



Polehampton C. of E. Schools Federation

Health and Safety Policy

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Health and Safety Policy

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1. Policy statement

The Federation recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

In association with the Governing body, the Executive Headteacher and the Heads of School will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which the Executive Headteacher exercises control. Applying the principles of risk management the Executive Headteacher will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, the Executive Headteacher will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff to co-operate with the Executive Headteacher and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

All staff within the schools and other people who may visit or use any area of the schools, must adopt the following standards of working in accordance with government legislation, in particular the Safety, Health and Welfare at Work Act 2005.

- to work safely and efficiently
- not to misuse any machine or substance
- to use appropriate approved protective clothing and equipment
- to report any defect in any machine, accessory or electric cabling
- to report any perceived hazards to the Head Teacher (HT)
- to comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing
- to take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

2. Roles and Responsibilities

2.1 The Executive Headteacher's responsibilities

The general responsibilities of the Executive Headteacher are listed in Section 3 of the Wokingham Borough Council safety manual. The Executive Headteacher will ensure full compliance with all duties and responsibilities in the safety manual. This will include application of all relevant procedures as listed within the guidance sections of the manual.

The Executive Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Executive Headteacher will work with the Governing Body and

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keep them fully informed of the authority's policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility. The following points summarise the main responsibilities and duties of the Executive Headteacher:

1. Ensuring at all times the health safety and welfare of staff pupils and others using the school premise or facilities or services or attending or taking part in school sponsored activities
2. Ensuring safe working practices and procedures throughout the school;
3. Day-to-day responsibility for all health and safety matters in the operations of the school;
4. Ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role;
5. Ensuring compliance with the policy and procedures of Wokingham Borough Council as set out in the safety manual;
6. Ensuring that the school produces an action plan which is kept up to date by regular review;
7. Ensuring effective communications on health and safety matters exist between the school and the Borough Councils Safety Officer;
8. Providing Governors with an annual report on all matters affecting health and safety in the school.
9. In accordance with the WBC policy on risk assessment, ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
10. Ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
11. Periodically evaluating the need for health and safety training of staff and arranging its delivery.
12. Bringing to the attention of the Governing Body and the authority any matters of health and safety that cannot be resolved, or are of imminent danger to any person.
13. Ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff.

The Executive Headteacher will be advised and guided in these responsibilities by specialists appointed by the authority. Particulars of these specialists will be made known to the Executive Headteacher and Governing Body through health and safety publications and information circulated by the Head of Public Protection, Wokingham Borough Council.

2.2 Governors

The governing body will be responsible for monitoring the schools' arrangements for health and safety management. This will be achieved by ensuring:

That health and safety is considered regularly, at least termly, (and more frequently should circumstances require), by the School and Community Committee which reports at least termly to the full Governing Body;

1. Consideration of the school safety action plan presented annually by the Head of School, to the full governing body – see below
2. That an annual report on health and safety is sent to the authority for the attention of the Head of Public Protection, Shute End.
3. That adequate resources are available for compliance with health and safety legislation and to meet the standards set by Wokingham Borough Council;

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4. Good consultation with employee representatives;
5. That a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body;
6. Periodical review of accident statistics by the governing body;
7. Regular fire alarm checks and evacuation drills are carried out by the school;
8. That any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

2.3 Safety co-ordinator – Heads of School

The Heads of School will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual. The Heads of School, supported by the Chair of the School and Community Committee, set objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The Heads of School will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The Heads of School will be responsible for: -

1. Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
2. Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
3. Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed.

2.4 All employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition all employees;

1. Must use safety equipment or clothing in a proper manner and for the purpose intended;
2. Must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
3. Must work in accordance with any health and safety instruction or training that has been given;
4. Must co-operate fully with the employer;
5. Must not take part in any task for which they have not been authorised and for which they are not adequately trained;
6. Must bring to the attention of a responsible person any perceived shortcoming in our safety arrangements; and have a duty to familiarise themselves with this policy.

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7. Must be willing to attend training that improves their understanding with regard to health and safety.
8. Are asked to make themselves familiar with all documents relating to Health and Safety within the school.

3. Arrangements and Procedures

Separate operational procedures exist at each school as appropriate to each setting. These can be found in each school's Health and Safety Files.

Both schools will use Wokingham's on-line health and safety manual to inform their daily practice.

Wokingham's Rainbow plan (Emergency Plan for Schools) will be referred to in the event of a critical incident.