



**WOKINGHAM**  
**BOROUGH COUNCIL**

# **Walter Infant School and Nursery**

*To be the best I can be*

## **HEALTH AND SAFETY POLICY**

### **DOCUMENT HISTORY**

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## HEALTH AND SAFETY POLICY STATEMENT

Walter Infant School and Nursery recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, pupils within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Walter Infant School and Nursery will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum, satisfy the Health and Safety at Work Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with Wokingham Borough Council, all Governors, Senior Leaders and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Walter Infant School and Nursery recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The **Organisation** section of this document defines the duties and responsibilities of both Senior Leaders and staff who will implement this Policy in the manner detailed in the **Arrangements**.

The Governing Body requires each member of staff, pupil and visitor to the school to exercise their individual responsibility under health and safety legislation, to ensure

their acts or omissions do not affect themselves or others, and to co-operate fully with the school and its management.

Without affecting the generality of the above statement, the school will pay particular attention to the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the school.

# ORGANISATION

The following section details how Walter Infant School and Nursery is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, pupils and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

## The Governing Body

The Governing Body has a responsibility as an employer to ensure that:

- Walter Infant School and Nursery produces a Health and Safety Policy that is appropriate to the activities of the school, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The school devises appropriate arrangements for addressing health and safety;
- Walter Infant School and Nursery promotes the correct attitude towards health and safety in both staff and pupils;
- The School Development Plan implements the Health and Safety Policy;
- The school establishes appropriate financing arrangements to cover the cost of implementing the Health and Safety Policy;
- Targets for improving the school's health and safety performance are set annually;
- The Governing Body will monitor and evaluate the school's health and safety performance direct and through reports received from the H&S Governor, the Head teacher, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

## Health & Safety Governor

The H&S Governor will monitor health and safety within the school and advise the Governing Body on such matters relating to school health and safety as the Governing Body may remit to them. In particular they are to:

- Oversee the annual review of the school's Health and Safety Policy and associated documentation;
- Receive and review management's termly Health and Safety reports;
- Receive and review the annual report from the Headteacher or, where appropriate, the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the school or by any other agency such as the HSE;
- Review the minutes of the school's Health and Safety committee meetings, and attend where appropriate.

### **Headteacher**

The Headteacher has overall strategic responsibility to the Governing Body for ensuring the planning and implementation of the school's Health and Safety Policy and associated management system.

S/he will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Governing Body.

In particular S/he is to:

- In conjunction with senior leaders, and advisers, devise the Health and Safety Policy and produce the school's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the school's activities;
- Ensure that all senior leaders and teachers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all senior leaders and teachers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Competent Person and Advisers on matters of health and safety;

- Establish in conjunction with the Competent Person organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist teachers and support staff to carry out their duties and satisfy their responsibilities.

### **Deputy Headteacher**

The Deputy Headteacher is responsible for the implementation of the policy and all associated arrangements in the absence of the Headteacher, and has routine responsibility for ensuring that the school's Health and Safety Policy and associated arrangements are implemented under their respective areas of control.

S/he will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all Curriculum Leaders for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all teachers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all teachers for which they are responsible understand and accept their responsibilities for Health and Safety;
- Ensuring that suitable and sufficient arrangements are made for the health and wellbeing of staff and pupils, including the provision of first aid;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Ensuring that Health and Safety committees are conducted according to the school's procedures;
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control.

### **Curriculum Leaders**

The Curriculum Leaders are responsible to the Headteacher for the implementation of the school's Health and Safety Policy in their areas of control.

The Curriculum Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's procedures, where appropriate the relevant information should feature in the lesson plans;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any activity outside the school's premises is properly assessed for Health and Safety;
- The school's accident and incident reporting procedures are followed.

## **Business Manager**

The School Business Manager is responsible to either the Headteacher for the implementation of the school's Health and Safety Policy in his/her areas of control.

The School Business Manager will ensure that:

- All relevant staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;

- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the school, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's procedures;
- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any activity outside the school's premises is properly assessed for Health and Safety by the Educational Visits Co-ordinator;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and pupils are familiar with, and practice the school's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the school's procedures.

### **The Site Controller**

The Site Controller will be responsible, for ensuring that the school's Health and Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:



- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the school's procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the school's cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the school's provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the school.

*NB Other specialised management positions should be incorporated here as appropriate such as Human Resource Manager, Catering Manager, Training (INSET) Manager etc each should be given similar responsibilities as Support Managers and any relevant specific ones, for example HR will probably be responsible for issues such as absence management, occupational health, selection and recruitment, the catering manager for food hygiene and the INSET manager for identifying competency frameworks and establishing training programmes.*

### **Health & Safety Leader is the Headteacher**

The Headteacher is supported by the School Business Manager and the designated Health and Safety Govevernor for the following Health & Safety matters:

- Coordinating the school's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the school not addressed by specific activity or area risk assessments;

- Assist in the annual Safety Audit and Inspection and in reporting findings to the Governing Body, the Headteacher and to the Health & Safety Committee as appropriate;
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Site Controller to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

## **Staff**

All staff are required to ensure they: -

- Are familiar with the school's Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Health and Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;

- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## **Pupils**

Pupils are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with school staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the school in the interests of Health and Safety.

## **Visitors and Contractors**

Visitors and Contractors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with school staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the school;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the school in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the school's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of the school.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the school.

To ensure that the generic organisational hazards affecting the school are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

The areas covered by these arrangements to date are:

<i>Risk Assessments</i>	<i>Work Equipment</i>
<i>Fire Precautions</i>	<i>Display Screen Equipment</i>
<i>First Aid</i>	<i>Legionellosis</i>
<i>Manual Handling</i>	<i>Lone Working</i>
<i>Stress</i>	<i>Workplaces</i>
<i>Travelling in Safety</i>	<i>Smoking at Work</i>
<i>Personal Protective Equipment</i>	<i>Electrical Safety</i>
<i>Emergency Procedures</i>	<i>Violence and Aggression</i>
<i>Accident Procedures</i>	<i>Building Maintenance</i>
<i>Home Working</i>	<i>Asbestos</i>
<i>Contractors</i>	<i>COSHH</i>
<i>Occupational Health Monitoring</i>	<i>Curriculum Safety</i>
<i>Noise and Vibration</i>	<i>Disabled Access/Special Needs</i>
<i>Working at Height</i>	<i>Radiation</i>
<i>Vehicles on Site</i>	<i>Permit To Work</i>
<i>Young Persons</i>	<i>Staff Training</i>
<i>Educational Visits</i>	<i>New and Expectant Mothers</i>
<i>Security</i>	<i>Offsite Working</i>
<i>Waste Management</i>	<i>Work With Other Organisations</i>
	<i>Safeguarding</i>

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training, etc. can be found in other cross-school policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff network, under the heading of 'Health and Safety'

## **Monitoring**

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Headteacher will present an annual Health & Safety report to the Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually school premises and its activities will be audited to confirm that overall the school's systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually school premises and activities will be inspected to confirm that all Staff are satisfying their operational responsibilities and duties.
- All senior leaders are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the Health and Safety Co-Ordinator will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.

- The Health and Safety Co-Ordinator will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the school.

### **Consultation Machinery**

The Senior Management Team meets regularly within the school to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Leader and representatives of the staff.

The Senior Management Team, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the school's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

### **HEALTH AND SAFETY HANDBOOK**

This Health and Safety Policy is supported by specific procedures, work instructions and guidelines. These are contained within the school's Health and Safety Manual, a copy of which is held in the School Office.