



Health & Safety Policy

**Approved
Review Annual**

HEALTH AND SAFETY POLICY

CONTENTS

INTRODUCTION	PAGE 3
STATEMENT	4
ORGANISATION	5
Roles and Responsibilities	5
General	5
Governors	5
Principal	6
Seva School Management Team	8
Employees	9
ARRANGEMENTS	11
APPENDICES	12
MONITORING	13

INTRODUCTION

HSE Guidelines are central to an understanding of health and safety and must feature prominently in all aspects of the operation of each school/establishment in order to ensure compliance with the Health and Safety at Work Act 1974 (section 2 (3)).

In addition, Ofsted requirements mean specific policy statements must be held by schools and other establishments.

This policy relates to Seva School and will ensure compliance with HSE and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	Statement Declaration of intent by the Chair of Governors/ Principal on behalf of Seva School
2	Organisation The management structure and defining roles and responsibilities within Seva School
3	Arrangements The procedures and systems necessary for implementing the Policy.
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements required within Seva School

STATEMENT

Good health and safety management will be an integral part of the operation of Seva School, the Governing Body, Principal, employees, partners and all other people with whom we do business.

Seva School will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by HSE, where relevant. Wherever possible and where statutory standards and requirements are not in place Seva School, will meet best practice standards.

It is furthermore the policy of Seva School to ensure that:-

- all plant, equipment and premises meets appropriate safety standards;
- appropriate health and safety training is in place for all staff;
- a high concern for health and safety among all employees is encouraged through a consultative process by establishing a site health & safety committee, involving trade unions or employee safety representatives, as appropriate;
- information and advice is provided to maintain safe working practices.

Seva School will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

This statement publicly sets out how the school will meet its legal obligations in the broadest sense, and all the core Health & Safety beliefs, objectives and principles of the school. This will include a commitment to adequate resourcing of the policy and be signed by the Chair of Governors, and by the Principal. The policy will be brought to the attention of employees and displayed in the staffroom on the Health & Safety notice board. The policy will be reviewed and re-signed on an annual basis.

Signed:

Director of Finance & Business

Date:

ORGANISATION

Roles and Responsibilities

Seva School will adopt health and safety arrangements in line with HSE advice.

General

The Health and Safety at Work etc. Act 1974 section 2 (3) and subsequent health and safety legislation states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Governors

The Education Reform Act 1996 has given school Governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

This establishment is a Free School.

The governing body employs the teachers and most non-teaching staff. Therefore they have duties and responsibilities as the employer as stated in the Health and Safety at Work etc. Act 1974 section 2 (3) and as previously stated in this policy. They are able to obtain advice and assistance from the HSE in carrying out these duties. As governing bodies are unincorporated, responsibility for complying with health and safety legislation rests with Governors as individuals.

The governing body of Seva School is responsible for the following:-

- a) the production of a School Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met, that HSE health and safety standards are met, where relevant, and to promote best practice;
- c) ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare is maintained;
- d) ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review of health and safety performance is undertaken;
- e) ensuring that the health and safety functions and duties of staff are discharged in line with this policy;

- f) ensuring that staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- g) ensuring effective communication with the Principal, HSE, Governors, staff, parents and pupils in respect of health and safety matters;
- h) ensuring that the governing body and Principal recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them;
- i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this governing body will delegate the functions necessary to discharge these responsibilities to the Principal and senior management team of the school; however, they will ensure that they have adequate monitoring of these functions in place.

The Health and Safety Executive have produced guidance entitled, The Responsibilities of School Governors for Health and Safety. The document gives detailed advice for Governors on their roles and responsibilities.

Principal

The School and School Governors place responsibility on the Principal to achieve the objectives of the health and safety policy. The Principal will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Principals and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

The Principal retains the responsibilities; however, to assist the Principal in the management of these duties, the Director of Finance and Operations and the Health & Safety Manager of Seva School will:-

- a) manage the school budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process to:
 - eliminate accident potential as far as is reasonably possible;
 - regularly review and update risk assessments as appropriate, including post accident risk assessment;

- Conform to statutory regulations, HSE codes of practice and guidance and to best practice;
 - Take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
 - Pay particular regard to pupils, service users, visitors and contractors, who will be unaware of dangers and risks
- c) ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to HSE procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year;
- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure a fire risk assessment is in place for the premises, fire evacuation drills are conducted, fire-fighting equipment is made available, fire alarms tested with required frequency and that all employees are aware of the emergency procedure;
- m) ensure that fire-fighting facilities are provided, readily available for use and that employees are familiar with their operation;

- n) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- o) ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by HSE guidelines. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards;
- p) ensure that approved items of first aid provided are readily available for use, under the control of a responsible person or trained first aider and that employees are aware of their location.
- q) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- r) ensure that this policy is communicated to all employees, Governors and others operating at the school site.

