



**OLD BUCKENHAM
HIGH SCHOOL**

A Specialist Sports College

Achieving excellence together

Old Buckenham High School

Health and Safety Policy

For the foreseeable future the school Coronavirus risk assessment and any associated plans take precedence over all other policies and procedures in the event of a conflict

Date of issue - 1st September 2018

Reviewed – 6th October 2020 (annex G updated) by C Lloyd HSO

Next Review - 1st September 2021

Composed by: C Lloyd Health and Safety Officer

Old Buckenham High School

Health and Safety Policy

Contents

1. Introduction.
2. General arrangements.
3. Supporting policy and risk assessments.
4. Employee health and safety representatives.

Annexes

- A. School Local Governing Body responsibilities.
- B. Chief Operating Officer of the Sapientia Education Trust (SET) responsibilities.
- C. Head Teacher responsibilities.
- D. SET Health and Safety Officer responsibilities.
- E. Employee responsibilities.
- F. Health and Safety Management System.
- G. Supporting Health and Safety Policies and Risk Assessments.

1. INTRODUCTION

This policy sets out the management structure, responsibilities and associated systems by which the Sapientia Education Trust (SET) provides a safe environment at Old Buckenham High School for employees, students and visitors. This also applies to when staff and students are off site as part of their work or for official trips or visits.

2. GENERAL ARRANGEMENTS

2.1 The Head Teacher is responsible for the day-to-day management of safety at the School. Responsibility for the supporting arrangements and associated management system is held by the Chief Operating Officer for the SET. These responsibilities are detailed at Annex B.

2.2 Any member of staff who has a Health and Safety concern directly associated with their area of work should raise this through their line management. Should the employee remain concerned this should then be raised with the Head Teacher.

2.3 Visitors and contractors fall under the responsibility of the employee hosting the individual or group. For contractors, this will be the responsibility of the School Estate Manager/Caretaker.

2.4 The management system is based on Health and Safety Executive (HSE) guidance provided within HSG (65). The framework of this is set out at annex F. The School adopts the HSE system of Plan, Do, Check, Act.

3. SUPPORTING POLICY AND RISK ASSESSMENTS

3.1 Planning is primarily secured through the Policies and Risk Assessments set out at annex G.

3.2 There are also two safety codes of practice (COP) which are bespoke to the School-

- **Management of Risks** – this is relevant to the work of all employees at the School. This COP sets out in brief the systems and arrangements which staff must follow to ensure a safe environment. These are provided in fuller detail within the relevant SET policies.
- **Higher Risk Curriculum Activities** - this is relevant to those employees who teach subjects that introduce hazards through the lesson content or activity. The Higher risk Curriculum COP comprises a number of individual subject codes of practice within the master COP in the following curriculum areas:
 - Art
 - Drama
 - Design and Technology (DT)
 - Food Technology
 - Physical Education (PE)
 - Science

3.3 School safety policies will be reviewed at the start of each school year and as a result

of any:

- significant change to the Management Structure and or responsibilities
- significant material change to the School
- critical incident

3.4 The SET safety policies are generic in nature to all schools within the Trust. They set out those measures which establish and maintain safe systems, buildings and people. The essential day to day measures which employees must follow are set out within the School COP for the Management of Risks.

4. EMPLOYEE HEALTH AND SAFETY REPRESENTATIVES

4.1 The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.

4.2 It is also recognised that they are entitled to certain information, for example about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Trust.

4.3 Health and Safety is a standing item on the agenda for the routine Board meetings with employee representatives. The Trust Health and Safety Officer will attend and report at these meetings.

Document author- C Lloyd, Health and Safety Officer, Sapientia Education Trust

Signature.....

Adopted by Mr A Fell Head Teacher Old Buckenham High School.

Signature.....

Date.....

The School Governing Body

The Local Governing Body is to check that the following are in place -

- (a) A Health and Safety policy for the School is established which sets out the arrangements to provide a safe environment for staff, students and visitors.
- (b) Procedures are in place to ensure the School health and safety policy and performance are reviewed annually.

The SET Chief Operating Officer

The Chief Operating Officer has the following responsibilities-

- (a) Ensure safety policies are in place for individual schools as appropriate to the risks presented at the School.
- (c) Ensure the availability and provision of support to the School through the SET Health and Safety Officer and the SET Estate Manager.
- (d) Ensure arrangements are in place to support schools through any contracted safety related inspection, servicing and maintenance.
- (e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives

The Head Teacher

The Head Teacher has the following responsibilities:

- (a) Ensure there is a Health and Safety policy in place for the School.
- (b) Ensure the Policy is communicated adequately to all relevant persons at the School.
- (c) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (d) Ensure appropriate information on significant risk activities is given to visitors and contractors if part of an arrangement made by the School.
- (e) Ensure appropriate consultation arrangements are in place for School staff and their Trades Union representatives.
- (f) Ensure that all School staff are provided with sufficient information, instruction and training to enable them to perform the tasks required of them.
- (g) Make or arrange for risk assessments of the School and of any potentially hazardous activities to be undertaken.
- (h) Ensure safe systems of work are in place at the School or during an off-site visit as identified from risk assessments.
- (i) Sufficient funds are set aside with which to operate safe systems of work.
- (j) Ensure that emergency procedures are in place.
- (k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- (l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- (m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- (n) Health and safety performance is monitored both actively and reactively.
- (o) Ensure arrangements are in place for a safety inspection of the School once a term.

