

Crosby Primary School
Health and Safety Policy
Last reviewed Autumn 2023
Next Review Autumn 2024



Statement of Intent

Crosby Primary School is committed to the continuous development and improvement of the school's Health, Safety and Welfare management system. The school recognises its Health and Safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation.

The Headteacher, Sarah Buckley, and Chair of Governors, Sajda Shah, recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy, and comply with all statutory requirements and codes of practice.

Crosby Primary School will, so far as is reasonably practicable:

- Provide adequate resources, both time and money, to maintain the workplace, plant, machinery, equipment, appliances and systems in a condition that is safe and without risk to health.
- Provide and maintain a safe and healthy working environment and systems of work that include safe use, handling, storage, transport of articles and substances which reduce potential risks to all.
- Promote awareness and understanding of Health and Safety throughout the workforce, including providing necessary instruction, information, training and supervision to enable employees to carry out their work without risk to themselves or others.
- Make regular assessments of risks to employees and other site users, taking appropriate preventative/protective measures as identified to ensure welfare at work.
- Comply with the requirements of the Council's Occupational Health and Safety (OHS) Management System, including Council Policies and supporting OHS Procedures.

All employees of the school agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the school so as to enable it to carry out its duties towards them.

The attention of all employees is drawn to the Health and Safety Staff Handbook and Procedures. Employees should recognise that failure to comply with their Health and Safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

Employees are encouraged to:

- Take reasonable care for the Health and Safety of themselves and of other persons whilst at work.
- Co-operate fully with the school or anyone else concerned, to ensure that their obligations are performed or complied with.
- Not interfere with, misuse or wilfully damage anything provided in the interests of Health and Safety.

The school ensures that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain. This policy has been prepared in furtherance of section 2(3) of the Health

and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

An annual review of the Health and Safety Policy is undertaken to ensure it is relevant to the work being undertaken by the school and all legislation quoted is up to date: where necessary the policy will be developed and expanded.

A handwritten signature in black ink, appearing to read 'S Buckley', with a small mark to the right.

Mrs S Buckley
Headteacher (responsible for Health and Safety)

Organisation and Responsibilities for Health and Safety

Headteacher

The Headteacher, who has responsibility for Health and Safety, is responsible for ensuring that the Policy enables the school to fulfil its legal duties and emphasises the determination to manage its activities so that standards of Health and Safety are continuously improved. They monitor conditions and Health and Safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

In particular, the Headteacher is responsible for:

- Setting a personal example at all times with respect to good Health and Safety practice.
- Having **overall and final responsibility** for the Health and Safety of employees working in the school and of other persons who may be affected by the school's activities.
- The development and continual improvement of the school's Health and Safety performance by ensuring that an effective Health and Safety management system is implemented and maintained.
- Ensuring that the Health and Safety policy and associated procedures, including risk assessments are effectively implemented, providing the necessary physical, financial and human resources required.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the Health and Safety management system and its associated policies and procedures.
- Nominating a Deputy to undertake the role of Health and Safety champion within the school.
- Ensuring Health and Safety is recognised as a core function and fully integrated into the activities of the school with Health and Safety objectives being an integral component of school objectives.
- Ensuring an annual report is produced detailing the school's Health and Safety performance against set objectives and to set objectives for forthcoming periods.
- Being kept informed of any significant Health and Safety failures and of the outcome of the investigation into their causes.
- Authorising new and revised Health and Safety policy, procedure and guidance.
- Ensuring an annual Health and Safety tour is undertaken.
- Ensuring that each Governor and employee has the appropriate level of competency in Health and Safety to enable them to effectively undertake their role.

The Headteacher is responsible for ensuring that Health and Safety standards are maintained. The Headteacher ensures this policy is put into practice, with **day-to-day responsibility** delegated to the School Business Manager.

School Business Manager

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered equipment carries valid certification.

