



HANNAH MORE

PRIMARY SCHOOL

Policy Title: *Health, Safety and Wellbeing Policy*

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Policy Structure:

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This Statement of Health, Safety & Wellbeing Policy is produced in respect of Hannah More Primary School only and forms the basis of future planning and implementation of Health, Safety & Wellbeing matters within the school. This Policy implements the Bristol City Council (BCC) Corporate Health, Safety and Welfare Policy (2015) together with the Children and Young People’s Services (People Directorate) Health, Safety, and Wellbeing Policy (2007).

1 Statement of General Policy

- 1.1 The Governors accept their responsibility for setting out the overall Hannah More Primary School Health Safety & Wellbeing Policy.

It is the policy of the Governors to take all reasonable steps within their power to prevent, or reduce the possibility of:

- harm and injury to pupils/students, employees, contractors, members of the general public, and
- damage to property, plant, machinery, equipment, tools, materials, and the environment

By providing protection from foreseeable risks by promoting continuous improvement in Health, Safety & Wellbeing standards.

- 1.2 The Governors will ensure, so far as is reasonably practicable, that the school's budget reflects the finance necessary to implement Health, Safety and Wellbeing requirements.

- 1.3 The Governors accept their responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable to:

1.3.1 Provide equipment and systems of work which are safe and without risks to health.

1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health.

1.3.3 Provide suitable and sufficient information, instruction, training, and supervision to enable all employees and pupils/students in the school to perform their work and studies safely and efficiently.

1.3.4 Promote the development and maintenance of sound health, safety and wellbeing practices ensuring that any actions taken are inclusive and non-discriminatory.

1.3.5 Maintain the premises in a condition that is safe and without risks to health and the maintenance of safe access to and egress from the premises.

1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and pupils.

1.3.7 Provide as necessary personal protective equipment (PPE) to all employees and pupils in the school, for the safe use of machinery, equipment, tools, materials, and substances.

1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school.

1.3.9 Be kept informed of all developments relating to Health, Safety and Well-being matters by the clerk to the Governors who will include such matters on the agenda of regular meetings.

1.4 The Governors recognise the requirement to consult staff on health and safety matters which will be achieved by discussion through the Full Governing Body.

1.5 The Governors will agree one of their number to be designated the Health and Safety Link Governor who will speak on Health, Safety & Wellbeing matters at the Full Governing Body.

1.6 The Governors will delegate authority for the development and implementation of this Policy to the Headteacher who will ensure that arrangements will be made to bring this Policy to the notice of all employees (including new, temporary, and part-time employees), agency and other contract staff, and volunteer helpers, so that they fulfil their duties to co-operate with this Policy.

- 1.7 The Governors recognise their responsibility for monitoring Health, Safety and Wellbeing performance and will require the Headteacher to present an annual report on health and safety performance including evidence of safety inspections carried out by representatives of the school at least three times a year.
- 1.8 The Governors will adopt, adapt and improve the Health, Safety and Wellbeing Policies, Procedures, Codes of Practice, and Guidelines developed and circulated by the Bristol City Council People Directorate.
- 1.9 This Policy will be reviewed by the Governors on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This Policy will be re-edited and re-issued within three months of the review date, where this is deemed necessary.

2 Organisation

2.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health, safety, and wellbeing matters. The Governors also recognise the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and hence the organisation and accountability are as follows:

2.2 Headteacher

- 2.2.1 The Headteacher is accountable to the Governors for implementing the school's Health, Safety & Wellbeing Policy and for all matters relating to Health, Safety and Wellbeing within the school.
- 2.2.2 The Governors require the Headteacher to ensure that the school's Health, Safety & Wellbeing policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
- 2.2.3 The Headteacher delegates the day-to-day administration and management of Health, Safety, and Wellbeing matters to the School Premises Manager who is also the Health and Safety Coordinator.
- 2.2.4 The Headteacher will delegate the coordination of off-site visits to the School Premises Manager who is also the designated Educational Visits Coordinator.
- 2.2.5 The Headteacher will, together with the People Directorate Management Group, be designated joint Asbestos Duty Holder for the school, and will ensure compliance with the Control of Asbestos Regulations 2006 in so far as they relate to preventing the release of asbestos fibres in the school.
- 2.2.6 The Headteacher delegates the School Premises Manager as the Responsible Person for the school in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the school and its activities, and as a consequence appropriate Fire Precautions are put in place.
- 2.2.7 The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters is brought to the attention of the relevant pupils/students, employees, contractors, and members of the general public.
- 2.2.8 The Headteacher will, every six months, actively seek Safety Representatives from within the school staff body and will consult with them on all Health, Safety and Wellbeing matters and co-operate with them in the execution of their duties.
- 2.2.9 The Headteacher will, with the Premises Manager, and Health & Safety Link Governor, review at least once a year:

- i. Fire and Evacuation procedures;
- ii. First Aid provision both in the school and on off site visits; and from time to time, according to a plan
- iii. All other Health, Safety, and Wellbeing polices, procedures, codes of practice, risk assessments, and guidelines

2.2.10 The Headteacher will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.

2.2.11 The Headteacher will have the authority to stop what he/she considers unsafe practices, or the use of any machinery, equipment, tools, materials, and substances which he/she considers to be unsafe.

