



St Thomas More High School

Statutory Health and Safety Policy

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1. Introduction

This policy contains two sections, the policy statement and the organisational arrangements for managing health, safety and wellbeing.

The policy statement is the mission statement of the school with respect to health and safety. It sets out the approach of the school to its health and safety responsibilities. It demonstrates the commitment of the Headteacher and the Governing Body to the effective management of health and safety.

The organisational arrangements set out the effective management of health, safety and wellbeing within the school, including the allocation of responsibilities for health and safety.

The Schools Health and Safety Policy should be read in conjunction with all other Health and Safety Guidance policies and Safeguarding and Child Protection policies in line with the ‘Keeping Children Safe in Education’ DFE Guidance.

2. Policy Statement

The Governing Body recognises and accepts their responsibility as the employer for providing, in accordance with the law, work places and work practices that are safe for employees, pupils, visitors, contractors and anyone else that might be affected by their work activities. In particular, the school commits to provide and maintain:

- Safe premises
- Safe places of work
- Safe access and exit
- Safe plant and equipment
- Arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters
- Activities that do not adversely affect the Health and Safety of non-employees.

To support this commitment the Governing Body regards current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required, these will take precedence over all other school activities, which will be suspended until appropriate actions are implemented.

The Governing Body recognises that comprehensive understanding and implementation of Health and Safety policy can contribute to school performance and objectives by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The day to day duty of ensuring health and safety rests with the Headteacher and without detracting from this primary duty, health and safety matters will be administered by the Headteacher who will work on behalf of the Governing Body by providing and interpreting policy.

The Governing Body will provide competent professional health and safety advice and additional resources and finance when required, and, is committed to pursuing progressive improvements in Health and Safety performance.

The Headteacher must report to the Governing Body every term on all significant health and safety matters and as and when there is a major accident or incident. The school commits to include in its annual reports details of its health and safety performance.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and anyone else who might be affected by their work activities.

The Governing Body recognises that employees are a key resource in the organisation and are crucial to the success of the school and understands the contribution employees can make to policy implementation.

All employees have a duty to cooperate with the employer to ensure good safety management and to comply with the schools health and safety policy. Failure to do so could result in disciplinary action or prosecution.

The policy will be reviewed at least annually and as and when necessary and a copy of this statement will be issued to all employees.

Headteacher:  _____

3. Organisational Arrangements for Managing Health, Safety and Wellbeing

The following information defines the responsibilities of individuals and groups in the organisation, planning, implementation and review of the health and safety management system. When those with responsibilities are absent for significant periods of time, adequate delegation of duties will be made.

For detailed arrangements relating to individual areas of health, safety and wellbeing, refer to the policies and guidance documents listed in Appendix B.

3.1 Governing Body

The Chair of Governors and Governing Body have overall responsibility for the control, direction and allocation of resources that are made available to manage health and safety. Where necessary, they will ensure that adequate resources are available to support the implementation of this policy and they will take competent advice when considering all areas relating to health and safety. Governors are legally responsible for all health and safety matters.

The Governing Body will:

- Consult with employees on matters concerning health and safety in accordance with the Consultation with Employee Regulations.
- Discuss significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports.
- Examine safety inspection reports and discuss any action required.
- Agree recommendations to improve the health, safety and wellbeing of staff, pupils and visitors.
- Monitor progress on recommendations from authoritative sources.
- Monitor the effective implementation of the health and safety policy.
- Review and update the contents of the health and safety policy annually.

3.2 Headteacher

The Headteacher is legally responsible for health and safety matters at the school site and when staff and pupils are engaged in school activities off site. The Headteacher has overall responsibility for the development, implementation and review of the school's health and safety policy and the development, implementation and review of its health and safety management system.

Responsibilities include:

- Providing leadership and direction so that the health, safety and wellbeing of all employees, pupils and other persons affected by school activities is assured and ensure that all management decisions reflect the principles of the school's Health and Safety Policy.
- To plan, organise, document, control, monitor and review arrangements for health and safety for employees, pupils, visitors, contractors and others affected by the schools work activities.

The Headteacher delegate's responsibility for individual areas of health and safety to appropriate members of staff as outlined in this document. It is the responsibility of the Headteacher to ensure that these delegated tasks are undertaken through collaboration with the Health and Safety Coordinator and that those involved are provided sufficient time to undertake their duties.

3.3 Health and Safety Coordinator

The Health and Safety Coordinator is appointed by the Headteacher to oversee and monitor all Health and Safety matters for the school.

Responsibilities include:

- To act as the schools liaison officer on all health and safety matters, working with Health and Safety advice providers and assisting senior staff, the Headteacher and Governors.

