

HAZEL OAK SCHOOL
HEALTH AND SAFETY POLICY

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SECTION ONE – HEALTH AND SAFETY POLICY

1.1 Introduction

Hazel Oak School is committed to maintaining a healthy and safe place of work for employees, as well as taking all reasonable steps to ensure that pupils, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Governing Body recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.
- The Every Child Matters agenda stipulates the entitlement of pupils to a healthy and safe environment

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

1.2 School General Statement of Policy

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at Hazel Oak School.

This statement does not replace the SMBC policy but complements the recommendations and requirements within it.

Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the school site and safe means of entry and exit from it
- Establish and maintain safe working procedures amongst staff, pupils, volunteers and all those on the school site
- Ensure safe measures of using, storing and transporting articles and substances
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours under the school's control
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation the school premises
 - Lay down procedures in case of accidents and medical treatments

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body of Hazel Oak School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

..... Head Teacher

..... Chair of Governors

..... Date

Review Date: November 2016

Date of next review: November 2018

1.3 Solihull Metropolitan Borough Council Health and Safety Policy Statement

Solihull Council is committed to providing and maintaining a healthy and safe place of work, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by the work of the Council) are exposed to the lowest practicable level of risk. Approval and publication of this Policy Statement demonstrates this commitment.

This Policy is supported by Members, the Chief Executive and the Corporate Leadership Team, who are ultimately responsible for effective health and safety arrangements within the Council. However, health and safety is the responsibility of everyone and this Policy will be implemented by management and employees alike throughout the Council.

The Council's Health and Safety objectives are to:

- ❖ **comply** with health and safety legislation, agreed Codes of Practice and other relevant standards
 - ❖ **integrate** good health and safety management into service delivery, management and decision-making processes
 - ❖ **consult and communicate** with employees and trade union representatives to ensure they are aware of their health and safety responsibilities
 - ❖ strive for **continuous improvement** in health and safety standards
 - ❖ recognise the different demands that the Council faces, but work together to deliver a **consistent approach** to managing health and safety
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To achieve these objectives the Council will:

- ❖ maintain a documented and consistently applied health and safety **management system** including effective leadership, clear roles, responsibilities and reporting lines
- ❖ so far as reasonably practicable, provide and maintain healthy and safe **work places, equipment and methods of working**
- ❖ provide adequate **resources** to meet our commitment to health and safety
- ❖ appoint **competent** people to support us to meet our statutory duties
- ❖ establish effective “upward” and “downward” **communication** systems
- ❖ provide employees at all levels with suitable and sufficient **information, instruction, training and supervision** to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others
- ❖ engage with partners, contractors and other agencies to **promote good standards** of health and safety
- ❖ regularly **monitor** health and safety performance to ensure that risks are dealt with sensibly, responsibly and proportionately.

This Policy and accompanying arrangements will be reviewed regularly to take account of changing legislation, best practice and experience gained within the Council.

Section two: Organisation and Responsibilities

The Council recognises that the successful implementation of its health and safety objectives is dependent on the commitment and involvement of Members, senior management and officers. For the purposes of the Corporate Manslaughter and Corporate Homicide Act 2007, senior management includes:

Full Council
Cabinet
Chief Executive
Corporate and Service Directors
Heads of Service / Head Teachers

The following describes how the Council organises and structures itself and the roles and responsibilities of key individuals and groups, to develop both a positive culture towards health and safety and effective management arrangements.

2.1 Council

The Council as the employer is ultimately responsible for the application of Health and Safety legislation, for achieving the objectives of this Health and Safety Policy, and for ensuring that adequate resources are made available to meet the health, safety and welfare needs of its employees.

The Council delegates the work required to meet these responsibilities to Cabinet, the Chief Executive and Corporate Directors, with advice from the Corporate Health and Safety Support Team.

2.2 Cabinet

Cabinet will:

1. Hold the Corporate Leadership Team responsible for ensuring that this Health and Safety Policy is implemented.
2. Take account of health and safety implications when making decisions.
3. Monitor, through an annual report, the overall performance of the Council's health and safety management systems.

2.3 Resources Portfolio Cabinet Member

The Resources Portfolio Cabinet Member will:

1. Act as the Member Risk Champion for Health and Safety.
2. Approve this Health and Safety Policy on behalf of Cabinet as part of the delegated responsibilities.
3. Personally endorse the published Health and Safety Policy Statement as the nominated Member Representative.
4. Approve the Annual Health and Safety Report prior to publication.

2.4 Chief Executive and Corporate Leadership Team

The Chief Executive has overall responsibility for health and safety across the Council, and leads in setting corporate policy and direction.