2.2.12 The Headteacher will make arrangements, with the Premises Manager, for improvements to premises and equipment as necessary.

2.2.13 The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the school to other duties.

2.2.14 The Headteacher will ensure that appropriate health, safety, and wellbeing information, instruction, training and supervision is in place for all schemes of work for pupils/students, including both internal and external work experience arrangements.

2.2.15 The Headteacher will ensure that all staff under their control:

- receive information on their duties regarding H, S & W matters
- are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively, and
- are supervised appropriately according to their level of competence.

2.2.16 The Headteacher must ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, and any other person or persons likely to work or be present in a classroom or any other area for teaching and learning activity, are made aware of the arrangements and procedures, including risk assessments, relating to the work area, before commencing work.

2.2.17 The Headteacher is responsible for consulting with Safety Representatives and Trade Unions on Health, Safety, and Wellbeing matters.

2.2.18 The Headteacher is responsible for Health, Safety and Wellbeing matters regarding the Catering Contract and in particular ensuring that the catering managers are aware of any implications of the school's Health, Safety & Wellbeing Policy as it affects their work activities e.g. the storage arrangements for materials, equipment and substances.

2.3 Health and Safety Coordinator

The School's Health and Safety Coordinator will administer and manage the day-to-day health and safety matters on behalf of the Headteacher by: -

2.3.1 Acting as the day-to-day link between the Establishment/Function and: -

- People Directorate Health, Safety, and Wellbeing Team
- BCC Corporate Safety Advisors
- BCC Security Services

- BCC Occupational Health and Counselling Service and other providers of Health, Safety, and Wellbeing services.

2.3.2 Working with personnel in the school who have a lead role in Health, Safety, and Wellbeing e.g. Catering Contractor; Lead Teachers, particularly those managing high hazard activities such as PE; Special Needs Coordinator; by: -

- requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the Headteacher;
- requesting risk assessments; maintaining the Risk Assessment Action Plan; reporting issues arising from risk assessment to the Headteacher. Holding the main Risk Assessment file and ensuring Risk Assessments are reviewed according to timescales;
- Disseminating Health, Safety, and Wellbeing Information e.g. passing on information from The BCC People Directorate and professional bodies to appropriate persons and the Headteacher;
- arranging for Instruction and Training; ensuring a Training Matrix is kept up to date; reporting training statistics to the Full Governing Body;

2.3.3 Taking a pro-active interest in the Health, Safety, and Wellbeing aspects of all school's activities including: -

- joining with others to undertake inspections and risk assessments as appropriate;
- being involved in pre-start contract meetings with contractors;
- advising the Headteacher of potential breaches of legislation and/or Bristol City Council/People Directorate Policy;
- Prohibiting activities which may, in the opinion of the postholder, cause harm, injury, or damage, pending the involvement of the People Directorate Health, Safety, and Wellbeing Team/ Corporate Safety Advisors.

2.3.4 Update the Full Governing Body as frequently as may be appropriate to give time and a full consideration of all aspects of the school's Health, Safety, and Wellbeing, and in so doing arrange for the: -

- attendance of occasional contributors as required
- requesting agenda items for: -
 - Accident and near-miss incident monitoring
 - Receiving Risk Assessments & Safe systems of work
 - Receiving Inspection Reports and resultant Action Plans

2.3.5 Recommending revisions to the school's Health, Safety, and Wellbeing Policy to the Headteacher and Governors.

2.3.6 Referring irresolvable local matters via the Headteacher and the People Directorate Health, Safety, and Wellbeing Manager to the People Directorate Departmental Safety Committee.

2.3.7 Representing the school on People Directorate Health, Safety, and Wellbeing Working Groups, professional bodies if and when invited.

2.3.8 Being familiar with the content of Bristol City Council People Directorate Health, Safety and Wellbeing Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher and Heads of Department/ Lead Teachers as necessary.

2.3.9 The Health and Safety Coordinator will be responsible for co-ordinating all contractual work and maintenance carried out on the school's premises whilst also liaising with Heads of Department/ Lead Teachers and others to ensure safety procedures and policy agreements are observed.

