



WICKERSLEY  
PARTNERSHIP  
TRUST.

# **HEALTH AND SAFETY POLICY STATEMENT**

**To be used with the Standards for School Premises**

**Updated November 2018**

## INTRODUCTION

### **What is a health and safety policy statement?**

The health and safety policy statement sets out how the Academies within the Trust manage health and safety. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

### **Why do we need a health and safety policy statement?**

The health and safety policy statement is the Academies starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is the Academies commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows our employees that we care for their health and safety.

### **Who should do what?**

The responsibility for health and safety rests with the Trustees, the Executive Head Teacher, the Heads of School and the Local Academy Boards.

However, many day-to-day tasks are delegated. This statement clearly shows how these tasks are allocated, but is still ultimate responsibility on the Trustees, Executive Head Teacher, Heads of School and the Local Academy Boards.

The Trustees, Executive Head Teacher, Heads of School and the Local Academy Boards should consult the employees about the policy statement. Everyone should be able to see from the policy statement, exactly who is responsible for different things, such as advice, reporting an accident and first aid.

### **When and how should they do it?**

This policy statement describes the Academies arrangements, i.e. the systems and procedures in place for ensuring employees' health and safety or provides reference to where the information can be found in other documents e.g. Academy' rules, safety checklists, Local Authority's Circulars such as 146 (Educational Visits), Electronic Health and Safety information (Circular 88) available from Rotherham MBC's Intranet and RGFL portal page, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the policy statement itself.

### **How often does the policy statement need to be reviewed?**

It should be reviewed and possibly revised yearly or in the light of experience or because of operational or organisational changes.

## HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

### **This is the Health and Safety Policy Statement of**

Brinsworth Whitehill primary School

#### **Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

## RESPONSIBILITIES

### Overall and final responsibility for health and safety is that of:

The Trustees, Executive Head Teacher, Heads of School and Chairs of the Local Academy Boards

### Day to day responsibility for ensuring this policy is put into practice is delegated to:

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Deputy Head Teacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

Heads of School and Site Managers

### All employees have to:

(Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law. Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed).

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

#### Risk assessments will be undertaken by:

Risks need to be assessed for the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

Executive Head Teacher, Heads of School, Head of Estates & Facilities, Site Managers and individual employees as and when required.

#### The findings of the risk assessments will be reported to:

Executive Head Teacher, Heads of School, Head of Estates & Facilities or Site Managers

**Action required to remove/control risks will be approved by:**

Once a risk assessment has been completed, the following people must take the necessary action to remove or reduce the risk as far as is reasonably practicable. Risk Assessments should be reviewed at least annually.

Executive Head Teacher, Heads of School and the Head of Estates & Facilities

**The following person will be responsible for ensuring the action required is implemented**

Site Managers, and individual employees as and when required

**The following person/people will check that the implemented actions have removed/reduced the risks**

Executive Head Teacher, Heads of School or the Head of Estates & Facilities

**Assessments will be reviewed every**

Year or when the work activity changes, whichever is soonest.

**CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are:**

There are no representatives regarding Health and Safety at the Academy. Any consultation will happen with employees directly.

**Consultation with employees is provided by:**

The Trustees, Executive Head Teacher, Heads of School and the Head of Estates & Facilities

**SAFE PLANT AND EQUIPMENT**

**The following person will be responsible for identifying all equipment/plant needing maintenance:**

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

The Head of Estates & Facilities or Site Managers

**The following person/people will be responsible for ensuring effective maintenance procedures are drawn up:**

Head of Estates & Facilities

**The following person/people will be responsible for ensuring that all identified maintenance is implemented:**

Head of Estates & Facilities

**Any problems found with plant/equipment should be reported to:**

Head of Estates & Facilities or Site Managers

**The following person/people will check that new plant and equipment meets health and safety standards before it is purchased:**

Head of Estates & Facilities and Site Managers

#### **SAFE HANDLING AND USE OF SUBSTANCES**

**The following person/people will be responsible for identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment:**

Site Managers or Head of Estates & Facilities

**The following person/people will be responsible for undertaking COSHH assessments:**

Site Managers

**The following person/people will be responsible for ensuring that all actions identified in the assessments are implemented:**

Site Managers and individual employees as and when required

**The following person/people will be responsible for ensuring that all relevant employees are informed about COSHH assessments**

Executive Head Teacher, Heads of School and Site Managers

**The following person/people will check that new substances can be used safely before they are purchased:**

Site Managers

**Assessments will be reviewed every**

Year or when the work activity changes, whichever is soonest.

