



Review Date: January 2021

Next Review Date – January 2022

### **1. Statement of Intent**

- 1.1 The aim of the Governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonable and practicable steps to ensure the health of pupils, staff and others using the school premises or participating in school sponsored activities.
- 1.3 It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises while taking part in school sponsored activities.

### **2 The Governing Body**

- 2.1 In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:
  - Make itself familiar with Swindon Borough Council's Health and Safety Policy, Health and Safety Policy Manual and guidance given by the LA.
  - Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school.
  - Annually assess the effectiveness of the policy through an audit and ensure that any necessary revisions are made.
  - Identify and evaluate all risks relating to:
    - a. the premises
    - b. school activities
    - c. school resources
    - d. school sponsored trips and events
  - Identify and evaluate risk control measures to select the most appropriate means of minimising risk to pupils, staff and others.
  - Ensure that adequate resources for health and safety are available.

2.2 In particular, the Governing body undertakes to provide:

- A safe place for pupils and staff to work, including safe means of entry and exits, to and from the school premises.
- Plant, equipment and work practices which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take into account all appropriate statutory requirements.
- Supervision, training and instruction so that all governors, staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities which they are carrying out. All training will be recorded and regular assessment of training needs will be carried out.
- Adequate welfare facilities.

2.3 So far as is reasonably practicable, the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers to receive information on:

- this policy
- all other relevant Health and Safety practices
- training and information given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3. The Headteacher**

3.1 As well as the general duties which all members of staff have (see 6), the Headteacher retains overall responsibility for the health, safety and welfare of all employees and the health and safety of pupils, visitors, contractors and any other person engaged in activities sponsored by the school.

These duties and responsibilities include activities organised on behalf of the school but taking place away from the school site.

The Headteacher will delegate the day to day duties and responsibility for health & safety matters to the Business Manager in their role as Health & Safety Officer.

However, the overall responsibility to ensure that these duties are carried out rests with the Headteacher.

## **4 The Business Manager**

4.1 As well as the general duties which all members of staff have (see 6), the Business Manager, with assistance from the Site Manager, will, on a day to day basis, be responsible for:

- taking the lead in promoting an effective health & safety culture;
- review the Health & Safety policy on an annual basis and make amendments where necessary;
- ensuring that the requirements of all relevant legislation and LEA guidelines are met at all times;
- undertake regular safety inspections around the school with the Site Manager;
- review the Emergency Evacuation Procedures & Fire Risk assessment annually, making any changes or amendments as necessary and disseminating any changes to staff as required;
- ensuring safe working conditions and safe working practices are provided and followed for the health, safety and welfare of staff, pupils and visitors using the school premises or facilities or services or attending/taking part in school sponsored activities;
- Arrange for systems of risk assessment which allow for the prompt identification of potential hazards & training of staff and that they are reviewed regularly.
- Identify the training needs of staff, pupils and visitors and ensure within the financial resources available, that all identified needs are met.
- Ensure that any defects in the premises, its plant equipment or facilities which may affect the Health and Safety of staff, pupils and visitors are made safe within a timescale commensurate to the risk.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations, with, if appropriate, Swindon Borough Council or LA officers.
- Monitor the standards of Health and Safety throughout the school, including all school based activities, with appropriate Swindon Borough Council or LA officers if required.
- Monitor the management of Health and Safety throughout the school, in consultation with the Headteacher and Governing Body.
- Consult with members of staff, including Trade Union safety representatives, on Health and Safety issues.
- Encourage all staff, pupils and others to promote positive and proactive Health and Safety awareness.

## **5. SLT and Supervisory Staff**

5.1 In addition to the general duties which all members of staff have (see 6), SLT and supervisory staff will be directly responsible to the Headteacher, or member of staff nominated by the Headteacher, to have overall day to day responsibility for the

implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

5.2 As part of their day to day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout the area of responsibility.
- Health and Safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others within their jurisdiction are instructed in safe working practices.
- New employees working within their area are given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the Headteacher, the Health & Safety Officer or as necessary.
- Positive, corrective action is taken where necessary to ensure the Health and Safety of all pupils, staff and visitors.
- All plant machinery and power equipment in the area in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- PPE appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work.
- COSHH hazardous and highly flammable substances in the area in which they work are correctly stored and labelled and exposure to them is minimised.
- They monitor the standard of Health and Safety throughout the area in which they work and encourage all staff, pupils and visitors to follow and achieve the highest possible standards of health and safety.
- All Health and Safety information is communicated to the relevant persons.
- They report any Health and Safety concerns to the Health & Safety Officer.