Corporate Directors support the Chief Executive, however, they are also responsible for ensuring that robust health and safety management systems exist in their respective Directorates.

Corporate Leadership Team (CLT) sets the strategic direction for effective health and safety and provides effective health and safety leadership by:

1. Periodically reviewing the Corporate Health and Safety Policy to ensure it continues to reflect the organisation's priorities, plans and targets.
2. Recommending to Resources Cabinet Member the Corporate Health and Safety Policy and subsequent revisions.
3. Ensuring adequate resources are available to implement the corporate Health and Safety Policy.
4. Taking account of health and safety when developing policies, making decisions, implementing major projects and change management initiatives.
5. Reviewing health and safety performance at least once a year.
6. Recommending to Cabinet Member the Annual Health and Safety Report.
7. Ensuring full co-operation between Directorates to enable us to work as "One Council" to deliver a consistent approach to managing health and safety.
8. Identifying on an exception basis any significant and/or emerging health and safety issues from within individual Directorates.

2.5 The Director of Governance

As the Director with responsibility for Risk Management and Health and Safety, the Director of Governance leads on all operational health and safety issues and is appointed as the "Health and Safety Director". The Director of Governance will:

1. Ensure competent people are appointed to provide advice and guidance on health and safety. These persons will form the Corporate Health and Safety Support Team.
2. Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
3. Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with Trade Union appointed Health and Safety Representatives
4. Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.

2.6 Operational Leadership Team

The Operational Leadership Team (OLT) consists of a Head of Service representative from each Directorate. OLT sets the operational direction for effective health and safety and provides effective health and safety leadership by:

1. Approving all operational health and safety policies.
2. Reviewing surveys, data, trends, priorities and other information as required and make recommendations to Directorate Leadership Team's and/or CLT on ways to further reduce the likelihood or impact of identified health and safety risks.
3. Recommending to CLT the Annual Health and Safety Report.
4. Acting as promoters of health and safety by sharing experiences and improving co-ordination across the Council.
5. Taking account of health and safety when developing policies, making decisions, implementing major projects and change management initiatives.

2.7 Corporate Health and Safety Group

1. The Corporate Health and Safety Group ensure that the Council's approach to managing health and safety is implemented in a co-ordinated and consistent way.

2. The Corporate Health and Safety Group is Chaired by the Health and Safety Team Manager. Membership includes the Director of Governance, Head of Governance Services, a Health and Safety Representative from each Directorate, the Transport Manager, a representative from Human Resources, the Insurance Manager, the Facilities Manager and Union Representatives. The Corporate Health and Safety Group:

1. Fulfils the Council's obligations as regards consultation, on health and safety at work, with recognised Trade Unions.
2. Recommends operational health and safety policies and standards to OLT for approval.
3. Monitors health and safety performance within Directorates.
4. Reviews the Council's health and safety performance annually and supports production of an annual report for the Corporate Leadership Team and Cabinet.

2.8 Directorate Health and Safety Groups

Each Directorate will establish a Directorate Health and Safety Group. Whilst the Groups are not responsible or accountable for managing health and safety on management's behalf, the Groups offer advice and support to Managers who are responsible for managing such risks.

The Directorate Groups are chaired by a nominated member of the corporate Health and Safety Support Team. Membership includes a Lead Representative plus representatives from each of the Divisions and/or significant Teams within each Directorate. All Representatives are expected to nominate a Deputy if they are unable to attend meetings.

The Directorate Health and Safety Lead Representative and the nominated Health and Safety Officer will work together to ensure appropriate membership of the Directorate Groups.

The role of each Directorate Health and Safety Group is to:

1. Provide support and advice on the identification, assessment and management of identified health and safety risks.
2. Support Managers who are responsible for managing health and safety.
3. Review surveys, data, trends, priorities and other information as required and make recommendations (to the Corporate Health and Safety Group) on ways to further reduce the likelihood or impact of significant health and safety risks.
4. Ensure staff are consulted on relevant health and safety matters and that their views are considered.

Ensure there are adequate arrangements for communicating relevant health and safety information throughout their Directorate.

2.9 Responsibilities of the Corporate Director of Children's Services

The Director Children's Services will:

- Provide specific advice and instructions to schools.
- Monitor and advise schools on the management of Health and Safety.
- Ensure compliance with Health and Safety legal duties.