- Familiarity with the contents of this policy to ensure that the policy and safety compliance files are readily available.
- Ensuring that the Organisation Arrangements for Health and Safety are reviewed annually and are communicated to all employees.
- To ensure that all employees receive appropriate health and safety information and training.
- To coordinate with others to identify health and safety training needs.
- Monitoring that line managers prepare and review their own Health and Safety arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, testing and inspections.
- Monitoring the formal defect reporting procedure.
- Monitoring that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE.
- Liaising with the HSE/EHO/Fire Service as appropriate.

The Health and Safety Coordinator must advise the Headteacher and those with delegated duties on the measures needed to comply with policy, coordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the Governing Body.

3.4 Deputy Headteacher

The Deputy Headteacher is responsible for carrying out the duties of the Headteacher in their absence. The Deputy Headteacher also has other delegated responsibilities.

Responsibilities include:

- To plan, organise, risk assess, document, control, monitor and review arrangements for health and safety for staff and pupils in relation to Educational and Extracurricular Visits and Trips.

3.5 Director of Finance and Operations

The Director of Finance and Operations has a number of delegated duties.

Responsibilities include:

- To provide sufficient provision for Occupational Health.
- To provide sufficient provision of Health and Safety training.
- To provide sufficient provision of Fire Safety training.
- To provide sufficient provision of First Aid training.
- To ensure the competence of all employees in relation to Health and Safety.
- To appoint first aid personnel and ensure that first aid provision is checked and maintained.
- Ensuring that a record is kept and subsequent investigation is taken place of all accidents, occupational ill health, hazardous incidents and fires.
- Ensuring adequate provision of warning signs and notices.
- Ensuring that fire safety risk assessments are comprehensive and that sufficient provision is made to meet their requirements.
- To plan, organise, risk assess, document, control, monitor and review arrangements for health and safety for staff and pupils in relation to:
 - General Health and Safety
 - Lone Working
 - Manual Handling
 - Transport and Vehicles
 - Work Equipment
 - Working at Height
- To ensure that the conditions of licences are observed.

- To ensure the safe disposal of hazardous waste.

3.6 Director of Learning for Behaviour and Safety

The Director of Learning for Behaviour and Safety is responsible for carrying out the duties of the Headteacher in the absence of the Headteacher and Deputy Headteacher. The Director of Learning for Behaviour and Safety also has other delegated responsibilities.

Responsibilities include:

- To oversee sufficient provision for pupil health in coordination with the Pupil and Community Support Officer.
- To plan, organise, document, monitor and review fire evacuation procedures including the arrangement of at least one fire evacuation drill each term.

3.7 Site Manager

The Site manager is responsible for the maintenance of the property and fabric of the buildings. In collaboration with appropriate line managers and external third party competent persons, the Site Manager is also responsible for various aspects of Health and Safety.

Responsibilities include:

- Carrying out inspections of the premises to identify defects and ensuring arrangements are made for dealing with the defects or reporting them to the Director of Finance and Operations if this is not immediately possible.
- Ensuring that fire safety risk assessments are completed, monitored, reviewed and that their requirements are met.
- Ensure that firefighting equipment is adequate and regularly maintained.
- Ensure that fire escape routes and exits are kept unobstructed and regularly maintained.
- Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested.
- Arranging fire safety inspections once each term and, when there are changes to the fire safety risk assessment, keep relevant records and provide information for inclusion in regular health and safety reports to the Health and Safety Coordinator.
- To document, control, inspect, monitor and review arrangements for health and safety in relation to:
 - Asbestos Management
 - Contractors and Lettings
 - Electrical Installation Compliance
 - Extraction and Ventilation Maintenance and Compliance
 - Gas Installation Compliance
 - Hazardous Substance Compliance and Disposal (COSHH)
 - High Luminous Cement
 - Legionella Risk Management
 - Lifting Operations and Lifting Equipment (LOLER)
 - Minibus Maintenance and Compliance
 - Portable Appliance Testing (PAT)
 - Tree Surveys
 - Site Security and Internal Traffic Management
 - Working at Height Equipment

3.8 ICT Manager

The ICT Manager is responsible for the maintenance of all Information Communications Technology systems. The ICT Manager also has specific duties relating to Health and Safety matters.

Responsibilities include:

- To document, control, inspect, monitor and review arrangements for health and safety in relation to:
 - Display Screen Equipment (DSE)
 - Portable Appliance Testing (PAT)
 - Hazardous Substance Compliance and Disposal (COSHH)

3.9 Catering Department

The Catering Department is outsourced to a third party contractor who is responsible for the school kitchens and catering facilities. The appointed third party contractor is responsible for all Health and Safety arrangements in relation to the Catering Department and will undertake periodic Health and Safety inspections. The outcome of these inspections will be reported back to the Health and Safety Coordinator.