- Information on safety, health and welfare matters is effectively communicated to all those concerned.
- All staff are conversant with the school and Health and Safety Executive accident reporting procedure (RIDDOR).
- Adequate first aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and appliances are in place and are tested, maintained, and kept up to date against the latest legislative requirements.
- All staff are acquainted with the emergency evacuation procedures and emergency plan.
- All new employees undergo induction training by a competent person and receive a written copy of the school's Health and Safety Handbook and Procedures.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual.
- A personal example is set by following school rules and procedures.
- Trained and competent supervision is provided for employees (particularly trainees).
- The activities of all contractors working on the school's premises are monitored and recorded on a regular basis.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Liaison is maintained directly with North Lincolnshire Council Health and Safety Team in respect of providing support in all areas of Health and Safety arrangements.
- The following statutory notices are displayed:
 - A signed copy of the Health and Safety Policy Statement of Intent
 - Employers liability insurance certificate
 - Health and Safety Law poster
 - First aid (notifying the names and locations of the first- aiders)
 - Fire procedure (with the assembly point)
- Simple records and information are kept on Health and Safety performance.
- Health and safety improvement suggestions received from staff are given due consideration.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Senior Leaders

In their areas of responsibility Senior Leaders are responsible for Health and Safety individually and also collectively as members of the Senior Leadership Team (SLT).

Senior Leaders are supported in these roles by Governors, the Headteacher, Teachers, and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated school policies and procedures, **Senior Leaders** are responsible for:

- Setting a personal example at all times with respect to good Health and Safety practice.

- The effective monitoring, review, development and continual improvement of Health and Safety performance.
- Ensuring that the Health and Safety policy and associated procedures are effectively implemented. Highlighting any necessary physical, financial and human resources required.
- Ensuring they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- Ensuring that the Health and Safety policy and associated procedures are brought to the attention of all employees and others as appropriate.
- Keeping up to date with changes to Health and Safety legislation, standards and good practice relevant to their own area of responsibility.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate, and disseminate Health and Safety information.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that Health and Safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).

Teachers

In their areas of responsibility Teachers are responsible for Health and Safety individually and also collectively as members of the Departmental Team.

Teachers are supported in these roles by Governors, Headteacher, Senior Leaders and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated school Human Resources policies and procedures, at all levels **Teachers** are proportionately responsible for:

- Setting a personal example at all times with respect to good Health and Safety practice.
- The Health and Safety of employees and of other persons who may be affected by the school's activities.
- The measurement, monitoring, review, development and continual improvement of Health and Safety performance.
- Ensuring familiarity with the Health and Safety policy and associated procedures and effectively implementing them, informing their line manager of any resource requirements.
- Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- Ensuring that Health and Safety objectives are an integral part of their team delivery plans.
- Ensuring that they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- Keeping up to date with existing and revised Health and Safety legislation, standards and good practices relevant to their activities.
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a recurrence.

- Ensuring they inform their Headteacher or Senior Leader of any significant Health and Safety failures, and of the outcome of the investigation into their causes.
- Providing adequate levels of supervision as identified for pupils and others as appropriate.
- The provision of timely feedback to their Line Manager regarding any deficiencies in Health and Safety policies, procedures, plans, systems etc.
- The identification and subsequent provision of employees' Health and Safety training requirements.
- The identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheelchair users, visually impaired etc).
- Undertaking appropriate Health and Safety inspections and ensuring that their area of responsibility or work location is inspected at least every two months.
- Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with relevant activities.

School Competent Person

Contact details:

Mandy Brookes

Health and Safety Advisor

Safety Solutions

North Lincolnshire Council, Church Square House

Telephone: 01724 297613

Mobile Number: 07443264443 or 07926397570

Email: mandy.brookes@northlincs.gov.uk

North Lincolnshire Council Health and Safety Team shall:

- Provide advice, guidance, support and training on all Health and Safety matters.
- Advise the Council on new legislation and its impact on the organisation and arrangements for health or safety.
- Review and provide reports on OHS Performance.
- Produce OHS Procedures to ensure the Council complies with all applicable Health and Safety legislation.
- Conduct independent inspections and OHS internal audits to assess performance and provide identification of any non-conformances to legislation, providing guidance to address these concerns to the relevant responsible persons, (Managers/Headteacher) for action.
- Coordinate the issue of advice to services and schools on urgent safety issues requiring immediate action.
- Liaise, where required, with the Health and Safety Executive and other external bodies on Health and Safety matters.

