

Lawnswood Campus



Health & Safety Policy

Review Date: Spring Term 2020

Please read

Governors as Management Board
Schools as PRUs

Signed by the Chair of the Management Board: Date:

Date of Approval: October 2017

Date to be reviewed by Lawnswood Campus: Spring 2020

LAWNSWOOD CAMPUS PRUs

HEALTH AND SAFETY POLICY

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N.B. Where Headteacher is mentioned please substitute with Executive Head/ Head of Centre

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INTRODUCTION

This policy will ensure compliance with Corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	Statement Declaration of intent by the Chair of Management Board/Headteacher
2	Organisation The management structure and defining roles and responsibilities within the Centre
3	Arrangements The procedures and systems necessary for implementing the Policy
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements required within the Centre

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1.STATEMENT

Good health and safety management will be an integral part of the operation of the Centre, the Management Board, Headteacher, employees, partners and all other people with whom we do business.

This Centre will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by Children and Young People and the Central Safety Unit, where relevant. Wherever possible and where statutory standards and requirements are not in place the Centre will meet best practice standards.

It is furthermore the policy of the Centre to ensure that:-

- ◆ all plant, equipment and premises meets appropriate safety standards;
- ◆ appropriate health and safety training is in place for all staff;
- ◆ a high concern for health and safety among all employees is encouraged through a consultative process involving trade unions and/or employee safety representatives as appropriate, which includes establishing a school safety committee (or including H&S in the remit of an existing consultative process);
- ◆ information and advice is provided to maintain safe working practices.

The Centre will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Signed

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Headteacher

Chair of Management Board

Date:

Date:

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2.ORGANISATION

We the Headteacher and The Management Board are responsible for the following:-

- the production of a Centre Health and Safety Policy, to be reviewed as required;
- ensuring that the requirements of health and safety legislation are met, that CYP health and safety standards are met, where relevant, and to promote best practice;
- ensuring that the Centre budget is managed on a risk priority basis, so that health, safety and welfare is maintained;
- ensuring that effective health and safety planning and target setting takes place within the Centre and that regular monitoring, audit and review of health and safety performance is undertaken;
- ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations:
- ensuring effective communication with the Headteacher, the Children and Young People's Service, staff, parents and pupils in respect of health and safety matters;
- ensuring that the Management Board and Headteacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc) and the means of effectively liaising with them;
- ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this Management Board will delegate the functions necessary to discharge these responsibilities to the Headteacher and senior management team of the school, however they will ensure that they have adequate monitoring of these functions in place.

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Headteacher

The Director for Children & Young People and Management Board have placed responsibility on the Headteacher to achieve the objectives of the health and safety policy. The Headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Headteachers and Teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

The Headteacher will:-

- a) manage the Centre budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process which:
 - ◆ eliminates accident potential as far as is reasonably practicable;
 - ◆ regularly reviews and updates risk assessments as appropriate, including post accident risk assessments;
 - ◆ conforms to statutory regulations, CSU and CYP codes of practice and guidance and to best practice;
 - ◆ takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
 - ◆ pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks;
- c) ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported according to CSU and Children and Young People’s procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence;
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;

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- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;

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- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes;
- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of the CYP Services can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure that CYP and Management Board are informed of any breach of health and safety statutory requirements, Corporate and CYP Policy, which cannot be effectively dealt with;
- m) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- n) implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by CYP;
- o) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- p) ensure that this policy is communicated to all employees, Management Board and others operating at the school site.

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Management Team

The management team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher. Specifically, Managers, Deputy Headteachers and Assistant Headteachers and any other member of staff with supervisory responsibilities will:-

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required;
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Headteacher;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Headteacher;
- g) ensure that the Headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced;

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- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that all areas of work are maintained to a high standard of housekeeping;
- k) respond appropriately to all hazards brought to their attention by employees;
- l) undertake appropriate health and safety training courses.

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Employees

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a legal duty to:

- ◆ take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- ◆ co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- ◆ correctly use work items or anything provided in the interests of health and safety;
- ◆ not interfere or misuse anything provided for their health, safety or welfare;
- ◆ provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at this Centre must:

- ◆ Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- ◆ Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;

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- ◆ Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
 - ◆ Be sensibly and safely dressed for their particular working conditions;
 - ◆ Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
 - ◆ Use all safety equipment and protective clothing provided;
 - ◆ Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
 - ◆ Maintain tools and equipment in good condition, reporting all defects to supervisor;
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- ◆ Report to supervisor all accidents, incidents of aggression, work-related ill-health and near misses;
 - ◆ Attend appropriate health and safety training courses;
 - ◆ Have knowledge of all processes, materials and substances they use;
 - ◆ Understand all fire evacuation procedures, the positions of fire safety equipment;
 - ◆ Understand the risk assessments in their areas and comply with the control measures arising from them.

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3.ARRANGEMENTS

The following arrangements will be adopted to ensure that Management Board and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Management Board and the Headteacher will specifically review progress of health and safety objectives at the Management Board meeting each term. This may be included as part of the Headteacher's report to Management Board. Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of an effective Health and Safety Training Strategy/Plan

The Headteacher will produce a Health and Safety Training Plan on an annual basis. The Training Plan will be submitted to Management Board for approval. The Management Board will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained from CYP and CSU as required.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- ◆ line management meetings and staff meetings at site;

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- ◆ the Management Board;
- ◆ provision of information relating to safe systems of work and risk assessments;
- ◆ communication of advice from Schools Advisors and Educational Officers;
- ◆ communication of health and safety bulletins or information from CYP;
- ◆ communication of CYP and City Council advice, guidance and policies;
- ◆ communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources

The Managers will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

Consultation with Trade Unions

Specialist advice and support will be obtained from relevant Trade Unions as required.

4.MONITORING

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Management Board on a regular basis, or as required.

Health and Safety Action Plan and Objectives

The Management Board will ensure that all health and safety objectives and actions are carried out in a timely manner.

Accidents/Incidents

The Headteacher will ensure that CYP accidents and incidents are reported and monitored in line with the Guidance and Procedures. Following incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Health and Safety Team for further advice. Appropriate remedial actions will be taken.

Third Party Monitoring/Inspection

The school will be subject to third party inspection and monitoring, as follows:

- ◆ Ofsted
- ◆ Health and Safety Audit (CYP)

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Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Monitoring, evaluation and review

This policy is subject to review as part of a three year cycle.

Lawnswood Campus will review regularly and assess its implementation and effectiveness and make any amendments within the three year cycle if deemed necessary.

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