



# Thaxted Primary School

# Health and Safety Policy

<b>Policy Date:</b> Spring 2022	<b>Review Date:</b> Spring 2023	<b>Responsible Person:</b> Headteacher <b>In Conjunction with:</b> H&S Governor and School Business Manager
<b>Other Policies to be read in conjunction with this policy:</b>		Staff Code of Conduct Educational Visits First Aid Policy Lone working risk assessment Restrictive Physical Intervention Current Covid Risk Assessment

This policy was approved by the Full Governing Board on the 19/01/2022

## Statement of Intent

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the School.

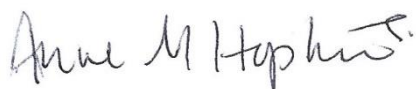
Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Headteacher, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Governing Body:



**Signed:**..... **Date: 19.01.2022**  
**(Chair of Governors)**

## **1. Responsibilities – All Employees**

All employees have a duty to:

- Look after their own safety and the safety of others affected by their work;
- Follow safe working practices and carry out their health and safety responsibilities as detailed in the council's health and safety standards;
- Report to their line manager any hazards they identify and any inadequacies in health and safety procedures;
- Take part in any health and safety training and development identified as necessary by the Governing Body, the Headteacher or their line manager;
- Use work equipment provided correctly, in accordance with instructions, training and Essex County Council health and safety standards;
- Ensure that if organising projects or activities, risks are assessed as part of the planning stage and suitable control measures are implemented;
- Report health and safety incidents including near misses, in accordance with the council's health and safety incident reporting procedures.

## **2. Responsibilities – All Managers and Supervisors**

All employees with management and supervisory responsibilities are responsible for the implementation of the Schools Health and Safety and Wellbeing Policies in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision. Their responsibilities include:

- Ensuring this Health, Safety and Wellbeing Policy for Schools is implemented in their area of responsibility;
- Ensuring all staff under their control carry out their health and safety responsibilities;
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours;
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views;
- Ensuring the health and safety competence and capability of employees under their control;
- Ensuring relevant health and safety standards, including the Council's Health and Safety Standards, are implemented in their area of control;
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures, including any safe systems of work, are implemented;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will also include stress risk assessments);
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the Council's and School's requirements;
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body);
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

### **3. Responsibilities – Headteacher**

The Headteacher will ensure:

- That there are appropriate and robust arrangements in the school for implementing the Health, Safety and Wellbeing Policy for Schools, and ensuring that the Policy and arrangements are effectively communicated and implemented;
- That systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions;
- They demonstrate health and safety leadership by ensuring health and safety is given no less importance than educational outcomes;
- That there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed;
- That appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils, including ensuring the availability of the asbestos register to all visiting contractors;
- That health and safety standards available on the schools Infolink are regularly checked and where necessary made available to relevant employees / volunteers / contractors (e.g. sports coaches, PTA members, Governors);
- That all employees are competent and have the capability to carry out their role/function;
- That records of health and safety training and development are maintained by the school, as required by law;
- That the Council's health and safety standards for schools (available via the schools Infolink) are implemented;
- That there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by the Council's health and safety standards;
- That systems are in place for monitoring and reviewing health and safety in the school.
- That all accidents / incidents are reported and investigated in line with the ECC Incident Reporting Procedure for Schools;
- That they co-operate with any health and safety investigations or monitoring carried out by the Council and that actions arising from them are implemented;
- That the annual online Health & Safety monitoring is submitted by the agreed deadlines;
- That health and safety performance is reported to the Governing Body regularly (at least annually);
- That responsibilities allocated to them in the Council's Health and Safety standards covering premises management are complied with;
- That day to day premises management tasks are delegated to a member of staff and /or property consultant who is suitably competent. (The Headteacher retains the ultimate responsibility for the management of the premises);
- That they are the Schools named Educational Visits Co-ordinator or they appoint a member of the Schools Senior Management team as the School EVC (and ensure they are given training and time to undertake the role).

### **4. Responsibilities – School Health & Safety Coordinator**

The School Business Manager has been appointed as the Health and Safety Co-ordinator for the School. He/she must be given sufficient time and resources to carry out their role. Their identity and role should be

clearly communicated to all school employees. Below are the duties which may be delegated to another member of staff. However, the responsibility remains with the Headteacher.

The School Health & Safety Co-ordinator will:

- Establish arrangements for the effective co-ordination of health and safety throughout the School;
- Support the Headteacher in co-ordinating the development, review and revision of the School's health and safety standards;
- Set up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings);
- Set up arrangements for the effective communication of health, safety and wellbeing information relevant to the school;
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager;
- Ensure that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings;
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the School's and Council's Policies and Standards;
- Support the establishment of adequate arrangements for:
  - First aid;
  - Fire and emergency evacuation;
  - Reporting of health and safety incidents, hazards and concerns;
- Co-ordinate arrangements for monitoring of health and safety standards within the school.