## **6. The Duties of ALL Members of Staff**

6.1 All staff are expected to familiarise themselves with the Health and Safety aspects of their work.

6.2 All staff have a responsibility to:

- Take responsible care of their own Health and Safety and that of any persons who may be affected by their acts or omissions at work.
- Familiarise themselves with the Emergency Evacuation Procedures, Accident Procedures and Safe Working Practices for the school.
- Follow agreed working practices and safety procedures.
- Ensure as far as is reasonably practicable that their classroom or work area is safe;

- Report any faults, hazards or health & safety concerns to the Health & Safety Officer;
- Report any accident, near miss, incidents of violent or verbal abuse.
- Ensure Health and Safety equipment is not misused or interfered with.

## **7. Visitors, Hirers, Contractors and Others**

- 7.1 All visitors and contracts are required to sign in at reception on entering the school.
- 7.2 Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc.
- 7.3 The Health & Safety Officer, with the help of the Site Manager, will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 7.4 When the premises are used for purposes not under the direction of the Headteacher or hired out to persons not in the employ of the Governing Body, then it will be a condition of all hirers, contractors and others using the school premises or facilities, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Headteacher or Health & Safety Officer:
- Introduce equipment for use on the school premises.
  - Alter fixed installations.
  - Remove fire and safety notices or equipment.
  - Take any action that may create hazard for persons using the premises or the staff or pupils of the school.
  - Undertake any welding or hot works before requesting a Hot Work Permit from the Business Manager
- 7.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety Act 1974 and must pay due regard to the safety of all persons using the premises.
- 7.6 All contractors will provide risk assessments as necessary.
- 7.7 In instances where a contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher or the Health & Safety Officer will take such actions as are necessary to prevent persons in his care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 7.8 The Headteacher or Health & Safety Officer will draw the attention of all users of the school premises (including hirers and contractors) to section 8 of The Health and Safety at Work act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **8. Staff Consultative Arrangements**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

## **9. Emergency Plans**

9.1 The Headteacher & Health & Safety Officer will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident to that everything possible is done to:

- Save Life.
- Prevent Injury.
- Minimise loss
- Minimise damage.

This sequence will determine the priorities of the emergency plan.

9.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

## **10. First Aid**

10.1 The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents and will ensure that the school complies with the EYFS requirements.

10.2 Supplies of First Aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher and appointed First Aiders. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.

10.3 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

10.4 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on school premises or as part of a school related activity. Pupil's: All minor accidents will be recorded in the 'bumps' book, head injuries and other accidents to be recorded in the duplicated first aid book, with a copy being sent to the relevant parent/guardian and the new Head Injury Flowchart procedures will be followed at all times. The main accident book will be used for recording more significant accidents to pupils, staff or others and this book will be monitored weekly by the Health & Safety Manager (Business Manager) and any findings reported to the Headteacher if necessary. The SBC accident/incident reporting pad will be used to record all significant accidents/ incidents to staff, pupils or others, with the white copy of the triplicate form being sent to SBC.

## **11. School Activities Off-Site**

- 11.1 The school will appoint an Educational Visits Coordinator (EVC) who will receive training in line with LA/DfE requirements.
- 11.2 All Off-Site activities/visits will be recorded on the requisite forms provided by the EVC and will identify all significant risks.
- 11.3 All teachers or persons organising off-site activities or trips must follow the Planning checklist provided by the EVC, following the adult-pupil ratios and advice contained therein.
- 11.4 All written risk assessments/trips/activity outlines must be submitted to the EVC at least 2 weeks prior to the commencement date.

## **12. Review**

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of its staff, pupils and visitors.

## **13. Specific Advice and Guidance**

- 13.1 The Governing Body of Even Swindon School will elect its own Health and Safety Officer.
- 13.2. The Health and Safety Officer will report to the Governing Body's Finances & Premises Committee in the first instance.
- 13.3 The Health and Safety Officer should inspect the school three times per year.
- 13.4 The Headteacher should appoint a staff Health and Safety representative who should work in partnership with the Governing Body's Health and Safety Officer.
- 13.5 The Governing Body is responsible for making recommendations to resolve potential Health and Safety problems.
- 13.6 The advice and guidance which makes up the remainder of the school policy is contained in the Swindon Borough Council School Health and Safety Manual.
- 13.7 During the COVID-19 Pandemic, the school will have a Covid-19 specific Risk Assessment which will be updated, adapted and amended accordingly as advice changes and progresses. The Risk Assessment will be shared with staff and governors and published on the school website. School will follow, adopt and implement government guidance around procedures specific to the pandemic as soon as is practically possible. These will be communicated with staff, pupils and parents as appropriate.

Signed: \_\_\_\_\_  
Alison Lowe  
Headteacher

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Ann-Marie Scott  
Chair of Governors