3.10 Pupil and Community Support Officer

The Pupil and Community Support Officer is responsible for ensuring the correct provision of support for pupils with medical conditions.

Responsibilities include:

- To plan, organise, risk assess, document, control, monitor and review arrangements for pupil Individual Healthcare Plans (IHCP).
- Keeping staff informed about pupil medical conditions.
- Ensuring relevant staff are trained in relation to pupil medical conditions.
- Performing regular inspections and maintaining records of all medical provisions required by pupils with medical conditions.

3.11 Radiation Protection Supervisor

The Radiation Protection Supervisor is responsible for providing support and advice to assist staff in the day-to-day control of activities using ionising radiation. The Radiation Protection Supervisor must ensure that all requirements laid down by current legislation are adhered to and they must monitor conformity to these requirements.

Responsibilities include:

- Assisting in carrying out risk assessments for work involving radioactive sources.
- Disseminating radiation protection information, instruction and training on safe working with substances and equipment capable of emitting ionising radiation to staff.
- Maintaining radiation protection records including records of radioactive sources.
- Undertaking regular physical stock checks of radioactive sources.
- Ensuring contingency plans exist in the event of an accident or incident, particularly if a person is accidentally exposed to ionising radiation or there is damage, theft or loss of a radioactive source.

3.12 Line Managers

All staff with line management responsibilities must monitor the implementation of the Health and Safety policy in their own area of responsibility. Where a matter is outside their area of competence, they are responsible for raising it with the Health and Safety Coordinator.

Responsibilities include:

- Taking responsibility for all contractors specifically contracted by them and ensuring they adhere to the requirements of this health and safety policy and all other health and safety policies related to their area of work.
- Carrying out inspections of their areas of responsibility and equipment, including maintaining an asset register of equipment with potential risk and those that require Written Schemes of Examination and routine inspection by competent persons.
- Ensuring individual employees are aware of their responsibilities for health and safety.
- Ensuring employees under their control are adequately trained, informed, instructed and supervised.
- Ensuring first aid procedures are complied with and all accidents occurring in their areas of responsibility are reported.
- Ensuring assessments are undertaken of all risks to health as required by legislation, the significant findings are recorded, and preventive and protective measures implemented.
- Ensuring appropriate safety signs and notices are displayed.
- Relevant health and safety information is communicated to staff.

3.13 Line Managers in High Risk Departments

A number of departments are identified as having an increased health and safety risk. The line managers accountable for these department have a greater number of responsibilities in relation to health and safety in their designated area of responsibility.

Departments:

- Art
- Design Technology
- Food Technology
- Physical Education (PE)
- Science

Where appropriate, line managers in high-risk departments are responsible for the documentation, control, inspection, monitoring and review arrangements for health and safety in relation to:

- Allergies
- Hazardous Substance Compliance and Disposal (COSHH)
- Personal Protective Equipment (PPE)
- Portable Appliance Testing (PAT)
- Provision of safe food storage

3.14 Health and Safety Representative

The schools Health and Safety Representative is elected by, and acts on behalf of, staff to present staff health and safety concerns to the Health and Safety Committee. The Health and Safety Representative will assist in the investigation of potential and actual hazards, dangerous occurrences, and staff complaints relating to health and safety. The Health and Safety Representative will be given support and assistance in accordance with the Safety Representatives and Safety Committees Regulations.

3.15 Individuals

All employees, pupils, contractors, visitors and any other persons entering the school premises or those who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions.

Those in charge of visitors, including contractors, must ensure that they adhere to the requirements of this health and safety policy. All visitors must be supervised and have a named contact with whom to liaise.

Employees must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments.
- Protect themselves and others by using any guards or safety devices provided and by wearing the personal protective equipment (PPE) provided and never interfere with or disconnect any safety devices.
- Adhere to training and instructions.
- Inform their immediate line manager, head of department or supervisor of any new hazards identified.
- Offer any suggestions that they think may improve health and safety via a designated Health and Safety Representative.
- Report all accidents, ill health, fires, incidents and defects as soon as possible.
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment.
- Follow safe working procedures.

Teachers must:

- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special measures of the teaching area they are in.
- Give clear instructions and warnings to students as often as necessary.
- Integrate all relevant aspects of safety into the teaching process and if necessary give dedicated lessons on safety.

Visitors and Contractors must:

- Report to the Reception and sign in using the signing in system.
- Observe the safety rules of the school that are made available to everyone at Reception.
- Remain under the supervision of their named contact.
- Be informed of any known hazards which might affect them whilst at the school and in turn notify a Responsible Person or person designated to supervise them of any hazards arising from their activities which may affect the occupants of the school.