2.4 The School Premises Manager

The School Premises Manager will be responsible for:

- 2.4.1 Ensuring that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- 2.4.2 Health, Safety and Wellbeing matters regarding Grounds Maintenance and Cleaning Contracts and in particular ensuring that the cleaning/ grounds maintenance managers are aware of any implications of the school's Health, Safety & Wellbeing Policy as it affects their work activities e.g. the storage arrangements for materials, equipment, and substances.
- 2.4.3 Ensure the compiling a school's 'Buildings Register' identifying known hazardous substances and materials (e.g. asbestos, lead, flammable materials and substances etc).
- 2.4.4 Ensuring that (i) a seasonal inspection is completed a least three times a year with defects reported accordingly and (ii) a property survey of the school's buildings/premises is carried out annually with on site support from the Health & Safety Link Governor.
- 2.4.5 Keeping the Premises Log Book up-to-date with the results of repair & maintenance, taking action to organise work when equipment is overdue for attention.
- 2.4.6 Establishing Emergency Procedures for the evacuation (e.g. gas leaks, fire, bomb warnings) or lockdown – known as "Safer Inside" (e.g. severe weather, trespassers, industrial incident) of the school.
- 2.4.7 Ensuring that competent person(s) or specialists are consulted as necessary to advise on Health, Safety and Well-being matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
- 2.4.8 Ensuring that all equipment, tools, materials, and substances etc. received from suppliers for the school's use is accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. prior to use.
- 2.4.9 Ensuring that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. The day-to-day co-ordination of all contractual and maintenance work carried out on the school premises will also be undertaken by the School Premises Manager, who will liaise with staff to ensure safety procedures and policy agreements are observed.
- 2.4.10 Ensuring that accidents and all other Health and Safety incidents including near misses are reported in accordance the People Directorate Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences (RIDDOR) at Education Establishments, and that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.4.11 Checking that contractors have adequate safety procedures in force and that they are aware of the school's Health, Safety & Wellbeing Policy as it affects them.

2.5 All members of staff

- 2.5.1 All members of staff are accountable to the Headteacher for all matters relating to Health, Safety, and Wellbeing within their areas of activity. Members of staff will liaise on a day-to-day basis with the School Premises Manager on Health, Safety, and Wellbeing matters.
- 2.5.2 All members of staff must make themselves familiar with Regulations and Approved Codes of Practice

relevant to their specialist areas e.g. by applying guidance from appropriate professional bodies, for example: *Association for Physical Education (previously BAALPE)* <http://www.afpe.org.uk>

- 2.5.3 Curriculum Co-ordinators are responsible for ensuring all notices and safety signs are displayed as appropriate to their workplace.
- 2.5.4 Class teachers must ensure that a Fire Notice and Evacuation Route Map are prominently displayed in all rooms and areas for which they are responsible.
- 2.5.5 Members of staff are responsible for reporting problems or defects to the Headteacher, School Premises Manager or Caretaker.
- 2.5.6 All staff will report and if appropriate make recommendations to the School Premises Manager on any practices, premises, equipment etc, which give rise to risks to health, safety and wellbeing concerns.

2.6 Outside agencies and contractors

- 2.6.1 Must familiarise themselves with the school's Health, Safety and Wellbeing Policy and its implications for catering/ cleaning/ grounds maintenance activities and working arrangements for their staff.
- 2.6.2 Work in accordance with both the school's Health, Safety and Wellbeing Policy and the Safety Policy of the contractor, and other appropriate guidance issued by the school and, bringing any inconsistencies to the attention of the School Premises Manager or Headteacher.
- 2.6.3 The Catering Contractor must be familiar with the Food Safety Act 1990 and the implications of other appropriate regulations as far as Hannah More Primary School is concerned.
- 2.6.4 The Catering Contractor must provide the School with a copy of all Environmental Health Hygiene inspection reports, the original of all repair and maintenance reports, and must inform the Headteacher of any potential hazard or defects.
- 2.6.5 The Cleaning Contractor must provide the School Premises Manager with evidence that the repair and maintenance of equipment and the assessment of work activities is in accordance with Regulations relating to portable electrical equipment testing and the Control of Substances Hazardous to Health (COSHH). School cleaning employees should work within the same guidelines supervised by the School Premises Manager.
- 2.6.6 New employees and other persons involved with catering/ cleaning/ grounds maintenance provision must be inducted into the health and safety practices and procedures for their work activity.

2.7 Employees

- 2.7.1 Every employee has a responsibility under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of him/her self and of other persons who may be affected by his/her acts or omissions at work and to cooperate with his employer in the performance of the employer's health & safety duties.
- 2.7.2 All employees will be given access to the school's Health, Safety & Wellbeing policy and are required to make themselves familiar with all documents relating to health, safety and wellbeing in the school. They should pay particular attention to the departmental policy and risk assessments as they relate to their particular work activities.
- 2.7.3 All employees must be familiar with the school's Health, Safety & Wellbeing Policy, the implications of that policy, and any procedures, arrangements and practices relating to their department/ section.

- 2.7.4 All employees are responsible and accountable to their Line Manager for the implementation of the school's Health, Safety & Wellbeing Policy in the performance of their duties.
- 2.7.5 All employees must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.7.6 All employees must ensure that all pupils/students or persons under their control receive instruction and are provided with suitable training to enable them to operate in a safe and efficient manner.

