

Portway Health and Safety Policy (summary)

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| Date reviewed: | October 2016 |
| Reviewed by: | Leadership team and trustees |
| Next review planned for: | October 2017 |
| Policy ratified by trustees (as per Scheme of Delegation): | October 2016 |



**Leading
Learning Trust**



Selwyn PARTNERSHIP FOR SUCCESS
PRIMARY SCHOOL

Document history

| Date | Description of changes made | Version |
|---------|--|---------|
| 1/11/16 | Initial release as a Leading Learning Trust (Portway) document | 1.0 |
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Review and approval

The Leading Learning Trust trustees have overall responsibility for the policy.

The Head teacher is responsible for the operation of the policy within the school, as well as for the maintenance of a record of concerns raised in accordance with this policy and the outcomes.

This policy is reviewed every three years by the School Leadership Team, and is then ratified by the Leading Learning Trust trustees.



Introduction and overview

This policy has been drawn up following statutory guidance, and further to consultation with relevant members of the school team. It contains 5 main sections, as well as a section that describes how we will communicate, monitor and review all our health and safety procedures:

1 – **Statement of intent:** our statutory commitment to providing a healthy and safe environment for all users of our school;

2 – **Organisational responsibilities:** the responsibilities of key members of staff under the provisions of the policy;

3 – **Arrangements and communications:** this section details how we will consult and communicate with staff and their representatives on matters of Health and safety;

4 – **Training and competence:** this section describes how we induct and train our staff to ensure that they are safe at work, and furthermore, the checks we have to ensure that competence is maintained, and

5 – **Procedures for implementation:** this section details how the standards identified in the statement of intent are met, by identifying the local procedures in place for controlling significant risks at our school. The list of procedures can be found in Appendix 1 to this document.

Aims

The aim of this summary policy is to clearly articulate Portway Primary School's commitment to ensuring that all children, staff, volunteers and all other visitors to our school are safe. It outlines our Head teacher's commitment to this aim, and provides details of the range of roles, responsibilities, communications and training that we undertake to support this commitment. A list of all our accompanying policies that assist us in the implementation of our complete health and safety management system at school are provided in our Health and Safety Policy, which is available from the school office. The full policy also contains details of the checks and inspections that we undertake across all areas of our school site.

Review, communication and related policies

As per our policy review schedule at school, this policy is reviewed annually – or more frequently if required: for example, after changes to key personnel or premises, or as a result of issues identified in an investigation or audit.

The policy, together with any subsequent versions, is communicated to all staff at school, and also forms part of the induction process for new members of staff. Further information is provided in Section 4.

Where required, we have separate but related policies in place – e.g. Health, Safety and Welfare Policy, Educational Visits Policy, Manual Handling and Lifting Policy. These are reviewed as part of the policy review schedule, published as part of our Scheme of Delegation. Additional policies and procedures are provided by our third party partners who deliver various health and safety services to our school under a set of contracts/service level agreements.

Part 1: General statement of intent

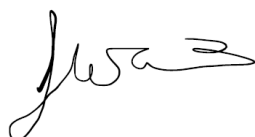
Portway Primary School will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent legislation.

We are committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of our employees and to the provision of information, training and supervision for this purpose. We also recognise and accept our responsibility to protect the health and safety of pupils and all other visitors to its sites, which include contractors, temporary staff and members of the public.

Portway Primary School is also committed to ongoing monitoring and review processes, in order that continual improvement in the management of health and safety can be achieved.

This policy will be brought to the attention of every employee and volunteer. The policy will be reviewed on an annual basis or sooner if required, as per the arrangements in our Scheme of Delegation and Policy Review Schedule.

Signed:



Jacqui Waine
Head teacher

Date: 29 September 2016

Part 2: Organisational responsibilities

The person with overall responsibility for health and safety at Portway Primary School is Jacqui Waine, Head teacher. As the employer, the Leading Learning Trust has overall responsibility for health and safety within the school.

Responsibilities of the Local Governing Body

Below is a summary of the responsibilities of the Local Governing Body:

- To ensure adherence to the school's Health and Safety Policy and any recommended procedures and standards, put in place either by the school or by third party providers as part of a service level agreement (SLA).
- To ensure the existence of a valid and compliant Health and Safety Policy for the school.
- To review the school's Health and Safety Policy annually or as required and to approve the design and implementation of new procedures where necessary/where advised.
- To monitor, review and evaluate the school's health and safety performance.
- To identify appropriate resources within the school's budget to meet statutory requirements, as well as those specified in the Health and Safety Policy and the associated procedures and standards.
- To receive from the Head teacher (or a member of staff that she nominates) reports on health and safety matters, as well as any specific reports (by exception) to the governing body re any hazards which the school is unable to rectify from its own budget.
- As required by the Health and Safety at Work Act 1974, to support the school to seek specialist advice on Health and safety matters which the school may not feel competent to deal with.
- To promote a positive health and safety culture and high standards of Health and safety within the school.
- To agree a named person on the governing body who will act as the Health and Safety Governor and report back to the full governing body on a regular basis on such matters.
- To ensure that when awarding contracts, health and safety is included in specifications and contract conditions, and that the policies and procedures of the school are taken into account.
- To ensure that health and safety is a standing agenda item for local governing body meetings and, if appropriate, to form a separate Health and Safety Committee.
- To keep informed of the Department for Education's (DfE) advice and guidance on health and safety matters.

