Health, Safety and Wellbeing Policy

July 2024

Statement of General Policy on Health, Safety and Wellbeing

Colville Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Colville Primary School is also committed to conducting its undertakings in such a way so as not adversely to affect the health and safety of anyone that could be negatively impacted by its school activities.

The School aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation, following the cycle of plan, do, check and review and shown in the diagram.



The senior management team are accountable for the management of health and safety and for the implementation of the School's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, cooperating with the Senior Management Team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Overall accountability for Health and Safety in the school rests with the Governing Body, led by the Chair of Governors. The Headteacher is responsible for day to day implementation of the Health and Safety Policy as the principal employee.

Organisation and Responsibilities for Health, Safety and Wellbeing

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Head teacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

Matters requiring particular consideration by the Head teacher will include:

2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
2.3 Adequate staffing levels for safe supervision;
2.4 The delegated responsibility for maintenance of the premises;
2.5 The purchase of equipment to meet appropriate safety standards;
2.6 The repair, maintenance and testing of school equipment;
2.7 The provision of appropriate protective clothing where necessary;
2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
2.9 The funding of necessary safety training for staff;
2.10 The arrangements for securing health and safety assistance from a competent source;
2.11 The appointment of a Site Manager;
2.12 The provision of appropriate health and safety information to governors.
2.13 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

3. Delegation of specific duties

The Head teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

More specifically these duties may include:

3.1 Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.

3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;

3.3 Carry out induction training including any specific information and training that may be necessary because of activities which are peculiar to the school;

3.4 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;

3.5 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

3.6 Arrange for termly evacuation drills and weekly fire alarm and emergency lighting tests etc.

3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;

3.8 Co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;

3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

3.11 Ensure that all members of staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;

3.12 Oversee all arrangements for educational visits and school journeys.

3.13 Maintain or have access to an up to date library of relevant published and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS (the advisory service providing support in science and technology for a consortium of local authorities and their schools), the Department for Education (DfE), the Association for Physical Education (AfPE) etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;

4. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, IT suites, outdoor classroom etc., and off site e.g. school trips. Teachers shall:

4.1 ensure that adequate levels of class supervision are available at all times;
4.2 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
4.3 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to that class;
4.4 ensure that appropriate safe working rules and procedures exist within their area of responsibility and these are brought to the attention of everyone concerned.
4.5 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
4.6 ensure that levels of first aid provision remain adequate for the activities being undertaken;
4.7 ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and recorded using the appropriate forms etc;
4.8 know the location of the nearest first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
4.9 ensure that pupils follow school safety rules;
4.10 report any defective equipment to the Head;
4.11 propose for consideration by their Head any improvements, which they consider, would improve health or safety standards within the classroom;
4.12 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

5. Site Manager

The Site Manager is responsible to the Head teacher. Duties include:

5.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
5.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
5.3 participating in the regular health and safety checks paying particular attention to the building structure, services and access to facilities
5.4 ensuring that other site staff are adequately supervised;
5.5 ensuring that all staff work in accordance with safe working practices issued by the school, LA etc.;

6. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

6.1 to participate in the risk assessment process and comply with findings;
6.2 to report all defects in the condition of the premises or equipment to which they become aware;
6.3 to report all accidents according to the procedures included on Part 3 of this document;
6.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency;
6.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
6.6 to, where necessary, make use of all control measures made available to them.
6.7 follow all relevant codes of safe working practice and local rules;
6.8 report any unsafe working practices to the Head.

7. Pupils [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

7.1 follow all instructions issued by any member of staff in the case of an emergency;
7.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
7.3 inform any member of staff of any situation which may affect their safety.

8. Staff Safety Representatives

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

8.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
8.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
8.3 to make representations to the Headteacher on general matters affecting the health, safety and welfare of employees;
8.4 to carry out workplace health, safety and welfare inspections;
8.5 to attend any safety committee meetings;
8.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

9. Finance and Personnel Committee

The school has established a Finance and Personnel Committee, which meets at least termly. A responsibility of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. The Governors' section of the school website details membership of the committee.

The Finance and Personnel Committee will report to the Governing Body every term.