2.8 Safety Representative(s)

- 2.8.1 The Governors will encourage the appointment of Safety Representatives from both teaching and support staff.
- 2.8.2 The Headteacher will consult regularly with Safety Representatives on health, safety and wellbeing matters. Safety Representatives will be encouraged by the Headteacher to fulfil their role, including being released for any appropriate training.
- 2.8.3 Safety Representatives will be entitled to inspect the school in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the Headteacher.
- 2.8.4 Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.

2.9 Specialist Advisers

The Governors recognise there will be occasions when Hannah More Primary School will require specialist advice. The procedures to be adopted and recommendations to obtain outside advice will be clarified and decided at the Full Governing Body.

3 Arrangements

3.1 Emergency Procedures

These will comply with the People Directorate 'Policy, Procedures and Guidance for Emergencies and Business Continuity Planning' working title or as subsequently titled.

- 3.1.1 *Fire Precautions:* The arrangements for general fire safety will be in accordance with the outcome of an annual school's Fire Risk Assessment conducted by the School Premises Manager in conjunction with appropriate members of staff.

The school's Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire Brigade, emergency crate inspections etc. The school's Premises Log Book will hold the Fire Log Book repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting etc.

- 3.1.2 *First Aid Provision:* The arrangements for first aid in the school will be in accordance with the policy as laid down in the Hannah More Primary School First Aid Policy and the Medical Conditions Policy. First aid boxes must be located in high hazard areas e.g. Science, Sports and PE, Kitchens. The names of First Aiders and paediatric first aiders must be posted on the schools Health, Safety, and Wellbeing notice board and at strategic locations within the school.

Arrangements for the Administration of Medication in the school will be in accordance with the policy as laid down in the People Directorate 'Policy for the Administration of Medicines in Education Establishments'

- 3.1.3 *Incident Reporting/Investigation*: The reporting procedure will be in accordance with the policy as laid down in the People Directorate 'Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at Education Establishments'. This procedure must be brought to the attention of all employees. All employees and pupils/students will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an accident occurs.

3.2 Wellbeing

The Governors recognise the benefits of the Well Being programme being promoted by People Directorate, which identify the links between improved staff well being and improved school performance in our Establishment. These are:

- Increased staff morale, helping to encourage staff retention and recruitment
- Lower supply costs and greater stability as a result of fewer staff absences
- Improved emotional wellbeing, which has contributed to a reduction in staff absence
- Improved standards through increased stability and motivation
- A contribution to self-evaluation processes through an online self- review of the organisation
- Improved communication and school effectiveness
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change

A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.

3.3 Off Site Visits

- 3.3.1 Procedures for all Off-site Visits such as field trips and extra-curricular activities will comply with the 'People Directorate Policy, Procedures and Code of Practice for Off Sites Visits/School Trips May 2006'.

3.4 Transport

- 3.4.1 The use of transport by the school will be in accordance with People Directorate 'Policy, Procedures and Guidance on the Use of Transport'

3.5 Work Experience

- 3.5.1 The early years/KS1 Co-ordinator will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided as determined by a risk assessment, undertaken in advance of the placement.

3.6 Unacceptable Behaviour

- 3.6.1 The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the People Directorate 'Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling'

3.7 Lone Working

- 3.7.1 The precautions to be taken in relation to lone working will be in accordance with the People Directorate 'Lone Working Policy'.

3.8 Risk Assessment

3.8.1 The procedure for assessing risks will be in accordance with the People Directorate 'Risk Assessment Policy'.

3.9 Contractors

3.9.1 All contractors entering or working on the school's premises will do so only with the permission and authorisation of the Headteacher or School Premises Manager and will be expected to arrange their work so as to avoid disrupting the primary purpose of the school.

3.9.2 Health & Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered for a project.

3.9.3 All contractors must be informed in writing as to the point of contact at the school and will be issued with a copy of the school's 'Health & Safety Guidance for Contractors' and will be expected to follow that guidance.

3.9.4 The School Premises Manager will be responsible for liaising with contractors and ensuring safe working arrangements, and providing contractors with a copy of the schools Policies, Procedures, Codes of Practice and other guidelines, including the schools Asbestos Survey, appropriate to the working circumstances.

3.9.5 The School Premises Manager will also be responsible for setting out safe systems (via the asset management plan, the indemnity scheme, termly premises inspections) for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Headteacher.

3.10 Caretaking

3.10.1 The school will adopt, adapt and improve the People Directorate 'Safe Working Policy and Practice for Caretaking Personnel at Education Establishments and other sites'.

3.11 Lettings

3.11.1 The school will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for Health, Safety, and Wellbeing matters including: -

- Insurance arrangements
- Risk Assessments
- First Aid
- Emergencies

All hirers of the school premises or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use.