If any individual is in doubt about any health and safety matter they must consult their line manager, the Health and Safety Coordinator, or if necessary the Headteacher.

4. Revision and Review History

Version 1.0	20 th June 2017	Draft
Version 1.1	20 th July 2017	Draft
Version 1.2	6 th September 2017	Draft
Version 1.3	14 th September 2017	Draft. Contents and Appendices updated.
Version 1.3	25 th September 2017	Draft. Approved by Health and Safety Committee
Version 1.4	1 st December 2017	Draft. Sections updated following guidance following Local Authority audit. Section 2 amended to include further statements to comply with Health and Safety legislation. Section 3.2/3.16 amended to include further information regarding consultation with employees. Section 3.17 amended to include information relating to visitors and contractors.
Version 1.4	7 th December 2017	Approved by Full Governing Body.
Version 1.5	18 th December 2017	Removal of reference to First Aid Officer in line with new First Aid Policy.
Version 1.6	9 th March 2018	Addition of Headteacher signature. Amendment to policy statement to include reference to annual reporting.
Version 1.7	23 rd April 2018	Amendment to introduction to include reference to Safeguarding and Child Protection Policies.
Version 1.8	22 nd June 2018	Removal of section 3.2 referencing 'Health and Safety Committee' in line with new Governing Body structure.
Version 1.9	5 th September 2018	Updated Appendix A to reflect staff changes.
Version 1.10	16 th November 2018	Section 1 amended to reference Health and Safety Guidance Policies. Updated Appendix B to reference new Health and Safety Guidance Policies for Lone Working, Manual Handling, and Working at Height.
Version 1.10	29 th November 2018	Approved by Full Governing Body.
Version 1.11	26 th March 2019	Section 3.3 amended to remove reference to Health and Safety Committee in line with changes made in version 1.8. Updated Appendix A to reflect staff changes.

5. Appendices

Appendix A: Responsibilities for Health and Safety Management

Appendix B: Related Documentation and Policies

Appendix A

Responsibilities for Health and Safety Management

1	Headteacher	Mrs G Ackred
2	Deputy Headteacher	Mr P Maxfield
3	Health and Safety Coordinator	Mr R Shorten
4	Director of Finance and Operations	Mrs M Westpfel
5	Director of Learning for Behaviour and Safety	Mr G Mason
6	Site Manger	Mr K Seaby
7	ICT Manager	Mr R Shorten
8	Pupil and Community Support Officer	Mrs M Walford
9	Radiation Protection Supervisor	Miss A Pierce
10	Health and Safety Representative	Mr S Clunn

11	Accident Reporting Procedure	
	Where is the accident book located?	Reception
	Who should accidents be reported to?	Director of Finance and Operations / Health and Safety Coordinator
	Who should complete an accident form?	Staff Member and First Aider
	Who should notify HSE of notifiable incidents?	Director of Finance and Operations / Health and Safety Coordinator

12	First Aiders	Mr B Micklewright	Mr S Clunn	Mrs C Davison
		Mr G Mason	Mrs M Walford	Mrs A Lindsay
		Mrs B Pacey	Mr S Bass	Mrs C Webb
		Mr G Dooley	Mrs J Hudson	Mr M Tisi
		Mr N Spillett	Mr G Lettieri	Mr R Leamy
		Mrs M Griffiths	Mr T Harding	Mrs T Goodman
		Ms J Wilkes	Mr E Kearney	Miss D McCague
		Mrs J Smith	Mrs C Saunders	Miss R Main
		Mr M Hardiman	Mr J Marshall	Mrs R Caten
		Mr G West	Mrs C Micklewright	
		Mrs C Kadwill	Miss K Barlow	

13	First Aid Provision	Location	Equipment
		Reception / Medical Room	First Aid Kit Asthma Inhalers Portable Defibrillator
		Design Technology	First Aid Kit Burns Kit Eye Wash Stations
		Food Technology	First Aid Kit Burns Kit
		PE Office	First Aid Kit
		ICT Workshop	First Aid Kit
		Site Manger Office	First Aid Kit
		Science Labs	Eye Wash Stations

14	Nearest Hospital with Accident & Emergency	Southend Hospital Prittlewell Chase Westcliff-on-Sea SSO 0RY
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Appendix B

Related Documentation and Policies

1. Accessibility Policy
2. Accident and Incident Reporting Policy
3. Allergies Policy
4. Asbestos Policy
5. Educational and Extracurricular Visits Policy
6. Fire and Emergency Policy
7. First Aid Policy
8. Health and Safety Training Policy
9. Health and Safety Induction
10. Health and Safety Induction Guidance
11. Lone Working Policy
12. Manual Handling Policy
13. Supporting Pupils with Medical Conditions Policy
14. Working at Height Policy