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| <b>Name of Policy:</b>              | <b>B1 Health and Safety</b>  |
| <b>Status of policy:</b>            | This is a statutory policy   |
| <b>Consultation:</b>                | This policy should be read in conjunction with<br><b>B2 First Aid</b><br><b>F2 Lettings</b><br><b>C4 Educational Visits</b><br><b>Staff Handbook, Chapter 10(a) (b) (d) e</b><br><b>Bracknell Forest Local Authority “Health, Safety and Welfare manual of Guidance” and “Offsite and Hazardous Activities manual”</b> |
| <b>Date policy was agreed:</b>      | 20 <sup>th</sup> January 2021  |
| <b>Date of full implementation:</b> | Immediate  |
| <b>Date for review:</b>             | 19 <sup>th</sup> January 2022 (Annually)   |

## **Part 1: General Statement of Policy, Duties and Responsibilities.**

### **1.1 Policy Statement**

The Governing body of Edgbarrow School recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all staff (paid and volunteer), students and visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, The Management of Health and Safety at Work Regulations 1999 and all other relevant and common law duties of care.

It is the policy of **Edgbarrow School** to promote the health and safety of all staff, pupils and visitors to its premises and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard personnel and to ensure that any work that is undertaken produces no unnecessary risk to health and safety;
- Encourage persons on the premises to co-operate with the organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Ensure the provision and maintenance of plant and equipment are safe;
- Maintain safe arrangements for the use, storage and handling of articles and substances;
- Provide sufficient information, training and supervision to enable all personnel to avoid hazards and contribute to their own health and safety;
- Provide specific information, training and instruction to those personnel with specific duties related to health and safety;
- Make, as far as is as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public which may arise from the activities of the school;
- Make suitable and sufficient assessment of risks to health and safety of personnel not connected with school who may visit school site;
- Make specific assessment of risks in respect of new and expectant mothers;
- Provide information to others, including contractors of any risks its employees may be exposed to whilst on site.

This policy statement should be reviewed annually and ratified by the Finance and Buildings and grounds committee as suitable and sufficient.

### **1.2 Statutory duties of the organisation**

Edgbarrow School will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Give staff, pupils and visitors the information, instruction, training and supervision necessary for their health and safety.

In particular, Edgbarrow School will:

- Assess the risks to the health and safety of its staff, pupils and visitors;
- Make arrangements for implementing of measures identified by this assessment;

- Record the significant findings of such assessments and arrangements;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in place, and bring it to the attention of its staff;
- Appoint a competent person to assist with the responsibilities of health and safety;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure the workplace satisfies health, safety and welfare requirements with regard to ventilation, temperature, lighting and sanitary provision;
- Make sure that work equipment is suitable for its intended purpose and that it is properly and adequately maintained and used;
- Prevent, or adequately control, exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health and safety surveillance as appropriate;
- Provide free any protective clothing or equipment necessary, where risk cannot be controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety authority.

### **1.3 Statutory duties of staff, pupils and visitors**

Staff, and visitors to Edgbarrow School are expected to observe the following:

- To take reasonable care of their own health and safety, and that of other persons who may be affected by their actions, or inactions;
- To co-operate with Edgbarrow School management on health and safety matters;
- To use work items provided by Edgbarrow school correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving pupils, visitors or contractors or members of the public participating in activities organised by Edgbarrow School.

### **1.4 Policy for Visitors or Contractors;**

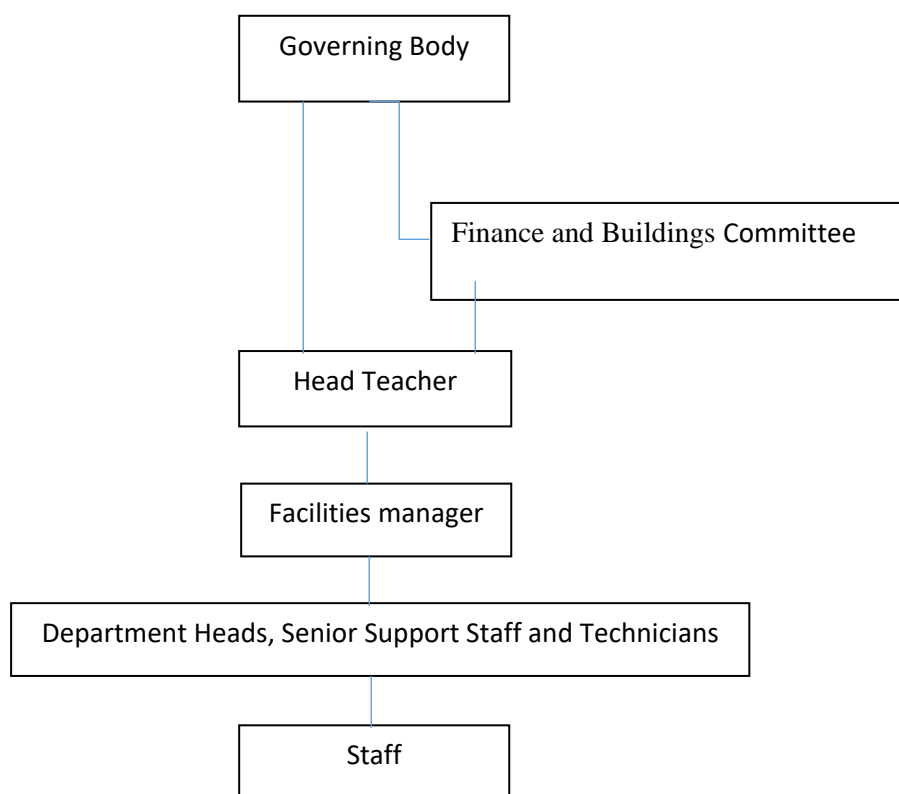
On arrival all visitors and contractors must report to reception, book in and receive health and safety information. Those who they are visiting will be responsible for their evacuation and assistance during the visit. Visitors and contractors must sign out at the completion of their visit.