3.12 Extended Activity outside Core Hours

3.12.1 The Governors recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Play schemes, etc.

In addition to arrangements already in place for Lettings (see 3.2.7), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises, etc.

3.13 *Plant, Machinery, and Equipment*

3.13.1 The provision and use of Plant, Machinery, and Equipment in the school will be in accordance with the policy as laid down in the People Directorate 'Policy and Procedures for the Maintenance of Installations, Plant and Equipment'.

3.13.2 The Governors recognise that specialist advice is available to determine the safety requirements for the:

- adequate and correct guarding of machinery
- run-down and emergency stopping of machinery
- general inspection of plant, equipment and machinery
- storage and transportation of toxic substances, gases etc
- disposal of toxic and other waste substances and materials.

3.13.3 Subject Co-ordinators will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their department. Maintenance and inspection reports will be kept in their Co-ordinator file and copies kept in the Premises Log Book held in the main office.

3.13.4 A thorough inspection of the school premises will take place at least three times a year in the presence of the Safety Representative and other designated person(s) as decided by the Full Governing Body.

3.13.5 New equipment, materials, substances will be brought onto the premises only if approved by the Headteacher or School Premises Manager.

3.13.6 Subject Co-ordinators will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining equipment.

3.13.7 Subject Co-ordinators will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

3.14 *Portable Electrical Equipment*

3.14.1 The procedure to be adopted is as specified in the People Directorate Policy and Procedure for the Maintenance of Installations, Plant and Equipment. Inspection reports will be kept in the Premises Log Book which is held in the main office.

3.15 *Utility services*

3.15.1 The provision and use of utility services in the school will be in accordance with the policy as laid down in the People Directorate 'Policy and Procedures or the Safe Provision and use of Utility Services'.

3.16 *Noise and Vibration*

3.16.1 The Governors recognise there may be several problems experienced with noise and vibration. Class teachers will report all such cases to the School Premises Manager. If required, specialist advice will be sought to monitor the hazard.

3.17 *COSHH (Control of Substances Hazardous to Health)*

3.17.1 The Governors recognise the requirement for the school to carry out risk assessments in accordance with the COSHH Regulations.

3.18 Housekeeping

- 3.18.1 Arrangements will be put in place to ensure that the school is kept clean and tidy through good housekeeping. In particular rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms and all designated escape routes will be kept clear at all times. Rubbish bins, skips etc will be located away from the school buildings and if appropriate, secured to suitable fixed points.
- 3.18.2 All members of staff will make regular checks of their classrooms, maintaining tidy work areas, arranging adequate storage and ensuring appropriate cleaning arrangements.

3.19 Playing Field

- 3.19.1 An inspection of the playing field must be included as part of the three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. A visual inspection of the playing field will also be carried out before organised games and contact sports and all debris removed.

3.20 Playground Equipment

- 3.20.1 All playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in a sound condition.

There will be: -

- an annual condition inspection by a competent person;
- a risk assessment at least annually by a competent person;
- an operational inspection to a frequency based on the risk assessment and agreed by People Directorate;
- daily visual inspections in accordance with the risk assessment.

3.21 Manual Handling

- 3.21.1 The manual handling of loads, including when necessary the lifting and carrying of children, will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place - including the deployment of appropriate equipment e.g. hoists, the issue of personal protective equipment (PPE) e.g. gloves, and suitable and sufficient training e.g. in lifting persons.

3.22 Training

- 3.22.1 Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

There are various categories of training requirements in schools. They can be defined as induction training, informative/ awareness training and specific 'hands-on' training.

3.22.2 Induction Training

This will apply to new employees, employees transferred within the school to other activities, contract & agency staff, and volunteer helpers all of whom will need to be shown around the school and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements etc.

3.22.3 *Informative and Awareness Training*

A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

3.22.4 *Specific Training*

This is a hands-on training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- *First Aid* - Employees designated as First Aiders will be trained in accordance with the Hannah More Primary School First Aid Policy
- *Administration of Medication* - Employees designated as persons able to administer medication will be trained in accordance with the People Directorate 'Policy for the Administration of Medicines in Education Establishments'
- *Other functions* - where employees will require a recognised level of competence

3.23 **Communicating Information to Employees**

3.23.1 The Headteacher will be responsible for ensuring that any Regulations, information, guidance notes etc, received are passed immediately to employees who have a direct interest.

3.23.2 Information relating to a department's activities shall be passed on or highlighted in that department's safety policy or safe working arrangements.

3.24 **Health & Safety Link Governor**

3.24.1 The Governors recognise that the way forward in achieving effective management of the school's Health, Safety and Wellbeing Policy and the arrangements necessary to fulfil the obligation is through the appointment of a Health & Safety Link Governor.

The Health & Safety Link Governor will meet regularly with:

The Governor/ Board Member holding the Health and Safety portfolio;

- Headteacher
- School Premises Manager

and other persons as appropriate to contribute to matters under discussion e.g. the Subject Co-ordinators, pupils/students, parents.