Responsibilities of the Head teacher

Overall responsibility for the day to day management of health and safety rests with Jacqui Waine, the Head teacher.

As manager of the school and of all the activities carried on within it, the Head teacher will advise governors of any areas of health and safety concern which may need to be addressed through the allocation of funds.

The general responsibilities of the Head teacher include:-

- To support and to co-operate with the governing body to enable Health and Safety Policy and procedures to be implemented.
- To ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, implementing actions, and submitting inspection reports to the governing body where necessary.
- Via a nominated representative, to communicate the school policy and other appropriate Health and safety information to all relevant people - including contractors.
- To carry out any necessary health and safety investigations – either herself, or through the use of a nominated member of staff.
- To ensure that all staff are competent to carry out their roles, and that they are provided with adequate information, instruction and training in all health and safety matters applicable to their roles.
- To ensure consultation arrangements are in place for staff and their trade union representatives, and recognising the right of trade unions in the workplace to require a representative Health and Safety Committee to be set up.
- To report to the governing body any hazards which cannot be rectified within the school's budget.
- Through the deployment of a nominated member of staff, to ensure that the premises, plant and equipment are maintained in a serviceable condition.
- Through the deployment of a nominated member of staff, to monitor purchasing and contracting procedures to ensure compliance with the school policy.

Responsibilities of other teaching/non-teaching staff holding posts of special responsibility for Health and Safety

The Head teacher may delegate functions and responsibility for health and safety matters to other members of staff – for example, to members of the office team/Leadership Team. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the school.

Responsibilities of employees and volunteers

Under the Health and Safety at work Act 1974, all employees and volunteers have general health and safety responsibilities. They must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

The general responsibilities of employees and volunteers include:

- To take reasonable care for the health and safety of themselves and others in undertaking their work.
- To comply with the school's Health and Safety Policy and procedures at all times – including those that are managed by a third party provider through an appropriate SLA (service level agreement).
- To report all accidents and incidents in line with the appropriate reporting procedures.
- To co-operate fully with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of Health, Safety and Welfare.
- To report all defects in condition of premises or equipment and any health and safety concerns immediately to a member of the Senior Leadership Team.
- To report immediately to a member of the Senior Leadership Team any (or any perceived) shortcomings in the arrangements for health and safety.
- To ensure that they only use equipment or machinery that they are competent/have been trained to use, and to seek out an appropriately trained person if necessary.
- To make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.

Part 3: Arrangements and communication

This section describes the arrangements we have in place at Portway Primary School to consult with and to communicate with our staff and their representatives, in all aspects of health and safety.

All health and safety matters will be communicated regularly to all staff. All members of staff know that that they can bring a health and safety issue to a member of the Senior Leadership Team, and that it will be dealt with accordingly, in a timely manner. Our school ethos supports a culture of continuous improvement in all areas – health and safety included. Health and safety is an agenda item at staff meetings and at meetings of the local governing body.

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing

when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union Health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The school will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake, as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

Part 4: Training and competence

The Health and Safety at Work Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with Portway Primary School and the Leading Learning Trust in undertaking their legal duties.

The Health and Safety Executive (HSE) describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply these to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. For example, you would not need the same Health and safety competence to work in an office as you would on a construction site.

We will appoint competent people to assist us in meeting our Health and safety duties.

Where members of staff do not have the necessary training to complete a task (e.g. carrying out risk assessments) then appropriate training will be provided – or an external competent person will be engaged. Similarly, specific training in areas such as manual handling, or the safe use of display screen equipment (DSE) will be provided if a need is identified – i.e. if a member of staff requires such training in order for him/her to complete their tasks in a safe manner. Certification will be retained on file.

All staff will be inducted into the school's health and safety policies and procedures, and a record of these inductions will be retained on file.

Part 5: Procedures for implementation

The way in which we implement our health and safety procedures comprises the following:

- a detailed list of specific responsibilities;
- our approach to the carrying out and reviewing of risk assessments;
- our schedule of reviews of our fixed and portable installations, and
- supplementary policies that ensure that we carry out our responsibilities under particular pieces of health and safety legislation.

These are available either as separate policies or as appendices to the full version of this policy. All documents can be requested from our school office.