2.10 Responsibilities of the Governing Body

The Governing Body is responsible for:

1. Complying with the Council's Health and Safety policy and Arrangements;
2. Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
3. Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
4. Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
5. Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
6. Ensuring that the statement and other relevant health and safety documentation from the LEA is drawn to the attention of all employees;
7. Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
8. Reporting to the LEA any hazards which the establishment is unable to rectify from its own budget;
9. Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
10. Promoting high standards of health and safety within the establishment;
11. Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.11 Responsibilities of the Head Teacher

The Head Teacher is responsible for:

1. Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with
2. The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
3. Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
4. Ensuring that remedial action is taken following health and safety inspections;
5. Ensuring that information received on health and safety matters is passed to the appropriate people;
6. Identifying staff health and safety training needs and arranging for them to be provided including induction for new staff and maintaining records of training;
7. Attending the establishment's general purpose committee;
8. Drawing up the establishment's annual health and safety action plan;
9. Co-operating with and providing necessary facilities for trades union safety representative;
10. Participating in the Council health and safety auditing arrangements and ensuring audit action plans are implemented;
11. Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
12. Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
13. Seeking specialist advice on health and safety matters where appropriate;
14. Ensuring that a procedure is in place to deal safely with persons on the premises who may

- be under the influence of alcohol or drugs.
15. Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
 16. Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
 17. Ensuring appropriate procedures for authorisation of school visits is followed;
 18. Ensuring that all statutory inspections are completed and records kept;
 19. Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
 20. Monitoring contractors on site and ensuring they consult the asbestos log.

Note: in the absence of the Head Teacher these responsibilities fall to his/her immediate deputy.

2.10 The Responsibilities of all Employees in School

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in school rests with the Head Teacher and Governing Body all staff in school have a clear responsibility in ensuring the effective delivery of this policy.

The Health and Safety at Work Act (1974) states that:

‘It shall be the duty of every employee whilst at work:

1. to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
2. as regards any duty or requirement imposed on his employer or any other person under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with’
3. The Act further states that: “No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety”

Employees should ensure that procedures are observed and carried out for the protection of pupils and all other visitors to school, all employees should:

1. know of, and observe, any specific safety measures relevant to their own working area and working practices
2. observe the standards of dress which are deemed to be consistent with safety and hygiene in their working practices and areas
3. ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled
4. know and apply the necessary emergency procedures which may result as a consequence of a fire or any other emergency, accident, injury or first aid situation
5. not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others

6. maintain a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within school
7. cooperate with the designated safety representatives and officers of the Health and Safety Executive or the Public Health Authority, as appropriate, to ensure the effective delivery of this policy in school
8. all personnel involved with working with or alongside children should be DBS checked with enhanced checks for staff working directly with children
9. All individual staff members are vital to the effective implementation of this policy but some staff have particular obligations which relate to their own subject and/or management areas of responsibility. These staff members are directly responsible to the Head Teacher in ensuring that they are fully aware of any existing or new safety measures and procedures and that they are fully observed and implemented. Further, they must ensure that any additional guidance given by the Head Teacher, the Local Authority or by other external advice agencies is implemented as appropriate to the needs of the school.

2.7 Leadership Team members/Subject Leaders

Leadership Team and Subject Leaders are responsible for:

1. The day to day management of health and safety within their team/phase in accordance with the health and safety policy;
2. Ensuring follow up and remedial action is taken following health and safety inspections;
3. Passing on health and safety information received to the appropriate people;
4. Acting on health and safety reports from above and below in the hierarchy;
5. Identifying health and safety training needs through performance management when appropriate;
6. Ensuring the ECM agenda is adhered and worked to
7. Planning and Curriculum reflects Health and Safety of all stakeholders

2.8 Responsibilities of Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. The Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. All staff will undertake risk assessment in-house training to enable them to produce risk assessments.

Risk Assessors will:

1. Attend appropriate training before carrying out any risk assessments.
2. Carry out risk assessments as directed by their Manager.
3. Make a written record of the risk assessment using corporate documentation.
4. Communicate the findings of the risk assessment to the relevant Manager.
5. Where risks are not adequately controlled, develop an action plan with the appropriate Manager.

6. Conduct inspections of the workplace as part of the Premises Committee at least once per term to ensure that the working environment and equipment are safe and adequately maintained.
7. Inform Managers of any additional hazards they become aware of.
8. Seek further advice/support and expertise where required.
9. All risk assessments will be kept in a central file which is kept in the main office

2.9 Emergency Resilience Team

Where an accident results in death, the Authority's Emergency Plan applies and the Resilience Team will lead the Council's response. The Resilience Team comprises the Council's Emergency Planning and Business Continuity specialists who are responsible for:

- i. Activating the emergency command structure.
- ii. Liaison with the emergency services.
- iii. Supporting the Chief Executive throughout the response.

