



## HEALTH & SAFETY POLICY

<b>Audience</b>	All Staff & Governors
<b>Date for renewal/updates/review</b>	February 2023
<b>Named person responsible for monitoring</b>	Facilities and Health & Safety Manager
<b>Agreed by Finance Audit &amp; Risk Committee</b>	February 2022

### 1. Statement of Intent

Sir William Ramsay School will strive to achieve the highest standards of Health, Safety and Wellbeing consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation. Sir William Ramsay School is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all its employees and to the provision of information, training and supervision for this purpose. Sir William Ramsay School also recognises and accepts its responsibility to protect the health, safety and wellbeing of students and all other visitors to its site, to include contractors, temporary staff and members of the public.

Sir William Ramsay School is also committed to ongoing monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved. Please refer to the [Health & Wellbeing Policy](#) for details on how the organisation promotes the mental health and wellbeing of staff.

This policy, and supporting procedures, will be brought to the attention of each Sir William Ramsay School employee and volunteer. The policy will be reviewed on an annual basis, or sooner if required.

Signed:

Name: Christine McLintock

Headteacher

Date:

## **2. Organisational Responsibilities**

The person with overall responsibility for Health and Safety at Sir William Ramsay School is the Headteacher. As the employer, Sir William Ramsay School Academy Trust has overall responsibility for Health and Safety within the school.

### **2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for overseeing the management and administration of health and safety. The responsibilities of the Governing Body include:

- Ensuring that health and safety objectives are met in accordance with its strategy
- Ensuring sufficient resources are available to control the risks
- Ensuring health and safety performance is measured and reported to the Governing Body
- Ensuring systems are implemented and monitored
- Ensuring that the Health and Safety Policy and Procedures are adhered to
- Appointing an independent 'competent person' to provide advice, challenge and external scrutiny to the Headteacher and Health & Safety Coordinator

The Lead Governor for Health and Safety has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Policy Statement for health and safety
- To scrutinise and review health and safety performance
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Body.

### **2.2 Responsibilities of the Headteacher**

The Headteacher is responsible for overseeing the day to day management of health and safety. In particular, they will:

- Ensure the Health and Safety Policy and Procedures are communicated
- Ensure staff are trained in health and safety and mental health awareness
- Where appropriate, ensure consultation arrangements are in place for staff and Trade Union representatives
- Arrange risk assessments and ensure that they are reviewed annually or when circumstances change
- Arrange safe systems of work as identified by the risk assessments
- Arrange annual audits of health and safety systems
- Ensure records are kept
- Ensure premises and equipment are inspected and tested so that they are safe
- Ensure emergency procedures are in place

- Ensure regular H&S reports are provide to the governing body
- Ensure that accidents are reported both internally and to external authorities as required and accidents are investigated and remedial action taken

The Headteacher may delegate functions and responsibility for health and safety matters to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for Health and Safety within the school.

### **2.3 Responsibilities of the Senior Leadership Team (SLT)**

The Senior Leadership Team will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

### **2.4 Responsibilities of the Health and Safety Coordinator (Facilities and Health & Safety Manager)**

The Health & Safety Coordinator takes the lead, on behalf of the Headteacher, for health and safety on site. They provide the focal point for the school's health and safety management arrangements. Their school wide role includes:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the onsite procedures and the precautions to follow;
- accident and incident investigation and reporting;
- implementation, monitoring and review of training procedures;
- preparation of reports and returns for the Senior Leadership Team;
- ensuring safe means of access and egress are maintained at all times;
- ensuring the premises are kept clean and suitable welfare facilities are provided;
- ensuring suitable security arrangements are maintained;
- ensuring suitable fire safety arrangements are implemented;
- ensuring electrical equipment is regularly tested and maintained safely;
- ensuring adequate systems are in place to manage asbestos and control legionella bacteria;
- ensuring regular inspections of the premises take place, with union safety representatives invited to attend
- ensuring a copy of the Health and Safety Law poster is displayed in an easily accessible location.

## **2.5 Responsibilities of Heads of Faculty & Deputy Heads of Faculty**

The Heads of Faculty and Deputy Heads of Faculty will support the Senior Leadership Team with the management of health and safety in their faculties. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Monitoring the overall implementation of the school's health and safety policy in their areas of control;
- Completing risk assessments for all aspects of the faculty's operations;
- Ensuring staff have the necessary specialist health and safety training for their areas.

