



Health and Safety Policy

INTRODUCTION

Coventry City Council's Health and Safety Policy Document details its commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management which must be in place for Coventry City Council establishments, including schools. It is available on the Coventry City Council Intranet site.

The Council's Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of each school in order to ensure compliance with the health and safety legislation.

In addition, Ofsted requires schools to hold various other documentation relating to health and safety.

This policy relates to Henley Green Primary School and will ensure compliance with Coventry City Council's Health and Safety Policy and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	Aim, objective and statement Declaration of intent by the Chair of Governors/ Head Teacher
2	Organisation The management structure and defining of roles and responsibilities
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

POLICY AIM, OBJECTIVE AND STATEMENT

Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

Policy Statement

Henley Green Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Henley Green Primary School will adopt health and safety arrangements in line with Coventry City Council's Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to Coventry City Council policies and procedures.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered. Henley Green Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by:

- *having a service level agreement with an external health and safety provider.*

The school will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Henley Green Primary School will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of

incident statistics

- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Henley Green Primary School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of the policy will be issued to all staff, governors and will be available from the school office with the master copy held by the School Business Manager on behalf of the Head Teacher and Governing Body.

COVID 19

Henley Green Primary School is committed to ensuring the health and welfare of staff, pupils and visitors to our establishments during the current Coronavirus Pandemic.

Senior Leadership and Governors will ensure robust protocols are implemented to minimise the risk of infection by ensuring;

- Staff are made aware of the school's infection control procedures and contents of associated risk assessments in relation to coronavirus. They will receive the necessary instruction and training where necessary to help minimise the spread of infection.
- Where vulnerable persons are identified, the relevant support will be provided, eg home learning or working from home.
- The school will conduct a risk assessment and will implement control measures to minimise the risk of infection.
- Pupils will be made aware of the school's infection control procedures in relation to coronavirus via school staff
- Visitors to site will be kept to a minimum and will be required to adhere to the schools infection control procedures.
- Parents will be kept informed of the school's infection control procedures in relation to coronavirus via letter, website, posters or social media.

Henley Green Primary School will keep up to date with the latest government guidance and safe working practices and will review the contents of risk assessments accordingly

ORGANISATION

Roles and Responsibilities

General

The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Henley Green Primary School is a community school, whereby the employer is the Local Authority (LA). Whilst the LA is responsible as the employer to ensure compliance with health and safety legislation, the Head Teacher and governors have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self employed. The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with both Coventry City Council and local health and safety policies and practices.

Governors

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Henley Green Primary School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- produce a local health and safety policy and devise appropriate procedures for managing health and safety related issues
- implement the policies of Coventry City Council and any agreed local policies or procedures where appropriate
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account Coventry City Council policy and procedures
- ensure that the school has access to competent health and safety advice

Head Teacher

The Head Teacher will comply with Coventry City Council's health and safety policy and in particular will:

- Visibly support the People Directorate's health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place and meet the requirements of Coventry City Council's policy and procedures
- Ensure that the school has access to competent health and safety advice

The People Director and School Governing Body place responsibility on the Head Teacher to achieve the objectives of the health and safety policy. The Head Teacher will 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, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Senior Leadership Team

The leadership team at Henley Green Primary School 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 Head Teacher. Specifically the Deputy Head and Assistant Head Teachers, Business Manager and any other member of staff with supervisory responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

Employees

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

Shared site users (Community Centre)

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation.

All shared users of the school site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all school staff and users
- Meet the insurance requirements of the school and Coventry City Council.
- Familiarise themselves with and communicate to their employees/users the schools health and safety arrangements

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Users are consulted with on health and safety matters
- The schools health and safety arrangements are made available to shared users

Lettings

The school have procedures in place for lettings. These cover procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Health and safety arrangements are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

ARRANGEMENTS

The following arrangements will be adopted to ensure that Governors and the Head Teacher 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 Governors and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the Head Teachers report to governors). Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of effective health and safety training

The Head Teacher and Governors will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The school health and safety committee will meet at least once per term.

This committee will report to the Head Teacher and Governors, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) member of the senior leadership team, a member of teaching staff, a member of support staff, the site services officer, a governor and trade union representatives (where applicable shared site users)

Specialist advice and support

Specialist advice and support will be obtained from Consilium Safety Services Ltd as required. Where necessary, health and safety issues will be escalated to the People Directorate Health and Safety Committee or to an appropriate Head Teacher forum.

Financial resources

The Governors along with the Head Teacher 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 management and control.

A-Z of Arrangements

Accident and assaults

Reporting

All employee accidents, assaults and near miss incidents will be reported to the senior leadership team wherever practicable within 24 hours of occurrence, then onwardly reported to the local authority via the online reporting system.