## **5. Responsibilities – Governing Body**

The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governors appointed with a health and safety role (and indeed the Governing Body as a whole) will play an active part in supporting and monitoring health and safety standards in the school. In order to carry out this role effectively they will:

- Receive a regular (at least annual) Headteacher's report on health and safety performance at a formal Governing Body meeting (see Section 10.5 for details of what should be in the report);
- Take part in regular health and safety inspections of school premises to make sure that the school buildings, grounds, equipment and materials are safe and ensure the health, safety and wellbeing of all persons on the premises;
- Comply with this Health and Safety Policy, the school's Staff Wellbeing policy and Essex County Council's standards for health and safety;
- Consult with parents on any health and safety concerns, raised by them, and liaise with the headteacher to reach an acceptable outcome;
- Have regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

They will check that:

- Appropriate arrangements are put in place in the school to comply with statutory requirements, the Health, Safety and Wellbeing Policy for Schools and the Council's health and safety standards;
- The annual Health and Safety Internal Monitoring (HSIM) return has been completed for the school;
- An action plan arising from the HSIM exercise is put in place and actions are taken as required to address any deficiencies identified in health and safety management;
- Any actions arising from ECC Corporate Health and Safety Team Audits, Compliance checks or Inspections are addressed;
- Accident and incident reports are being completed, investigations are undertaken into the causes and any issues arising from these are addressed;
- Any visits by, or correspondence from, the enforcing authorities are notified to the ECC Corporate Health and Safety Team and any actions taken as required;
- A property consultant is appointed to advise and assist with construction and premises maintenance matters; HSP(S) 1.0 Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and Community Support Services / Pupil Referral Units Version: 4.0 Page: 15 of 34 Issue Date: December 2018
- Anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations 2015;
- Appropriate consideration is given to, and actions taken, arising from any surveys carried out by the school in relation to employee health, safety and wellbeing (e.g. Education Support Partnership);
- Statutory requirements and the Council's health and safety standards are taken into account in determining the allocation of resources;
- The Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and wellbeing;
- The policies and procedures for recruitment, induction, staff development, performance management and capability used by their school consider health and safety and, as a minimum, achieve the same standards as the Council's HR Policies and Procedures;
- Educational visits are being correctly managed. Note: It is best practice to appoint a Governor who understands the educational visits system as well as agrees the higher risk visits (e.g. overseas, adventurous or residential).

Governors are encouraged to work in conjunction with the school management to ensure good safety standards in a constructive manner but also to challenge decisions and actions and request evidence to verify answers to their questions. In the event that they are not satisfied that the appropriate standards are in place and feel that they are no longer able to rectify the situation at local school management level they must raise their concerns with Governor Services.

Governors' helpline: tel. 033301 39833 / e-mail: [essex.governorservices@essex.gov.uk](mailto:essex.governorservices@essex.gov.uk)

## **6. Responsibilities for School Visits**

The School undertakes educational visits and has appointed a senior manager as an Educational Visits Co-ordinator (EVC) who:

- Has attended EVC Training (EVC training should be refreshed at least every 3 years);
- Ensures that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in LOtC, off-site activities and visits have had access to training / instruction at an

appropriate level to ensure that the employer's guidance and establishment procedures are properly understood and followed;

- Organises the training of Visit Leaders and Assistant Leaders (including voluntary helpers);
- Ensures that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned;
- Ensures that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice
- Ensures they have an understanding of how Learning Outside the Classroom (LOtC), offsite activities and visits can support a wide range of outcomes for children and young people, and raise achievement;
- Ensures that LOtC, off-site activities and visits meet guidance requirements;
- Ensures the 'Educational Visits Statement' available from the EVOLVE website is implemented;
- Ensures that a school specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE;
- Ensures that DBS checks are in place as required.
- Ensures that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Supports the headteacher with approval and other decisions;
- Checks that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensures they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensures that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;
- Ensures that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensures that medical and first aid issues are addressed;
- Ensures that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertakes monitoring of Visit Leader planning and sample monitoring of visits;
- Ensures that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensures that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary

## **7. Responsibilities – Visitors and Contractors**

Visitors to the school, including contractors, clients, service providers and members of the public must comply with Essex County Council health and safety procedures and requirements; All contractors and visitors must be made aware of the site-specific arrangements and emergency procedures and are the responsibility of the member of employees being visited.

## 8. General Arrangements for Health & Safety

The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Schools Infolink (NB health and safety standards are kept on a secure part of the Infolink, so schools will need a password to access them).

The Headteacher is responsible for developing and communicating local arrangements for implementing the school's policy and standards. This includes arrangements for:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of staff on health and safety matters.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments for all work activities where there is significant risk.
- Managing the risks to Young People on Work Experience Placements
- Controlling risks arising from work activities not covered by the Council's health and safety standards;
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety standards

## 9. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School must have in place arrangements to manage Health and Safety competence and capability in relation to the following:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Taking action when employees fail to perform on health and safety.