3.24.2 The Health & Safety Link Governor shall give time and full consideration of:

- risk assessments, safety procedures and working practices;
- reports on premises inspections;
- The resources required for training & development and other health, safety, and wellbeing matters

3.24.3 The Health & Safety Governor shall in addition meet annually in order to exercise an overview of the school's Health, Safety and Wellbeing performance and to produce a report for the Governors.

3.25 **Arrangements for Safety Representatives**

3.25.1 The Headteacher will liaise with and communicate to Safety Representatives about problems, hazards. Problems other than sources of imminent danger will be discussed with the Health & Safety Link Governor and brought to the Full Governing Body as required.

3.25.2 Specific issues that require immediate action will be taken after consultation with the Headteacher.

4 Monitoring Health, Safety and Wellbeing Performance

4.1 The Governors will require the Headteacher to provide an annual report on all health, safety, and wellbeing matters which will identify strengths and weaknesses, propose achievable remedies, and set objectives for continuous improvement using the *CHaSMS* document

The document provides an annual overview of:

- reported incidents; incident investigations, bump book analysis; and resulting preventative measures;
- emergency procedures, including fire precautions and first aid arrangements;
- policies introduced, risk assessments undertaken, and procedures implemented;
- internal / external inspections and audits.

5 Appendix A

NOTES:

1. The Governors have the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of personal accident or injury, either on Hannah More Primary School premises or Hannah More Primary School business and activities. It must be emphasised that individual responsibility cannot fall on individual members of the governing body, unless there has been an element of negligence, fraud, or other criminal actions.

The Headteacher, Manager or employees cannot avoid responsibility by referring urgent matters to the Governors or Management Board for information and for decision.

See Appendix B - The Legal Position of Governors, Head teachers, Managers and People Directorate

2. Safety Representatives and Safety Committees Regulations 1977; Health and Safety (Consultation with Employees) Regulations 1996

3. The choice of Health and Safety Coordinator will depend upon the Establishment/ Function specific circumstances. It may be a person with a wealth of previous health, safety & wellbeing experience, and/or a specific post e.g. Premises Manager, School Secretary, Deputy Head, Headteacher.

4. Notwithstanding the statutory right of two or more Safety Representatives to request the convening of a Safety Committee at any reasonable time.

5. Health, Safety & Wellbeing issues may also be addressed as standing agenda items within e.g. the Full Governing Body.

6. The extent of 'considering' could include some or all of the following: -

- Making recommendations on Health, Safety & Wellbeing via the Headteacher to the Full Governing Body
- Undertaking inspections and investigations
- Carrying out surveys and audits
- Initiating/designing/approving Health, Safety & Wellbeing documentation including Risk Assessments, Safe Systems of Work
- Communicating Health, Safety & Wellbeing information e.g. by newsletter, notice boards

- Authorising expenditure on Health, Safety & Wellbeing training
- Authorising expenditure on Health, Safety & Wellbeing equipment
- Authorising expenditure on non-capital Health, Safety & Wellbeing repairs and maintenance.

7. The choice of School Premises Manager will depend upon the Establishment/ Function specific circumstances. In many cases the School Premises Manager will also be the Health & Safety Coordinator.

In the case of an Establishment where facilities are managed under a PFI contract it will be for the contractor to satisfy the Establishment Headteacher/ Manager that the duties under 2.4 are being carried out to BCC People Directorate Policy standards.

8. People Directorate Policies, Codes of Practice, guidelines can be found on the People Directorate intranet; the Establishment/ Function Health, Safety & Wellbeing policy can be found on the Establishment/ Function intranet and copies will be available at all times in the Staffroom, Headteacher/ Manager's Secretary's office.

Reference Material

Heads of Department/ Lead Teachers are reminded that the most up-to-date issues of People Directorate Policies, Procedures, Codes of Practice and other guidance are available on the People Directorate Intranet under 'H' or 'S'. Further advice can be obtained from the People Directorate Health, Safety & Wellbeing and Emergencies and Continuity Manager.

In the absence of specific People Directorate Policy, Procedure, Code of Practice, or Guidance reference should be made to the appropriate Bristol City Council Corporate Health, Safety & Welfare Policies.

Appendix B

Health and Safety - The Legal Position of Governors, Headteachers, Managers and People Directorate

Introduction

The relevant legislation is the Health and Safety at Work etc. Act, 1974. This sets out the general duty of every employer (e.g. People Directorate and **Governors**) to ensure the Health, Safety and Welfare of employees and others, e.g. school pupils, so far as reasonably practicable.

This duty includes:

- Provision of systems of work that are without risk to health
- Provision of information, instruction, training and supervision
- A safe and healthy place of work and working environment.

Employees have to take reasonable care for the safety of themselves and others who may be affected by their actions or omissions at work. They must also co-operate with their employers regarding statutory obligations.