All pupil accidents and assaults that meet the criteria set out in the HSE guidance (EDIS1) are reported to the local authority wherever practicable within 24 hours of occurrence.

All other pupil incidents will be recorded locally.

The school reports incidents to the HSE as required with support from Consilium Safety Services Ltd.

Investigation

All incidents are investigated proportionately in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues are addressed in a timely manner.

Any relevant learning from investigations is communicated to relevant staff, pupils etc.

Monitoring and review

Accident, assaults and near miss incidents are monitored at least termly as part of the site safety committee; identification of significant trends or major incidents should be reviewed by the senior leadership team as required with information communicated to the governing body.

Audit

The school is audited periodically by the local authority. The school engages with this process as a positive assessment of our health and safety management system and is committed to taking appropriate action to continually improve health and safety across the school.

Consultation and communication

Commitment to a robust and open consultation and communication process with staff and staff representatives such as trade unions is essential to embed our health and safety arrangements and create a positive health and safety culture. Consultation includes: School Health and Safety Committee with management, staff, governors and safety representatives (if appointed) in attendance; regular meetings of Senior Leadership Team and both curriculum and support staff meetings; open door policy for staff, pupils or parents/carers to raise any health and safety concerns. Communication of information is clear and concise and where necessary evidenced.

Contractor management

The school complies with the requirements of the CDM regulations relating to the procurement, management and control of contractors. The school will ensure that:

- competent contractors are used by verifying:
 - membership of appropriate accreditation schemes such as SSIP, NICEIC, Gasafe, FENSA or other equivalent professional accreditation scheme
 - relevant insurance requirements are in place
 - history of any HSE enforcement action is checked
 - references are obtained if available
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained.

The school will ensure that all staff, pupils and other users of the site must remain safe for the duration of any works.

Defect reporting

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. Staff ensure that defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment will be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

Staff that use computers are provided with suitable equipment for which to undertake the tasks that they are required to carry out and know how to safely use the equipment. A DSE self-assessment will be initially undertaken; where concerns are identified a detailed assessment will be undertaken and documented, then reviewed at suitable intervals. The schools will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least three yearly, earlier if there are significant changes to equipment/layout individual health
- a competent DSE assessor is available.

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence, insurance and MOT checks are undertaken and documented.

The school undertakes 6 monthly checks of driving licences for minibus drivers.

Educational visits

The schools adopt the National Guidance for the Management of Off- site visits and Local activities. A school specific Educational Visits Policy details our local arrangements.

Electrical systems and equipment

The school maintain and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner. General normal risk portable electric appliances have a PAT carried out by a competent contractor with records maintained. Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The schools defect reporting procedure is followed as required.

Fire and emergencies

The school are committed to providing a safe environment for both staff and pupils. The school manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

First aid

Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads. The school ensures that:

- a first aid risk assessment has been completed and is reviewed annually or before if required.
- an adequate number of staff are trained in the provision of first aid to facilitate both on and off site activities with training updated as required
- first aid provided is recorded in line with current standards
- a suitable number of first aid boxes/bags are available and adequately stocked
- all staff know where to obtain first aid support.

Infection control

The school employ staff to clean the premises to maintain a clean, safe and healthy environment. Staff are required to maintain high standards of personal hygiene and to encourage and supervise as necessary the personal hygiene standards of pupils.

The HPA's guidance on managing infectious diseases within childcare settings is followed. Bodily fluids are cleaned up in a timely manner using appropriate cleaning substances (as appropriate sodium hypochlorite can be used). Staff are provided with disposable gloves and aprons for cleaning up potentially infectious or offensive materials.

Moving and handling

Within school there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

Risk assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. Within the school various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off.

Staff health/stress

The school acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress. The following arrangements are in place to locally manage staff health issues.

- employees are advised of the personal responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues or concerns that they may have
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to occupational health for advice and support, e.g. counseling, etc.
- the member of staff will be advised that support can also be provided through their trade union

- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Statutory inspections

The school ensures that statutory inspections are undertaken at required intervals for all plant and equipment as required. A schedule detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection is available and this is monitored at the health and safety committee to ensure on track.