### **Performance management:**

The School follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.



In respect of the Headteacher, account is taken of the results of health and safety internal monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

For non-academic staff health and safety should also be considered as part of the performance management process.

### **Training (legal requirement):**

There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

Training and development can be delivered in a variety of ways. In some cases, formal training will be needed. In other cases it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

The Schools keeps a record of Health & Safety training undertaken by employees.

### **Standards**

How we do things safely is detailed in health and safety standards on the Health and Safety pages of the Schools Infolink covering a range of activities. It is important that managers and employees follow these standards, as they are the way the Governing Body ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the Council by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Council and individuals within the school to the risk of prosecution.

### **Health and Safety Risk Assessments**

Risk Assessment is a legal requirement. Our health and safety standards and generic assessments were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and managers to ensure assessments are modified and extended to take account of local circumstances or produced for activities not covered by Standards.

Managers are responsible for:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring that where there are generic risk assessments these are added to in order to reflect local circumstances and controls.
- Ensuring that where there are no standards or generic risk assessments on the School's Infolink, an assessment is undertaken where there are significant risks.
- Ensuring risk assessments have been undertaken relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

## 10. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the Schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health & safety information is communicated through the following ways:

*Staff meetings for teachers, Learning Assistants, MDAs and Catering, Caretaking and Administrative Support Staff, together with communications via email and the notice board in the staffroom.*

## 11. Health & Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.

Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice.

The School has arranged for employees to be able to access the standards most relevant to their role by adding them to each new employee's induction paperwork.

## 12. Health & Safety Monitoring and Auditing

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

**Internal Monitoring:**

The School ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of the Schools infolink are completed. The submission of these automatically generate actions plans which are reported to the Governing Body.

**Health and Safety Incident Investigation:**

The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by a Senior member of staff and the findings reported to the Governing Body.

**Other Monitoring:** There are systems in place within the school, which ensure that the following monitoring is also carried out:

- Termly inspections of the premises (all curriculum / work areas and general areas).
- Monitoring of contractor operations under the School's control.
- Routine checks on equipment and electrical, gas, mechanical and other services.
- Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.
- School health and safety inspections, including asbestos and legionella

The Governing Body and Headteacher review the health and safety performance of the school at least annually. Health and safety is a standing agenda item for all Governing Body Finance, Premises and Personnel committee meetings. At these meetings the Headteacher or Health and Safety Coordinator report on:

- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health and safety.

### **13. Consequences of Non-Compliance with the School's Health & Safety Policies and Standards**

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

## 14. Health & Safety related to Covid-19

The Governing Board regularly reviews the school's arrangements for keeping its staff and children safe during the Covid Pandemic. The most recent risk assessment can be found on the school's website under Parents\Covid-19. It can also be found here: <https://primarysite-prod-sorted.s3.amazonaws.com/thaxted-primary-school/UploadedDocument/245b14539ead4b8b9d41496887d5a6d0/covid19-full-reopening-risk-assessment-and-action-plan-thaxted-primary-school-march-2021.pdf>

## 15. Review and Revision

The Governing Body will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

## Appendix 1 - Health and Safety Arrangements

<b>School Name</b>	<b>Thaxted Primary School</b>
<b>Manager with overall responsibility for health and safety at the establishment (e.g. Headteacher)</b>	<b>Justine Brooks</b>
<b>School Health and Safety Coordinator</b>	<b>Jackie Sweeting</b>
<b>Educational visits co-ordinator</b>	<b>Emma Dymond</b>
<b>Trade Union Health and Safety Representative</b>	
<b>Report health and safety incidents to:</b>	<b>Jackie Sweeting</b>
<b>Report hazards to:</b>	<b>Jackie Sweeting</b>
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	<b>Jackie Sweeting/John Overson with Headteacher and Governor Support</b>
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	<b>Jackie Sweeting/John Overson</b>
<b>Fire marshals:</b>	<b>J Brooks, J Overson, J Sweeting, J Kelson, V Robinson</b>
<b>Fire assembly point(s):</b>	<b>Playground and Field</b>
<b>Day and time of weekly fire alarm tests</b>	<b>Friday at 5pm</b>
<b>First aiders / appointed persons:</b>	<b>See separate list</b>
<b>Lead First aider</b>	<b>Dianne King</b>
<b>Designated DSE Assessor(s):</b>	<b>Jackie Sweeting</b>
<b>Where to find:</b>	<b>Location:</b>
Incident / Accident report forms	Schools Info link – Report online
Hazard book	Administration office
Health and Safety Standards and Information relevant to school / curriculum area	Administration office
Location of ECC health and safety information:	All standards can be found on the schools Infolink, under <i>service areas – health and safety</i>
Password for secure area of Infolink held by:	J Sweeting

## Appendix 2 – How to raise a health and safety concern