For Education Establishments, this means that it is either People Directorate (for community and voluntary controlled schools etc.) or the governing body (for voluntary aided and foundation schools) who are primarily responsible for ensuring the Health, Safety and Welfare of Education Establishment staff and the Health, Safety and Welfare of pupils and visitors to the Education Establishment.

In practice, it will usually be the role of the **Headteacher** or **Manager** to ensure the safe day to day running of the Education Establishment and that the employer's (People Directorate or governing body) policy is maintained.

The duty to provide a safe working environment is a qualified one, i.e. so far as is reasonably practicable. This means that resources (or the lack of them) can be taken into account. However, this should only be used in extreme cases where everything has reasonably been done to ensure a safe working environment.

Responsibilities

The main actions employers must take under the Health and Safety at Work etc. Act, 1974 are to:

- Prepare a written Health and Safety Management Policy
- Make sure that staff are aware of the policy and their responsibilities within that policy
- Make sure that appropriate safety measures are in place
- Make sure that staff are properly trained and receive guidance on their responsibilities as employees.

Damaging anything used for safety purposes may also be a criminal offence. This applies just as much to pupils (those over the age of 10) as to adults.

The Education Establishment must have a Health, Safety and Welfare Policy and this must be kept up to date. This policy shall normally provide that the **Headteacher** or **Manager** is the person with overall responsibility for Health, Safety and Welfare within the Education Establishment. This means that the **Headteacher** or **Manager** could be seen as the most obvious person to prosecute for any breach of Health, Safety and Welfare requirements.

The Management of Health and Safety at Work Regulations, 1999 require employers to:

- Assess the risks of activities
- Introduce measures to control these risks
- Tell their employees about these measures.

The Health and Safety Executive is responsible for enforcing Health and Safety legislation.

Pupils

The employer (People Directorate or governing body) is legally responsible for Health, Safety and Welfare matters. However, **Headteachers**, **Managers** and teachers have a duty of care towards the pupils in their care as they are acting in loco parentis.

It is the responsibility of the employer to make sure that safety measures cover the needs of all pupils at the Education Establishment. This may mean making special arrangements for particular pupils, e.g. those with special or medical needs.

Education Establishment Policy

The Health and Safety Executive recommends that all employers devise their own policy statements covering Health, Safety and Welfare issues.

A clear Education Establishment policy which is understood and accepted by staff, parents and pupils, provides a sound basis for ensuring pupils receive proper care and support at Education Establishment.

Curricular Health and Safety

People Directorate and governing bodies must do all they can to ensure the Health and Safety of pupils in laboratories, studios and workshops as anywhere else in Education Establishments. The duty of care also extends to all Education Establishment sporting and other activities, whether on or off Education Establishments premises.

Community schools, community special schools, voluntary controlled schools, maintained nursery schools, day nurseries, early years' centres and pupil referral units

The employer for these establishments is People Directorate.

People Directorate has responsibility for Health, Safety and Welfare in these Education Establishments and it has the power to ensure its Health, Safety and Welfare Policy is carried out in Education Establishments and on all Education Establishment activities.

People Directorate must provide Health, Safety and Welfare guidance to those Education Establishments and services where it is the employer. It must ensure that staff are trained in the Health, Safety and Welfare responsibilities as employees and that those who are delegated Health and Safety tasks (e.g. risk assessments) are competent to carry them out.

It is good practice for such Education Establishments to draw up their own more detailed Health, Safety and Welfare Policies based upon People Directorate's general policy.

People Directorate must monitor how its Education Establishments are complying with People Directorate policy to ensure that the required standards are reached. People Directorate must take action regarding non-compliance.

Foundation Schools, Foundation Special Schools and Voluntary Aided Schools

The responsibility for such Education Establishments falls to the governing bodies as employers. The responsibilities are the same as mentioned above for People Directorate.

In some circumstances, People Directorate employed staff may be working on the premises of foundation, foundation special or voluntary aided schools. People Directorate, as employer, has responsibilities for their Health, Safety and Welfare as employees. However, the governing body also has responsibilities towards them as visitors.

Monitoring and Compliance

People Directorate cannot fulfill its statutory duty unless it monitors how its Education Establishments are complying with People Directorate policy. People Directorate has to ensure that the required standards are reached and must take action regarding non-compliance.

People Directorate Fair Funding Schemes contains a number of provisions enabling People Directorate to ensure that Education Establishments have regard to Health, Safety and Welfare requirements.

Where People Directorate believes that the Health, Safety and Welfare of anyone on-site, or of anybody engaged on Education Establishment activities off-site, is at risk it can make a statutory direction (see Section 39(3) of the School Standards and Framework Act, 1998) to the governing body and **Headteacher**.

A direction can specify action to be taken or it can require the governing body and **Headteacher** to comply with a specific aspect of People Directorate Health, Safety and Welfare Policy.

