



Date: Autumn 2023

# Health and Safety

Watcombe Primary School



## STATEMENT OF INTENT

The governing body acknowledges its responsibilities as a community school, as laid down by the Department for Education.

The governing body acknowledges Torbay Council's Corporate Health and Safety Policy acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

The governing body notes the provisions of the Health and Safety at Work Act 1974 (section 3(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. The governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The governing body is committed to;

- a) Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- b) Providing adequate resources for the school to meet its health and safety responsibilities.
- c) Providing adequate and competent supervision of all school activities.
- d) Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.
- e) Achieving continuous health and safety improvement through effective;
  - Policies
  - Organisation
  - Planning and implementation
  - Measuring and monitoring.
  
  - Reviewing on a regular basis.
  - Auditing of the school's health and safety management systems and performance.
- f) Responding to internal and external changes that may affect the school's health and safety arrangements.

The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

## Arrangements

This health and safety policy has been adapted from Torbay Councils health and safety policy to suit Watcombe Primary School. We have adopted the safety management principles described in the Health and Safety Executive document HSG 65, Successful Health and Safety Management. These principles are implemented in the arrangements below.

**Plan** - Determine the policy and plan for implementation

**Do** - Profile risks, organise for health and safety and implement the plans

**Check** - Measure performance (monitor before events, investigate after events)

**Act** - Review performance and act on lessons learned.

People in charge of Watcombe Primary School will:

1. Plan
    - 1.1 Develop local health and safety policies and procedures which will support and expand the corporate policies and guidance and will be included in individual business plans.
    - 1.2 Ensure health, safety and fire training forms part of the induction programme for all new members and employees. Where training needs have been identified to ensure the health and safety of members and employees, attendance is mandatory. This will include but not be limited to areas such as fire and emergency procedures, the operation of equipment and machinery and any other hazardous operations, including those identified through risk assessment or personal development procedures (RADAR - Risk awareness, Detection, Action and Review).
    - 1.3 When working in partnership with or sharing a workplace with other organisations or employers, co-operate with those organisations or employers on all aspects of health, safety, welfare, and fire precautions.
  - 2.1 Nominate staff who will be accountable for subject areas, fire, first aid, school trips, training, risk assessments, accident review (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), vocational courses, minibus servicing, COSHH, manual handling and travel.
- 2.00 Do
- 2.2 Nominate sufficient numbers of risk assessors within Watcombe Primary School to cover all sections and provide them with adequate training and sufficient resources to carry out their functions as risk assessors.
  - 2.3 Progressively identify and eliminate, isolate or control through risk assessment, hazards which present a significant risk to the physical and psychological health, safety and wellbeing of employees and other persons, or possible damage to, and/or loss of plant, equipment, property or reputation.
  - 2.4 Provide adequate and competent supervision of all activities, which involve risk that has not been avoided or minimised to its lowest practicable level.
  - 2.5 Provide suitable and sufficient information, and identify and provide instruction, and training to members, employees, voluntary workers and contractors (where necessary) so that they can undertake their work activities without risks to themselves, other employees and persons who could be affected by Watcombe Primary School activities.
  - 2.6 Ensure health, safety and fire requirements are taken into account including the provision of adequate resources when commissioning services, or planning new projects, developments, processes, or systems of work, and when manufacturing or purchasing new plant, and equipment.
  - 2.7 Develop and maintain effective systems, which inform and consult employees on relevant health, safety and fire matters.
  - 2.8 Provide those responsible for health and safety reasonable time and resources to undertake training and carry out their roles.

### 3.00 Check

- 3.1 Monitor health, safety and fire management performance at school management team and governor meetings.
- 3.2 Keep and maintain accurate records of accidents and incidents, injuries and known exposure to health, safety and fire risks at work.
- 3.3 Keep and maintain accurate records of 'near miss' to avoid potential accidents in the future.
- 3.3 Take all practical steps to ensure contractors and other persons undertaking work on behalf of the Watcombe Primary School are competent and comply with the schools health and safety policy and arrangements.

### 4.00 Act

- 4.1 Review health, safety and fire management performance at school management team and governor meetings to ensure actions are learned from and lessons learned from accident/incidents, inspections and audits.

## **Responsibilities and Organisation**

**The Headteacher** has the overall leadership role for the health, safety and welfare of employees and others within the Watcombe Primary School area of undertakings. The headteacher is accountable to the school governors and responsible for ensuring that safe working conditions are maintained for all employees, visitors, pupils, members of the public and contractors within their respective schools for the areas they control. He will:

- o Lead by example.
- o Provide strategic direction and oversight, ensuring suitable resources are made available to discharge the schools health, safety and fire responsibilities.
- o Ensure that health, safety and fire precautions are considered in schools management decisions.
- o The day to day management of health and safety is delegated to the School Business Manager.
- o Ensure that adequate numbers of risk assessors and fire marshals are appointed and trained within their areas of responsibility.
- o Provide adequate instruction and training in order that employees are competent to carry out their work safely and free of risk to themselves, or other people who may be affected by such activities.
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- o Ensure that adequate and effective risk assessments are undertaken and regularly reviewed.
- o Ensure that adequate inspection and maintenance regimes are in place for the properties and equipment within their areas of responsibility.
- o Ensure effective consultation and communication takes place with employees, and Governing bodies, including the provision of any necessary information to any person, contractor or business that might be affected by work activities.

