or the use of any plant, tools, equipment or machinery which he or his advisors deem unsafe.
- ix. Where required for health and safety reasons, the Headteacher will make arrangements for improvements to premises and, in liaison with the appropriate members of staff, this also extends to plant, tools and equipment which are the responsibility of the School.
- x. The Headteacher, in conjunction with the H&S committee, will review regularly the provision of the first aid and fire evacuation procedures within the school.
- xi. The Headteacher will monitor and inform the Governing Body (via FFE) that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities safely.
- xii. The Headteacher will ensure that in all schemes of work for pupils, including work experience, arrangements are in place to ensure adequate information, instruction, training and supervision for health and safety matters.
- xiii. The Headteacher will consult with trade union representatives on all health, safety and welfare matters and co-operate with them as necessary.
- xiv. The Headteacher is to ensure that all relevant records are completed and available for inspection as required.

### **2. The Delegated Duties of the Director of Finance & Operations (Health and Safety)**

The Headteacher has delegated the duties below to the DFO:

- i. To develop and distribute school-specific guidance on local health and safety issues.
- ii. To co-ordinate the undertaking of risk assessments covering all school activities
- iii. To monitor and secure compliance with the school's policy and the control measures identified through risk assessments.
- iv. To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with the School's health and safety procedures.
- v. To arrange inspections of the school site and property to identify any unsafe conditions and to arrange appropriate rectification within an appropriate timescale.



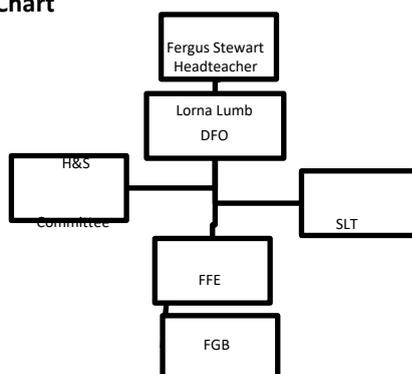
- vi. To arrange (with other staff with designated responsibilities) routine maintenance and servicing of equipment through competent means.
- vii. To investigate all accidents and near misses.
- viii. To monitor and evaluate the health and safety performance of staff.
- ix. To have and practise emergency and contingency plans.
- x. To provide the means for consultation with staff on health and safety matters.
- xi. To supply an annual health and safety performance report of standard indicators and report to FFE.
- xii. To be responsible for referring H&S matters to the H&S committee for advice and action.
- xiii. To be responsible for co-ordinating all contractual work and maintenance carried out on school premises to ensure that safety procedures and policy agreements are followed.
- xiv. To ensure that strict procedures are laid down for the completion of building work such as roofing, drainage, alteration to building structures, refurbishment and renovation or remodelling schemes.
- xv. To ensure good communication exists between the School and visiting contractors.
- xvi. Under Section 6 of the H&S at Work Act 1974 to ensure that everything received from suppliers, e.g. machinery, equipment, substances, is accompanied by adequate information and instructions prior to use. In the case of direct contract labour under the control of the School, such staff are to be informed, instructed and trained in using all such items before use.
- xvii. To delegate to the Site Supervisors such tasks as deemed necessary to ensure all site works are carried out in accordance with procedures and adequate records are kept.

### 3. The Duties of Staff with Designated Responsibilities, e.g. Heads of Department and Heads of House

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the DFO, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility – as detailed below. As such, supervisory staff accept the responsibilities set out on health, safety and welfare.

- i. Safe methods of working exist and are implemented throughout their area of responsibility.
- ii. Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- iii. Staff (including new employees), students and others under their jurisdiction are instructed in safe working practices.
- iv. Risk assessments are conducted in their area of responsibility.
- v. Regular safety inspections are made of their area of responsibility.
- vi. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
- vii. All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- viii. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- ix. Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- x. They monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety.
- xi. All health and safety information and concerns are communicated to the relevant persons.

### Organisation Chart



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Review: OCT 2020

- 1.1 The Governing Body and the Headteacher will ensure that procedures listed below, where necessary preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). Relevant staff will be informed about these procedures.
- 1.2 The written procedures required within the school are as follows:
- *Contractors working on site*
  - *Undertaking risk assessments of the school premises*
  - *Fire safety management and other emergency evacuations*
  - *Lockdown procedure*
  - *Site security and authorising visitors to the school*
  - *Organising outdoor education activities*
  - *Use of the school minibus*
  - *Emergency arrangements for loss of power, water, heating etc.*
  - *Working at height*
  - *Manual handling*
  - *Reporting incidents of verbal or physical abuse*
  - *Provision of First Aid cover*
- 1.3 Other recommended procedures:
- *Use of dangerous tools, equipment, machinery*
  - *Use of or exposure to any hazardous substances or materials (COSHH)*
  - *Portable Electrical Equipment Testing*
  - *Vehicle movements on site*
  - *High risk activities associated with the curriculum or school sponsored events*
  - *Reporting of accidents, incidents, hazards and near misses*
  - *Storage and administration of medicines*
  - *Provision of first aid*
  - *Dealing with spillage of bodily fluids*
  - *Lone working by staff*
  - *Use of Display Screen Equipment*
  - *Use of School premises out of hours*
- 1.4 Further advice and guidance is available by referring to DfE guidance and the Health and Safety Manual for Schools provided by the LA and held by the Director of Finance & Operations.