Work related violence

The school are committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where there is a foreseeable risk of violent and/or aggressive behaviour a specific risk assessment relating to the individual circumstances will be developed. In addition to the control measures identified in each site specific violence and assaults risk assessment and/or lone working risk assessment, the following procedures are in place:

- training provided on how to manage conflict and aggression and team teach
- staff informed to avoid confrontation if possible
- staff advised to withdraw from situations if safe to do so and seek support
- in meetings, if possible seating to be arranged so that a clear escape route is always available
- staff informed to follow measures/ procedures identified in violence and assaults risk assessment.
- as appropriate the emergency services to be contacted
- staff instructed to inform the Head Teacher or a member of the senior management team if confrontation has taken place.
- Head Teacher or member of the senior management team to attend site on being informed, if considered necessary
- assault/incident to be reported as per reporting procedures
- individuals to be debriefed and supported by the school following any incident.
- violence and assaults risk assessment and any other relevant procedures to be reviewed following any incident.
- counselling/ support to be offered to staff.

Workplace inspections

The school recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working end educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the schools defect reporting procedure.

Working at height

The school use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works. The school ensures that:

- working at height is avoided where possible
- if it cannot be avoided, working at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific working at height tasks have received appropriate training and training records are maintained
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks; these may result in some working at height tasks being restricted.
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

MONITORING

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and Head Teacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

Active monitoring systems:

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems:

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems:

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- School health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems:

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

Third Party Monitoring/ Inspection

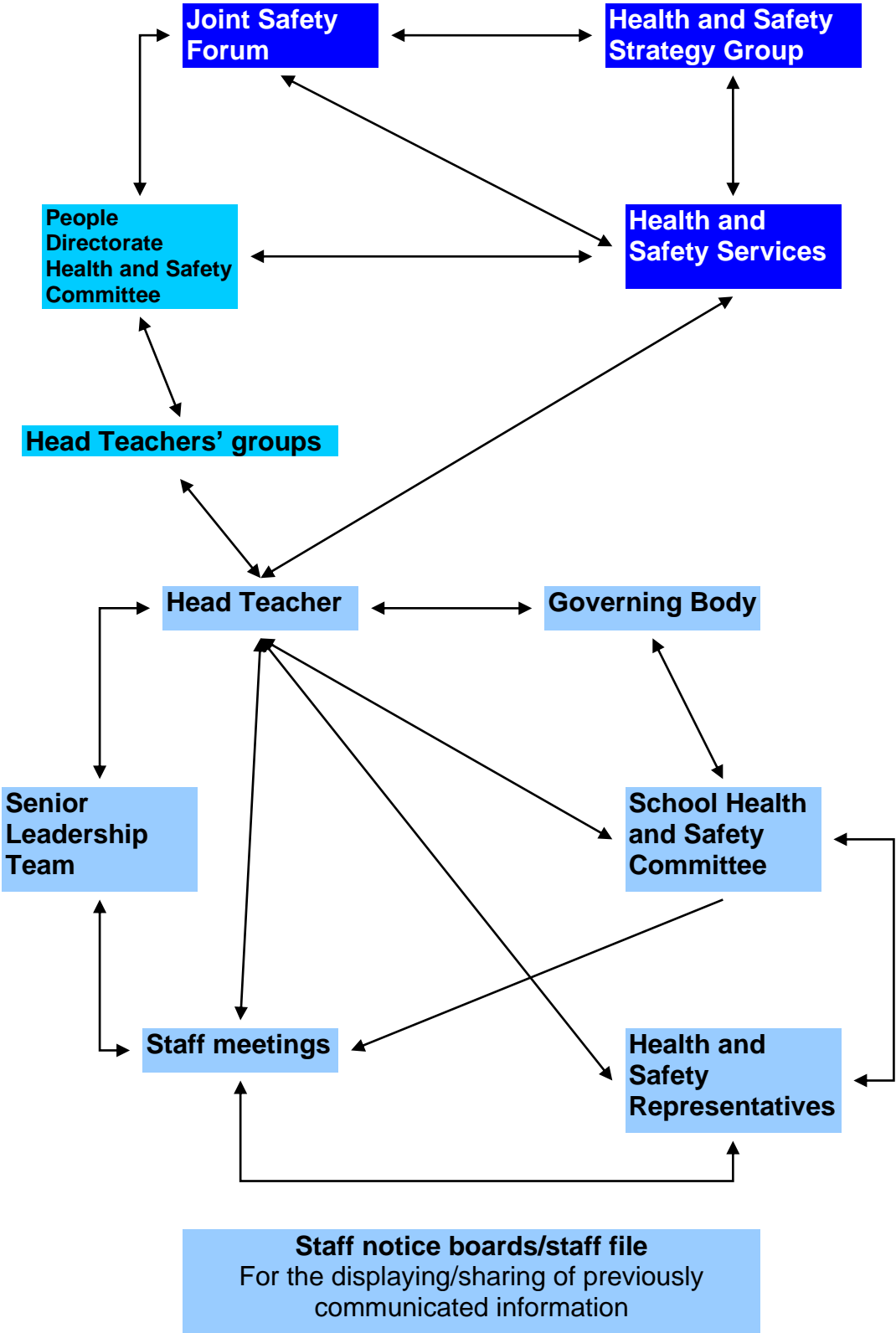
The school will be subject to third party inspection and monitoring, as follows:-