Seva School Management Team

The Principal, Governors and Senior Leadership Group at Seva School will ensure that all necessary health and safety requirements and standards are met. This will be done under the direction of the School Director of Finance and Operations and Health & Safety Manager. Specifically the above-mentioned will:-

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required;
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Health & Safety Manager;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done; this training is provided by the Health & Safety Manager.
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of violence at work and near misses are immediately reported to Director of Finance and Operations / Health & Safety Manager.

- g) ensure that the Director of Finance and Operations and Health & Safety Manager are made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that areas of work are maintained to a high standard of housekeeping;
- k) ensure that all fire escape doors, electrical isolators and alarms in their areas are at all times maintained free of obstruction and that escape doors can be readily opened from the inside in an emergency (it is recognised that that child/security locks may need to be in place for normal operation);
- l) respond appropriately to all hazards brought to their attention by employees;
- m) Undertake appropriate health and safety training courses.

Employees

All employees at Seva School will take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- correctly use work items or anything provided in the interests of health and safety;
- not to interfere with or misuse anything provided for their health, safety or welfare;
- provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at Seva School will:-

- Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- Teachers and their assistants to instil in their pupils/students the ability to recognise hazards and assess risks they may encounter in the school day, instructing them how to stay safe in dealing with hazards.

- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- Be sensibly and safely dressed for their particular working conditions;
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- Use all safety equipment and protective clothing provided;
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- Maintain tools and equipment in good condition, reporting all defects to supervision;
- Report to appropriate management all accidents, assaults, work-related ill-health and near misses;
- Attend appropriate health and safety training courses;
- Have knowledge of all processes, materials and substances they use;
- Know about all fire evacuation procedures, the positions of fire alarms and equipment;
- Understand the risk assessments in their areas and comply with the control measures arising from them.
- All new employees will be reminded of the No Smoking Policy in their Recruitment Pack and on their Health & Safety Induction.

ARRANGEMENTS

The following arrangements will be adopted to ensure that Governors and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Governors and the Principal will specifically review progress of health and safety objectives at the Governing Body meeting each term. This may be included as part of the

Health & Safety Manager's report to Governors. Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of an effective Health and Safety Training Strategy/Plan

The Health & Safety Manager will produce a Health and Safety Training Plan on an annual basis. The Training plan will be submitted to Governors for approval.

Provision of and effective Joint Consultative Process

The site health and safety committee will meet at least once per term. This committee will report to the Principal and Governors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained from HSE as required.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:-

- line management meetings and staff meetings at site;
- the site Health and safety committee;
- provision of information relating to safe systems of work and risk assessments;
- communication of advice from Services for Schools Advisors and Educational Officers;
- communications with relevant specialist advisors and HSE agencies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Health & safety items will be raised at Seva council meetings as an agenda item.

Financial resources

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

Other arrangements

Specific site arrangements can be found, or may be referenced, in the appendices to this document.

The appendices detail specific school arrangements/procedures, where other school policies, which include elements of health and safety are in place, they are referred to within the appendix.

APPENDICES

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Governors on a regular basis, or as required.

Health and Safety Action Plan and Objectives

The Governing Body will ensure that all health and safety objectives and actions are carried out in a timely manner.

Accidents/Incidents

The Director of Finance and Operations will ensure that accidents and incidents are reported and monitored in line with HSE Guidance and Procedures. Where accidents are serious, repeated or attributable to failures of management, these will be brought to the attention of the Health and Safety Team for further advice. Appropriate remedial actions will be taken.

Third Party Monitoring/ Inspection

The school will be subject to third party inspection and monitoring, as follows:-

- Ofsted
- Health and Safety Audit

Actions arising from third party/audit inspection will be incorporated within the school action plan with appropriate target dates for completion.