## **2.6 Responsibilities of Employees and Volunteers**

Under the Health and Safety at Work Act 1974, all employees and volunteers have general Health and Safety responsibilities. They must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

The general responsibilities of employees and volunteers include:

- To take reasonable care for the health and safety of themselves and others in undertaking their work;
- To comply with the school Health and Safety policy and procedures at all times;
- To report all accidents and incidents in line with the reporting procedure;
- To co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- To report all defects in condition of premises or equipment and any health and safety concerns immediately;
- To report immediately to their line manager any (or any perceived) shortcomings in the arrangements for health and safety;
- To ensure that they only use equipment or machinery that they are competent/ have been trained to use;
- To make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.

## **2.7 Responsibilities of Students**

Students are expected to:

- Take personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **3. Procedures for Implementation**

#### **3.1 General Risk Assessment**

General risk assessments will be coordinated by the Health & Safety Coordinator.

They will be responsible for ensuring risk assessments relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

In accordance with the Management of Health and Safety at Work Regulations 1999 the school shall carry out risk assessments of all activities which present a risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public.

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by the Health & Safety Coordinator and are to be approved by the Business Manager or Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Staff Handbook.

Risk assessments will be reviewed on an annual basis or sooner if required, for example in response to changes to work activities. Employees are to be made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the Line Manager/ Business Manager/ Student Support Office.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. These risk assessments will be reviewed on a regular basis.

#### **3.2 Lifting and Handling**

In accordance with the Manual Handling Operations Regulations 1992, the school will eliminate the need for manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced as far as is reasonably practicable.

Manual handling risk assessments will be carried out by the Health & Safety Coordinator.

All staff will receive Manual Handling training.

#### **3.3 Health & Safety Monitoring and Inspection**

The Health & Safety Coordinator is responsible for reviewing the School's Health and Safety Policy and Procedures and ensuring all staff signed a list to acknowledge that they have read and understood the policy.

The Health & Safety Coordinator is responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the Lead Governor, Responsible Person or an external organisation.

The Health & Safety Coordinator is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/ action to the Governing Body.

### **3.4 Accident and Incident Reporting and Investigation**

The Health & Safety Coordinator is responsible for ensuring the reporting of all accidents and incidents, as soon after the event as possible, using the AssessNet on-line recording system.

Types of incidents that will be recorded:

- **Accident** – is an undesired, unplanned incident that resulted in injury, damage or loss to persons or property. Accidents that result in a visit to the hospital and/ or time away from school will be recorded on AssessNet, all other accidents are recorded on SIMS.
- **Near miss** – is an undesired, unplanned incident that did not result in injury, damage or loss to persons or property but had the potential to do so. Examples such as; unsafe working practices, a ceiling tile falling and narrowly misses hitting someone. All near misses that could have resulted in a significant injury (requiring hospitalisation) or loss to persons or property must also be reported on the system.
- **Workplace Violence** - any incident in which a person is abused, threatened or assaulted in circumstances relating to their work is an act of workplace violence. This includes physical and non-physical acts (verbal abuse, physiological trauma).

The Health & Safety Coordinator will investigate all incidents and act on findings to prevent a reoccurrence or similar accident/ incident. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reports are submitted by the Health & Safety Coordinator via the AssessNet system. The Lead Governor for Health & Safety is informed of all RIDDOR reports.

### **3.5 Health & Safety Information and Training**

The Health & Safety Coordinator is responsible for ensuring all staff, students, volunteers and visitors are kept up to date with the latest Health and Safety information.

The Health & Safety Coordinator is responsible for identifying training and refresher training needs across the school and keeping health and safety training records up to date.

### **3.6 Lone Working**

The Health & Safety Coordinator is responsible for ensuring risk assessments are in place before any lone working across the school takes place.

The Health & Safety Coordinator is responsible for ensuring staff are informed of the schools' procedures for lone working.

Please refer to the following Health and Safety Procedures for further details on implementation:

- H&S Procedures: Education & Curriculum
- H&S Procedures: Business & Landlord
- H&S Procedures: Facilities & Site

## **4. Consultation with Employees**

Any employee appointed as a safety representative by their Association or trade union will be offered suitable facilities to undertake their work.

Union-appointed safety representatives are

<b>Professional Association</b>	<b>Employee Name</b>	<b>Job Title</b>
NEU	M Adams	Deputy Head of Humanities

Consultation with employees not represented by a union is provided through the Business Manager.

## **5. Policy Review**

This Policy will be reviewed by the Lead Governor for Health & Safety and by the Finance, Audit & Risk Committee annually (or sooner if required).