- City Council Health and Safety Services Audit
- As part of Ofsted requirements

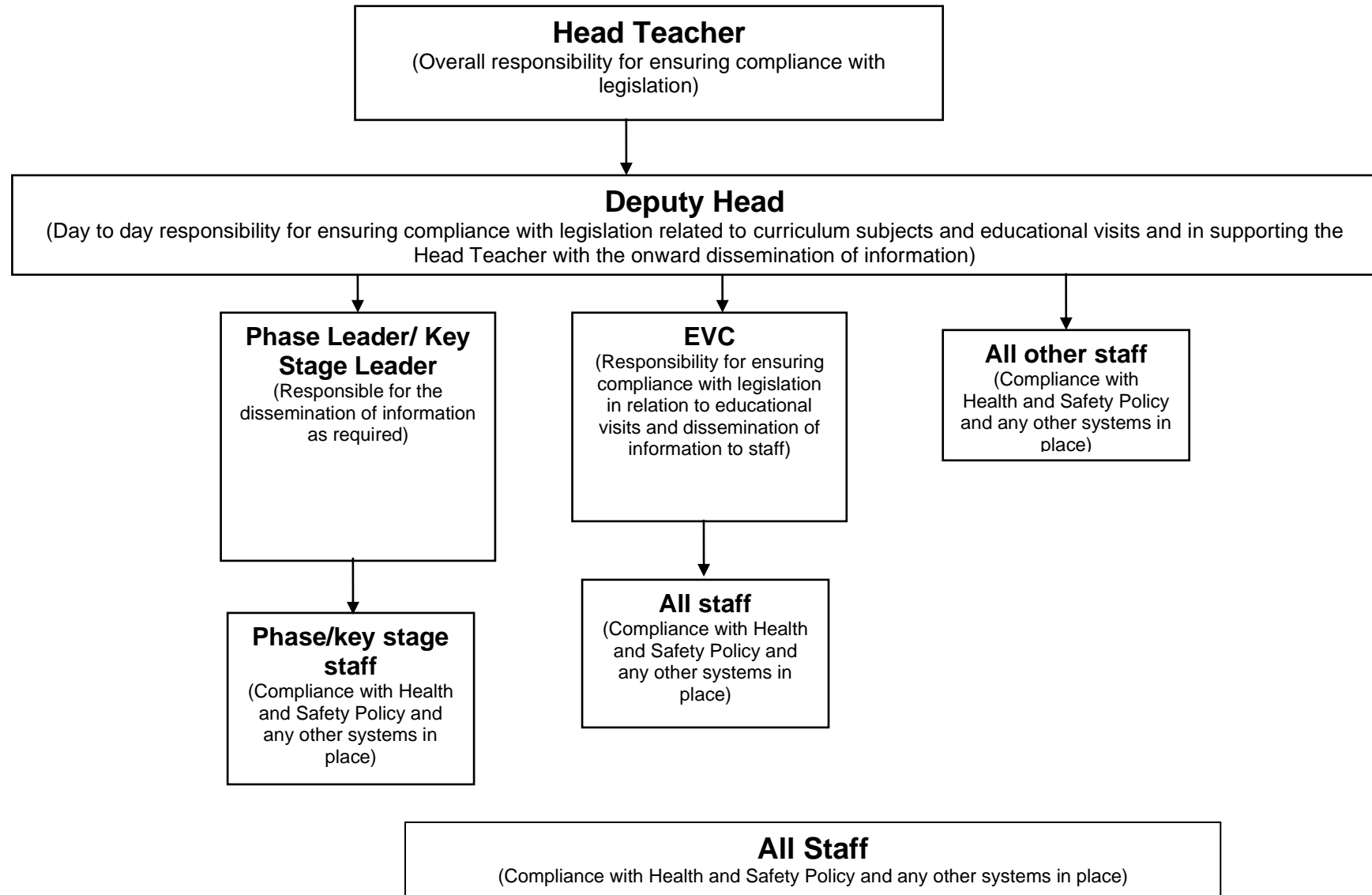
Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Review Programme	Annually
Ratified by Governors	September 2023
Signed – Chair of Governors:	Evans Gyasi
Signed – Head Teacher	Rebecca Bond

Henley Green Primary School health and safety arrangements



Academic Staff



Support Staff