SECTION THREE: ARRANGEMENTS AND PROCEDURES

Arrangements and procedures recorded in this section of the Safety Policy have been devised to assist persons to discharge the responsibilities and duties defined in Section Two.

3.1 Health and Safety Defect Reporting Procedure

The Head Teacher will provide the Governing Body with a regular report containing the details of any accidents / dangerous occurrences and of any necessary alterations to working practices and procedures needed to avoid recurrence of those accidents / dangerous occurrences. The Governors will ensure that measures are implemented.

The arrangements for reporting defects (with the premises and / or materials and equipment) on a day-to-day basis are set out as follows:

- i. Staff members who discover any defect shall report it to the Site Manager using the school's dedicated email – technical@hazel-oak.co.uk
- ii. The Site Manager will add the defect report to the 'Defect Report Register', recording the date of receipt.
- iii. The Site Manager will take the necessary steps to:
 - a) Have the defect rectified, within a reasonable period of time, and record the details on the defect report form and file it in a "Defects" Register.
 - b) Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Actions may include informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- iv. If the defect is likely to affect the 'normal' running of the school the Head teacher / Senior Leadership Team will be informed.
- v. Once the defect has been repaired / item taken back into use, the date that this occurs shall be recorded in the "Defects Register".
- vi. In order to monitor the action that has been taken and / or any delays in work being carried out, the Summary Sheet shall be checked weekly by the Head teacher / Site Manager and produced at termly intervals at the Governors' Finance and General Purpose Committee, at which recent defects should be identified and outstanding works discussed.

3.2 Monitoring Arrangements

The Governing Body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

- a) The Governors' Finance and General Purpose Committee will call for annual reports on:
 - Accident / incidents
 - Results of internal or external health and safety inspections
 - Maintenance reports
 - Complaints, hazards and defects reports
 - Reviews of any procedures carried out by the Head teacher
 - Analysis of First Aid Accident books
- b) The Head teacher shall provide such reports as required by the Governing Body as part of his / her management of the school.
- c) A Governor on behalf of the Governing Body shall carry out a termly visual inspection of the school and report any issues arising to the Head teacher.

- d) Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the school and report any issues to the Head teacher.
- e) The Authority's Health and Safety Officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other Officers of the Authority.
- f) Periodically review risk assessments.

To help this process, the Governing Body will ensure that all reasonable inspection facilities and information are provided on request to officers of the Authority, Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

3.3 Health and Safety Information Dissemination Procedure

Information and instructions on health and safety matters are available / given to teaching and non-teaching staff, pupils and visitors as follows:

Employees

- i. Employees have been informed about all of the existing information held on the school site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
- ii. All documentation referred to in a), above, is kept in or with the school health and safety files which are located in the main office. These files are readily available for staff for reference purposes at any time.
- iii. The only exception to this is where information is better kept at a site / subject area level. In this case employees involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files. (The amount of information on annex files should be kept to the minimum as ideally all information should be kept in one place.)
- iv. New documentation arriving at the school will be copied. The original will be held on file and the copy circulated to appropriate employees. Employees are required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the school's health and safety files referred to in b), above. The circulation form will be kept on file with the document.
- v. The Head teacher will determine the circulation of each document and ensure that all named employees have signed the circulation form before the document is put into the health and safety file.

Pupils

It will be the responsibility of teaching staff to ensure that pupils are made aware of existing and new health and safety information. This responsibility will be split between the class teachers (for general health and safety arrangements), and staff with a specialisation (curriculum-determined arrangements).

Visitors

The admin team shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit.

Any visitors arriving on the site that is unknown or unexpected will be questioned before being allowed access to the building. All visitors are required to sign in at the main office and wear visitor badges to show that they are officially recognised on site. Visitor badges contain the fire evacuation procedures on the reverse. Any visitor who has a disability is required to make themselves known to the office staff so that in the event of an evacuation assistance can be given.

All visitors to school are required to observe the health and safety regulations whilst on the school site.

3.4 Safety Committee

The Finance and General Purpose Committee carry out this role.

3.5 OTHER PROCEDURES

The Governing Body and Head teacher have agreed various procedures that may change from time to time. These can be found in that the **Health and Safety Procedures and Codes of Practices Document**. Employees are reminded that they must make themselves aware of this document – in return the School Governors and Head Teacher will ensure that all Employees are made aware of any changes.

Other sources of Health and Safety Information:-

- Risk Management Folder
- Education Visits Policy Document
- Asbestos Log
- Schools' Intranet
- School Policies