The SET Health and Safety Officer

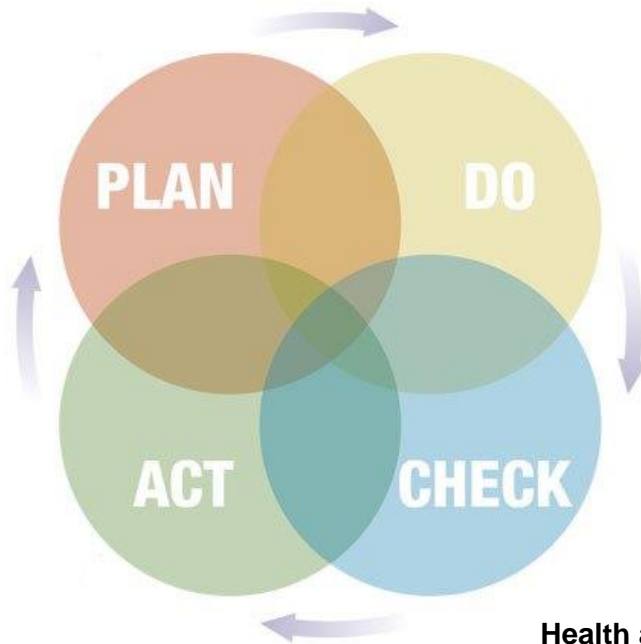
The SET Health and Safety Officer has the following responsibilities:

- (a) To support the Chief Operating Officer in fulfilling their responsibilities.
- (b) To advise and support all staff in carrying out their Health and Safety responsibilities.
- (c) To provide support to Head Teacher in fulfilling their responsibilities through:
 - The provision of health and safety advice and guidance which may include site visits.
 - Attendance at meetings on the invitation of the Head Teacher.
 - The investigation of any accident which requires reporting to the HSE and any other safety related event of serious nature.
 - The provision of policy documents and standing risk assessments and their associated review.
 - A safety inspection each term of the premises.
- (d) To carry out a termly health and safety check and provide a copy of the inspection report to the Head Teacher and local Governing body. The Health and Safety Officer will attend local Governing Body meetings as required.

Responsibilities of all Employees

All staff employed at the School must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- (b) Work in accordance with the School safety policies.
- (c) Act in accordance with any specific health and safety training or information received.
- (d) Report all accidents, near misses and defects.
- (e) Co-operate with the employer and other persons with regard to health and safety.
- (f) Inform their Line Manager of any potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- (g) Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements.
- (h) Exercise good standards of housekeeping and cleanliness.
- (i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (j) Co-operate with any appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive and other organisations.
- (k) Not undertake or allow any new or unusual event or activity which exposes people, equipment or buildings to risk, without the permission of an appropriate senior manager.
- (l) Undertake and record a risk assessment for any work or activity which may present a hazard to any person and is not already covered by such an assessment.
- (m) Apply the control measures of any risk assessment appropriate to the work undertaken and follow any relevant safe system of work which may exist within the School.



Health and Safety Guidance 65 (April 2014)

How safety is managed by the School		How safety is processed by the SET and School
PLAN	<p>School and supporting SET policies, curriculum code of practice for higher risk subjects.</p> <p>Defined responsibilities to support safe management.</p> <p>Planning for new activities and processes includes safety.</p> <p>Planning of off site visits.</p>	<p>Designated Health and Safety Officer (HSO) is employed.</p> <p>Off site visits is are subject to safety approval process.</p> <p>Staff safety aware through information, promoted safety culture, training.</p> <p>Staff have access to advice from HSO.</p> <p>Annual review of policy and risk assessments.</p> <p>Safety is a standing item on the agenda of SET Audit and Risk Committee meetings.</p> <p>Safety is a standing item on the agenda during SET employees consultation meetings.</p> <p>Safety is established with arrangements for equipment. procurement, use of contractors and allocation of works contracts.</p>
DO	<p>Risk assessment process, central to establishing safety arrangements.</p>	<p>Risk assessments maintained for School site and higher risk areas/activities.</p> <p>Infrequent or unusual events or activities are subject to risk assessment.</p> <p>Records maintained of significant findings from risk assessments.</p> <p>Curriculum Code of Practice.</p>

<p>CHECK</p>	<p>Routine of safety inspections. Accident and near miss reporting system. Accident investigation policy. Line management of staff.</p>	<p>Review arrangements in place for policy and risk assessments. Records maintained of accidents to support identification of trends or repeat incidents. Fire drills and table top scenario exercises undertaken. Routine of once a term building inspections. Routines of teaching observation.</p>
<p>ACT</p>	<p>Accident data and investigations are reported to SET Audit and Risk Committee and the local Governing Body as required and overseen by the HSO. Systems for post incident review and the development of action plans. Systems to ensure improvement is made to processes.</p>	<p>Action plans evolving from investigations are progressed and improvements implemented. Risk assessments reviewed post incident by HSO.</p>

Supporting Health and Safety Policies and Standing Risk Assessments

School health and safety policies
Health and Safety
School codes of practice
Management of Risks
Activities - Higher Risk Curriculum Subjects
SET Policy applicable to safety at the school
Accident reporting
Premises and facilities management
Control of substances hazardous to health
Driving for work
DSE and workstations
Emergency AAI's
Emergency salbutamol inhaler in school
Fire Management
First aid
Infection Control
Lone Working
Management of contractors
Managing medicines in schools
Off site visits and trips
Risk assessment
Security and control of visitors, contractors and agency staff
Supporting pupils with medical conditions
School risk assessments
Coronavirus
School site
Higher Risk Curriculum activities
Fire
First Aid
Traffic
Asbestos
Legionella
Social Time (Play)
SET risk assessments relevant to safety at the school
Driving for work
Footwear
Covid cold weather