- o Liaise with the governors on any health, safety or welfare problem that they cannot resolve.
- o Establish ownership and accountability for health and safety with governors by developing and implementing an effective health and safety policy.

**The School Business Manager** is accountable to the Headteacher and responsible for ensuring the day to day management of health, safety and welfare is implemented and adhered to. They will:

- o Lead by example.
- o Ensure suitably qualified person(s) are appointed to act as competent advisors to comply with the requirements of current health, safety & fire legislation.
- o Set achievable health, safety and welfare targets for the school and monitor those targets.
- o Ensure that adequate consultation of health, safety and fire requirements takes place with employees and their representatives.
- o Ensure the proper provision for health, safety and fire is made when commissioning services whether from the public, private or voluntary sector.
- o Provide regular feedback on health, safety and fire performance to the governing body.
- o Monitor, via reports, the overall performance of the schools health and safety management systems and ensure that decisions made are in line with the schools own policies and procedures which relate to health, safety and fire matters.
- o Receive and act upon issues communicated to them by the headteacher and school governors.
- o Ensure that standards of health and safety are maintained through an effective programme of auditing and monitoring.
- o Maintain up to date knowledge in health, safety and fire precautions for them to demonstrate competence.

The school business manager is responsible for the following legal requirements:

- o The Health and Safety at Work Act 1974
- o Management of Health and Safety at Work Regulations 1999
- o The Workplace (Health, Safety and Welfare) Regulations 1992
- o RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- o First Aid at Work
- o COSHH (Control of Substances Hazardous to Health)
- o Display Screen Equipment
- o Fire precautions
- o Asbestos management
- o Hot Work Permit
- o PPE
- o Working Time Regulations
- o Water Testing (Legionella)
- o The Manual Handling Operations Regulations 1992
- o The Work at Height Regulations 2005
- o Provision and Use of Work Equipment Regulations 1998 (PUWER)
- o The Waste Electronic and Electrical Equipment Regulations 2006 (WEEE)
- o Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- o PPE at Work Regulations 1992

The school business manager is also responsible for the following best practice:

Control of contractors  
 Maintenance of equipment  
 Traffic routes and segregation  
 Welfare facilities  
 Recording of 'near miss' incidents and reporting of critical incidents

**The Caretaker** is accountable to the school business manager and responsible for ensuring the day to day management of health, safety and welfare is implemented and adhered to. They will:

- o Lead by example.
- o Ensure that adequate consultation of health, safety and fire requirements takes place with employees and their representatives.
- o Complete daily and weekly checks as provided on the caretaker checklist.
- o Ensure the fire alarm is checked weekly and recorded.
- o Ensure the emergency lights are checked weekly and recorded.
- o That products, plant, equipment, vehicles and buildings are not damaged by their actions.
- o Comply with health and safety procedures and instructions.
- o Will not neglect, misuse or damage anything provided in the interest of health and safety.
- o Assist by reporting to their line manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- o Attend training or instruction to enable them to work competently and safely.

**Senior Management Team** are accountable to their headteacher and responsible for the day-to-day maintenance of health, safety and welfare and fire precautions for employees and pupils within their areas of control. They will:

- o Lead by example.
- o Ensure that team members receive adequate instruction and training for them to carry out their duties competently and safely.
- o Ensure that risk assessments are undertaken to eliminate or control risk and to ensure safe working practices are developed and implemented to minimize risks so far as is reasonably practicable.
- o Ensure that effective supervision of employees and volunteers is maintained at all times and particularly with new or inexperienced people
- o Ensure that all personnel adhere to safe working practices.
- o Ensure that all accidents or incidents involving employees, volunteers or members of the public or pupils in their areas of authority are investigated and reported to the health and safety team.
- o Ensure that the school business manager is advised of any defect or hazard which they cannot rectify themselves.

Employees are responsible for their own health and safety and that of their colleagues, pupils and members of the public who may be affected by their work activities. They will ensure:

- o That products, plant, equipment, vehicles and buildings are not damaged by their actions.
- o Comply with health and safety procedures and instructions.
- o Will not neglect, misuse or damage anything provided in the interest of health and safety.
- o Assist by reporting to their line manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- o Attend training or instruction to enable them to work competently and safely.

*T Nield*

Signed: \_\_\_\_\_  
(Headteacher) Print: T Nield

Date: 18/03/23

Date for review: March 2024