## Part 2 The management and Organisation of health and safety

### 2.1 Overall responsibilities

The Governing body of Edgbarrow School are ultimately responsible for the management and promulgation of all health and safety procedures with the organisation and appoint the head teacher as their representative in this matter. The Governing Body's Finance and Buildings Committee will monitor and approve all policies, codes of practice and safety requirements for school. The Governing Body will ensure that health and safety appears as an agenda item at every Finance and Buildings committee meetings. This shall cover all appropriate areas of work and special hazards. Nominated health and safety representatives should attend this meeting. A member of the Finance and Buildings committee shall review all accident and incident reports prior to each meeting and report their findings to the committee. The facilities manager will report termly to the Finance and Buildings Committee on the number of health and safety audits carried out and any causes for concern highlighted by such audits.

### 2.2 General Structure



## 2.3 Specific responsibilities

### 2.3.1 Head Teacher

The Head teacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular, the Head teacher will:

- Be familiar with the Local Authority's Health and Safety Policy Statements, and its Health, Safety and Welfare Manual of Guidance, together with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school;
- Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school activities;
- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities e.g. asbestos guidance;
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled; e.g. Design technology, Science and Art
- Consult with members of staff, including the safety representatives, on health and safety issues;
- Arrange systems of risk assessment to allow the prompt identification of potential hazards both at school and while offsite on educational visits;
- Ensure periodic reviews and safety audits are recorded on the findings of the risk assessment;
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- Encourage staff, pupils and others to promote health and safety;
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- Encourage all employees to suggest ways and means of reducing risks;
- Collate accident and incident information and, when necessary, carry out accident and incident investigations;
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- Monitor first-aid and welfare provision;

- Monitor the management structure, along with the governors;
- Monitor safeguarding procedures with regards to the use of the school's site.

### **2.3.2 Facilities Manager**

The Head teacher has given the responsibility for the delivery of Health and Safety matters across the school site to the Facilities Manager. Through regular meetings with the Head teacher the Facilities Manager will report and discuss all necessary actions to be taken in order to deliver a safe environment for all school users.

Furthermore, the facilities manager will annually inspect the Science, PE, CDT and Art departments, and all other departments bi-annually.

### **2.3.3 Department Heads, Senior Support Staff and Technicians**

Department heads, Senior Support Staff and technicians will make themselves familiar with this policy and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility. In addition to the general duties which all members of staff have, they will be directly responsible to the Head teacher or the member of staff nominated by the Head teacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their department or working areas;
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- New employees working within their department are given instruction in safe working practices;
- Regular safety inspections are made of their area of responsibility as required by the Head teacher or as necessary;
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- All plant, machinery and equipment in the department in which they work is adequately guarded;
- All plant, machinery and equipment in the department in which they work is in good and safe working order;
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and readily available in the department in which they work;

- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;

All the signs used meet the statutory requirements;

- All health and safety information is communicated to the relevant persons;
- They report, as appropriate, any health and safety concerns to the appropriate individual;
- Monitor safeguarding procedures with regards to the use of the school's site.

#### **2.3.4 All staff members**

All staff will make themselves familiar with this policy and any other health and safety legislation and codes of practice which are relevant to the area in which they work. As part of their day-to-day responsibilities they will:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- Familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- See that all plant, machinery and equipment is adequately guarded;
- See that all plant, machinery and equipment is in good and safe working order;
- Not make unauthorised or improper use of plant, machinery and equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, plant, equipment and facilities which they observe;
- Take an active interest in promoting health and safety and suggest ways of reducing risks;
- Follow safeguarding procedures with regards to the use of the school's site.

#### **2.3.5 Hirers, Contractors and others**

- When the premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities for which the premises are in use will have

responsibility for safe practices. Hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- When the school premises or facilities are being used out of normal school hours for a school activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
- When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and will not without prior consent of the Governing Body:

Introduce equipment for use on the school premises;

Alter fixed installations;

Remove fire and safety notices or equipment;

Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with Sections 3-4 of the Health and Safety at Work etc. Act 1974.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- All contractors and hirers will read and be familiar with the school's Health and Safety guidance e.g. asbestos.
- All contractors and hirers will follow the school's safeguarding procedures