Health and Safety Executive's (HSE) COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

### **INFORMATION, INSTRUCTION AND SUPERVISION**

**The Health and Safety Law poster is displayed at/leaflets are issued by:**

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

The Admin Offices within the Academies

**Health and safety advice is available from:**

Site Managers, Head of Estates & Facilities the Local Authority or the HSE

**The following person/people will arrange, monitor and supervise young workers/trainees:**

The teacher, Heads of School or Site Managers depending on the arrangements.

**The following person/people will be responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information:**

Executive Head Teacher, Heads of School or the Academy Administration Teams

## COMPETENCY FOR TASKS AND TRAINING

### Induction training will be provided for all employees by:

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

The Heads of School or individual employees as requested.

### Job specific training will be provided by:

Employees will need job-specific training, which includes the health and safety aspects of the job.

The Heads of School or Outside Agencies

### Specific jobs requiring special training are:

Site Managers and any other jobs which will require additional special training e.g. manual handling, driving etc.

### Training records are kept at/by:

The Administration Offices at the Academies

### Training will be identified, arranged and monitored by:

Training will be identified and monitored by the individual and supervisor during the CPD process or as and when required.

Training will be arranged by the Administration Teams within the Academies on request.

## ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

### Health surveillance is required for employees doing the following jobs:

Site Managers or any job where working with lead, chrome, asbestos, noise, isocyanates and some chemicals is required.

**Health surveillance will be arranged by:**

Health surveillance will be identified and monitored by the individual and supervisor. It will then be arranged by the Administration Teams within Academies on request.

**Health surveillance records will be kept by/at:**

The Administration Offices within the Academies

**The first aid box(es) is/are kept at:**

The Administration Offices within the Academies

**The first aiders are:**

Identified at each of our Schools

**All accidents and cases of work-related ill health are to be recorded in the accident book/file. The book/file is kept by/at:**

The Administration Offices within the Academies

**The following person is responsible for reporting accidents, diseases and dangerous occurrences to the Rotherham MBC Health and Safety section and the HSE:**

The Administration Teams are to report these to the Head of Estates & Facilities

## MONITORING

**To check our working conditions, and ensure our safe working practices are being followed, we will:**

**Actively** – The appointed person/s will undertake inspections, do spot check visits, near miss book monitoring, submit the reports to the Executive Head Teacher/Heads of School and Local Academy Board and undertake the Local Academy Board tour of the Academies in the Summer Term etc.

**Reactively** – The appointed person/s will investigate any accidents or sickness absences that occur. Investigating accidents is a useful way of reviewing the safety systems and ask why the accident happened and what can be done to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

**The following person/people are responsible for investigating accidents:**

The Head of Estates & Facilities

**The following person/people are responsible for investigating work-related causes of sickness absences:**

The Head of Estates & Facilities

**The following person/people are is responsible for acting on investigation findings to prevent a recurrence**

Executive Head Teacher, Heads of School and the Head of Estates & Facilities

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

**The following person/people are responsible for ensuring the fire risk assessment is undertaken and implemented:**

The Head of Estates & Facilities School and Site Managers.

**Escape routes are checked by/every:**

Site Managers every week.

**Fire extinguishers are maintained and checked by/every:**

Fire Service once a year

**Alarms are tested by/every:**

Site managers, weekly

**Emergency evacuation will be tested every:**

Once every half term at different times and blocking different exit routes.

**The Security Coordinator is:**

Executive Head Teacher.

**The Deputy Security Coordinator is:**

Site Managers.

### **SOME KEY AREAS OF RISK**

- Asbestos
- Chemicals
- Legionella
- Display Screen Equipment (VDUs)
- Electricity
- Building / Maintenance work on site
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment
  - Educational Visits
  - Site Security
  - Gas appliances

These are just some examples of key areas; this is not an exhaustive list. Look around the Academies to identify other risk areas. If any risks apply to your work activities, you will need to bring them to the attention of the Executive Head Teacher or Heads of School so that a risk assessment is undertaken to check that you have removed or reduced the risk.

## FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

## FURTHER INFORMATION

Further advice is available from:

Lee Rushforth  
Head of Estates & Facilities  
Wickersley Partnership Trust  
Cranworth Road  
Rotherham  
S65 1LN

**Telephone:** 07701388256

**Email:** [Lrushforth@wickersleypt.org](mailto:Lrushforth@wickersleypt.org)