In the event of non-compliance with such a direction, People Directorate can apply to the Secretary of State for a direction under Sections 496 and 497 of the Education Act, 1996.

As a last resort, compliance would be enforceable, by the Secretary of State, through the court. Substantial persistent non-compliance with scheme requirements is a ground for suspending delegation, subject to the governing body's right of appeal.

People Directorate may need to obtain information in order to exercise any of its general responsibilities. It must be able to do this as employers or owners of Education Establishment premises. Where this is not reasonably possible, People Directorate may use its reserve right of entry to any Education Establishment maintained by the Authority. For Health, Safety and Welfare purposes, this enables People Directorate to enter the premises of any community, community special or voluntary controlled school to obtain the information needed. (Section 25 of the School Inspections Act, 1996).

Enforcement of Health and Safety Law

The Health and Safety Executive enforces Health and Safety law relating to the activities of People Directorate and Education Establishments.

HSE Inspectors have the power to prosecute organisations, i.e. People Directorate or governing bodies, or individuals breaking Health and Safety law.

If the Inspectors identify a problem, they may issue formal notices requiring improvements or prohibiting activities or the use of equipment. Recipients of such notices can appeal to an industrial tribunal.

The HSE will normally take action against the employer who is responsible for Health and Safety in the workplace and on work activities.

In some circumstances, e.g. where an employee has failed to take notice of the employer's policy or directions in respect of Health and Safety, the HSE may take action against the employee as well as, or instead of, the employer.

In practice, employers may delegate specific Health and Safety tasks to individuals. For example, People Directorate may delegate specific tasks to Education Establishments. However, the employer retains the ultimate responsibility no matter who carries out the tasks. The employer must therefore make it very clear who is doing what and confirm that these tasks are being carried out.

Personal liability of Governors

There is no clear statement of law establishing when or whether individual **Governors** can be held personally accountable for what happens in their Education Establishment.

There is a limited statutory protection in that the **Governors** of an Education Establishment are not liable for anything done in good faith in the purported exercise of their powers in connection with a delegated budget.

Generally speaking, the only liability that **Governors** would have under common law is a duty to act honestly and in good faith. A **Governor** would not automatically be personally liable for the Education Establishment's contractual obligations or other legal liabilities. There has to be an element of personal wrong-doing which is either negligent or fraudulent.

In terms of Health, Safety and Welfare responsibilities, this means that governing bodies must take all measures within their power to ensure that the Education Establishment premises are safe and not hazardous to staff, pupils or visitors. The governing body must make sure that there are procedures for

carrying out People Directorate's Health, Safety and Welfare Policy. The procedures must be reviewed regularly.

A negligent **Governor** may be held liable for loss that arises. The negligence has to be significant and there has to be clear carelessness or recklessness in the way a decision was made.

Fraudulent **Governors** will be held liable.

All governing bodies should have insurance cover against personal liability claims. However, it is not possible to obtain insurance cover for criminal actions.

Genny Sénèque

Legal Services Division

Central Support Services Department

6 ADDENDUM

This addendum to this Health & Safety Policy relates specifically to **COVID-19** and the actions required by both employers and employees to maintain a safe system and place of work.

The Headteacher recognises that there is a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic. In order to discharge our responsibilities, we will collectively:

- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, wherever possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction, training and supervision for employees; and
- Regularly monitor and revise policies and procedures as guidance changes.

In addition to the responsibilities outlined, the following additional duties in relation to COVID-19 are acknowledged and recognised:

- To ensure that this policy is, reviewed and updated as the situation regarding COVID-19 evolves and guidance changes.
- that meaningful risk assessments are recorded to mitigate the risks associated with COVID-19.

Responsibilities of the Head Teacher

To ensure that

- they communicate and consult with staff on COVID-19 issues;
- they maintain a current knowledge, up-to-date with developments and guidance relating to COVID-19;

- any issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- any safety issues that cannot be dealt with are referred to SLT for action;
- safe systems of work are developed and implemented where needed;
- personal protective equipment (PPE) is made available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for its replacement.

Responsibilities of the Health and Safety Co-Ordinator - Premises Manager

To ensure that

- staff are able to report hazards and raise concerns and that such issues are addressed;
- training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- any COVID-19 incidents inside and outside of work are recorded, investigated, responded to and reported where necessary.
- Employees are fully trained and competent to discharge their duties;
- Where necessary, they acknowledge and look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.
- Regular and effective cleaning takes place.
- Cleaning staff take reasonable care of their own safety and of others affected by their actions.

Responsibility of staff carrying out cleaning duties

To ensure that

- chemicals are used appropriately and that contact times are followed.
- all safety rules are observed;
- all written or verbal instructions given to them to ensure their personal safety and the safety of others are followed;
- they dress as appropriate for their work activities.

Responsibilities of all staff

To ensure that they

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID19 outbreak; and
- Raise any issues or concerns where applicable.