Employees and Volunteers

Every employee and volunteer must:

- Work with due regard to the Health and Safety of themselves and others who could be affected by their acts or omissions.
- Cooperate with NLC and management with regard to meeting agreed Health and Safety arrangements and procedures.
- Report any Health and Safety problems or deficiencies to their line manager or NLC contact.
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- If involved in an accident resulting in, or which may have resulted in, injury report the details to the Headteacher as soon as possible, and in all cases before the end of the day on which the incident occurs.
- Use equipment only when authorised and properly trained to do so.
- Fully familiarise themselves with the school Health and Safety policies and associated procedures, seeking clarification from line managers where necessary.
- Report any defects in plant or equipment to their line management.
- Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to Health and Safety.
- Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to Health and Safety.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.
- Suggest possible amendments to existing practices or procedures which could improve Health and Safety.

Arrangements for Health and Safety

We recognise the importance of health, safety and welfare and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Headteacher and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of Health and Safety performance by providing adequate funding, resources and competent advice.
- Formulate and maintain safe working systems, including work carried out during scheduled repairs and maintenance, ensuring any contractors and visitors follow all Health and Safety rules whilst onsite.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the Health and Safety of employees etc. will not be affected.

- Report (**within 24hrs**) and investigate all accidents and incidents in line with the corporate BPS 4.5.1 - Accident, Incident Reporting and Investigation Procedure.
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Encourage the closest possible liaison between the school and employees in matters relating to Health and Safety.
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work including manual handling or working at height where applicable.
- Consult with employees through audits, safety notice boards, Health and Safety Handbook and Procedures, plus other regular communications as necessary, and advise them of their legal duties and responsibilities, including the requirement to:
 - Abide by safe working systems.
 - Make use of facilities and equipment provided for their protection.
 - Refrain from any act which could endanger themselves or others.
 - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health safety and welfare.
 - Report any known defect, which could endanger the health or safety of themselves or others.

Risk Assessment

Formal risk assessment will inform measures to be taken in order to fulfil statutory obligations such as Fire Precaution (Workplace) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above Regulation is as follows:

A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organization)

Risk is the likelihood that the harm from a particular hazard is realised.

The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.

The purpose of the risk assessment is to help guide the judgement of the employer, and to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The School will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

Method - Risk assessments are to be undertaken by staff in varying roles. Additional assistance is provided by the Health & Safety Advisor if required, using the current risk assessment form. Once completed, this information will be disseminated to relevant employees and the master filed for future reference. Reviews to risk assessments as stated at the time of the initial assessment will be undertaken using the same form.

Training

The School recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. The Headteacher will ensure safety training is provided and it will be incumbent upon them to ensure that 'on-the-job' training is given to new employees or those new to a job.

The school recognises the value of training as an essential and effective means of helping to create a safe working environment. We will provide mandatory training i.e. new employee induction. Other training is dependent on the scope of work to be undertaken. We will undertake periodic reviews of all training requirements to ensure all our employees are provided with the necessary instruction, information and training to allow them to undertake their work safely without risk to themselves and other who may be affected by their work activities. In addition, safety information is provided in the form of this periodically updated health & safety booklet, which is circulated to all employees.

Periodic refresher training will also be provided for employees where necessary such as asbestos awareness or following an accident or near miss incident.

Consultation

Employee consultation and communication is achieved through:

- Audits
- Safety Notice Boards
- Email circulars (internal and external guidance)
- Staff briefings
- Health and Safety Handbook and Procedures

Evacuation

Detailed procedures for evacuations including exit routes and information on good practice are held, and available on request to any member of staff. Equipment checks and evacuation drills will be held on a termly basis in addition to a weekly timed sound test of the fire alarm.

Monitoring and Review

This policy is monitored and reviewed by the Governing Body. Last reviewed Autumn 2023.

Revision Record

Date	Revision Details
May 2016	First issue
September 2016	Revised and amended.
June 2017	Revised issue
April 2018	Revised, amended to include reference to NLC policy and procedures.
May 2018	Policy Adopted by Resources Group and circulated to all staff
June 2019	Policy Adopted by Resources Group and circulated to all staff
Autumn 2020	Policy Adopted by Resources Group and circulated to all staff
Autumn 2021	Policy Review
Autumn 2021	Policy Adopted by Resources Group and circulated to all staff
Autumn 2022	Policy Review – change of North Lincs Contact to Mandy Brookes
Autumn 2022	Policy Adopted by Resources Group and circulated to all staff
Autumn 2023	Policy Adopted by Resources Group and circulated to all staff