



Woolmore School

SCHOOL POLICY

Name	Health and Safety Policy 2021-22		
Agreed by	Governing Body		
Date agreed		Review date	
Signed & dated	Chair of Governors		
Signed & dated	Headteacher		

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1. Statement of intent

The Governing Body of Woolmore School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work, etc. Act 1974 and other statutory and common law duties. Governors wish to ensure that there is a safe working and learning environment for pupils, staff and visitors at Woolmore School.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the appendices and in some other policies.

So far as is reasonably practicable, with the help of its employees, the School will:

- Provide adequate control of the health and safety hazards and risks arising from school activities.
- consider our common law in loco parentis duties to all pupils in our care
- consider under Health and Safety at Work Act {1974} S3, our statutory duty of care to pupils and other non-employee
- consult with our employees {and their representatives} on matters affecting their health, safety and welfare
- ensure all employees are competent to do their tasks and to offer
- them adequate training where appropriate
- provide information, instruction, training and supervision for employees
- provide and maintain safe plant, equipment and processes
- ensure safe handling and safe use of all hazardous substances
- prevent accidents and ill health by promoting safe healthy working conditions
- take full advantage of the technical expertise from Juniper Ventures Health and Safety to monitor and regulate the working environment
- to be aware of the philosophy contained within HSE documentation
- review and revise this policy as necessary at regular intervals, at least annually
- follow the employers related policies , guidance and instruction
- engage with the employers statutory compliance systems and procedures

This policy will be brought to the attention of, and/or issued to, all members of staff. A copy will be kept in the All Staff Team (in the policies folder). A reference copy is kept in the Policies Master Folder. This policy statement and the accompanying organisation, appendices and related policies will be reviewed on an annual basis. This policy statement supplements LBTH's Corporate Health and Safety Policy.

2. Organisation (Roles and Responsibilities)

As the employer, LBTH has overall responsibility for Health and Safety in Woolmore School. LBTH delegates most of the employer responsibility to the Governing Body and for school level day to day management to the Headteacher. LBTH may take steps to ensure that schools meet their health and safety responsibilities.

The Governing Body has responsibility for health and safety as the occupier of the school premises. The Governors and staff of Woolmore School assume responsibility for Health and Safety matters on a day-to-day basis, in line with the London Borough of Tower Hamlets' policy and as detailed below. The Governing Body and individual members of staff with named responsibility may delegate tasks to other members of staff, but in those circumstances, they remain responsible for ensuring that the tasks are carried out.

a) Responsibilities of the Governing Body

The Governing Body is responsible for Health and Safety matters at a local level, and this includes the following:

- taking all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils, staff or visitors at risk while they are on the premises;
- complying with any directions given by the local authority concerning the health and safety of persons in school or on school activities or business elsewhere;
- ensuring adherence to the local authority Health and Safety policy, procedures and standards;
- formulating a Health and Safety policy detailing the responsibilities for ensuring Health and Safety within the school;
- reviewing the school's Health and Safety policy annually or as necessary (e.g., after new legislation or after an incident or policy review gives cause for concern) and implementing new arrangements when necessary;
- monitoring, reviewing and evaluating the school's Health and Safety performance;
- providing appropriate resources within the school's budget to meet statutory requirements and the London Borough of Tower Hamlets' Health and Safety policy, procedures and standards;
- receiving from the Headteacher and/or other nominated member of staff reports on Health and Safety matters and reporting to the London Borough of Tower Hamlets, its Children's Services directorate and/or any other body as necessary, any hazards which Woolmore School is unable to rectify from its own budget;
- seeking specialist advice on Health and Safety which the School may not feel competent to deal with;
- promoting a positive Health and Safety culture and high standards of Health and Safety within the school;
- ensuring that when awarding contracts Health and Safety is included in specifications & contract conditions taking account of LBTH policy and procedures.
- nominating a governor to be the link governor for Health and Safety and to sit on the Health & Safety Committee.

The Governing body will seek specialist advice on health and safety via Juniper health and safety, Head of Health and Safety Stuart McGregor as part of the school service level agreement. Email stuart.mcgregor@juniperventures.co.uk Tel: 07904041672.

In all schools, the Governing Body controls the school premises. Even if they do not employ school staff, governing bodies, to the extent that they control school premises, must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises.

The Governing Body (and Head teacher) of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

ai) Chair of the Governing Body

The Chair of the Governing Body should take steps to discharge their own responsibilities for health and safety performance in school. Some of the principal responsibilities are given below.

- Ensure that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed elsewhere in this policy.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
 - action allocated to individuals who are responsible for the function;
 - time limits set for action;
 - remedial action to deal with the problems identified; and
 - identification of any long term action required in order to address underlying causes of problems.
- Ensure that Health and Safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the London Borough of Tower Hamlets.
- Provide information to the London Borough of Tower Hamlets on Health and Safety matters when requested.
- Ensure adequate resources are given to safety issues.
- Review performance periodically.
- Ensure that safety training is given priority for both governors and staff.
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- To have an assurance role of knowing that the school is compliant in health and safety legislation and building statutory compliance
- To ensure an escalation process is in place of notification of risk, non-conformities, corrective action plans, being assured that risks are controlled and managed.
- To escalate risks that cannot be managed in house, either due to financial pressures or the severity of risk is very high. The escalation process should be via the employer, whether the LA, Diocese, Trust, to ensure the process of scheme of delegation is followed

b) Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety rests with the Head teacher. The Head teacher has engaged the services of Juniper Health and Safety to assist and advice as the competent qualified person as described in the Management of Health and Safety Regulations (7.1). This is in addition to the LA advice and information.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head teacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring the management of individual risk areas such as managing pupils with medical needs are in place, allergy risk assessments are completed, supported with risk controls and shared with all relevant staff and kitchen contractor staff
- Ensure that adequate management reporting procedures are in place to enable an accurate assessment of function and performance to be made and given to the Board of Governors so that they may determine if they are carrying out their statutory responsibilities insofar as the Health & Safety at Work etc. Act 1974 and Regulations made under that Act are concerned.
- Undertake the review and update of the Health & Safety Policy as required, following any update to legislation or changes work processes.
- Be satisfied that all senior managers fully understand their responsibilities and are given the time and resources to pursue them.
- Advise the Board of Governors on Health & Safety matters as appropriate.
- Provide clear and visible leadership on health, safety and welfare and promotes a positive Health & Safety culture throughout the School.
- Constantly monitor the effectiveness and implementation of the Health & Safety policy and associated codes of practice and that this policy is regularly reviewed and communicated to all employees.
- Allocate the financial and human resources necessary to discharge the Board of Governors' obligations as employer and they are identified and drawn to the attention of Governors.
- Ensure that sufficient and suitable appointees are always in place to assist in the day-to-day management of Health & Safety and that they have adequate delegated authority with which to carry out their duties.
- Ensure effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and LA where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensure that senior managers in the School fully understand their responsibilities, are given sufficient training in Health & Safety matters to discharge their Health & Safety responsibilities in a competent manner and are given the time and resources to pursue them.
- Ensure that risks to the Health & Safety of staff, pupils and others from work activities are assessed and appropriate measures taken to eliminate or control those risks.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the employer at senior level for any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Ensure that all staff are aware of all emergency procedures and facilities.
- Ensure that adequate supervision is available at all times, particularly where young or inexperienced employees are concerned.
- Monitoring purchasing and contracting procedures to ensure compliance with employer policy.
- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly.

- Ensure accidents, near misses, have an identified root cause with a corrective action plan to prevent any reoccurrence.
- Ensure that no unsafe working at height is completed, including the premises staff not going onto roofs within edge protections or man safe systems being in place.
- Ensure a school risk register is in place, management and monitored, currently using the Juniper Ventures School risk register
- Have a planned health, safety, fire, security strategy of continuous improvements based on risk priority reflecting on audits and assessment recommendations.
- Completing annual compliance returns to the employer.

The Head teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the establishment. Any staff that is given delegated health and safety duties must be competent, this includes training, experience and qualification. These staff have the Juniper health and safety for leaders as a foundation training awareness that includes a grounding in building compliance, health and safety law, hazards and risk control in schools.

bi) Health and Safety Co-ordinator (School Business Manager [SBM])

The Headteacher has delegated the task of Health and Safety Co-ordinator to the SBM, who will be responsible for co-ordinating management of Health and Safety throughout the school. The SBM will attend the LBTH School Business Manager Health and Safety training day. The SBM's job description will detail, or will be amended to detail, their health and safety roles and responsibilities.

The Health and Safety Co-ordinator is in particular responsible for the following:

- drafting and presenting an annual report on Health and Safety matters to the Headteacher and the Governing Body (which may take the form of an annual report agreed by the Health and Safety Committee) and presenting such other reports to the Headteacher and/or Governing Body as may be necessary;
- assisting with inspections and safety audits;
- investigating and advising on hazards and precautions;
- developing, establishing and monitoring emergency procedures in the school and in particular fire evacuation procedures, and organising fire evacuation practices within the school;
- having a general oversight of health, safety and first aid matters;
- making recommendations to the Headteacher on matters requiring immediate attention, e.g., changes to legislation or outcomes from premises safety inspections, fire evacuation practices, etc;
- making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- publicising safety matters;
- liaising with outside bodies concerned with safety and health, e.g., Occupational Health consultants;
- ensuring that accidents are recorded and monitored to identify trends and introduce methods of reducing accidents;
- ensuring that reports on health and safety matters with respect to the school premises are prepared;
- keeping records of hazards identified on site by staff and the remedial action taken and when;

- the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- ensuring that premises safety inspections are undertaken at appropriate intervals and keeping records of any faults identified and corrective action taken;
- ensuring that all portable electrical equipment is tested on an annual basis;
- ensuring equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in safe places;
- ensuring that first aid equipment and supplies are correctly maintained and readily available;
- ensuring that other staff at the school are aware of their responsibilities as appropriate.

bii) Principal Site Health and Safety Manager (School Premises Manager [SPM])

The Headteacher has delegated the task of Principal Site Health and Safety Manager to the SPM, who will be responsible for ensuring that the school complies with all Health and Safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring risk assessment are completed with risk control measures in place, managed and monitored.
- Ensuring compliance by periodic inspection of all areas.
- Ensuring that appropriate signs and notices have been displayed.
- Ensuring that hazards are removed.
- Ensuring that fire exits are accessible, and that fire-fighting equipment is correctly positioned and serviced.
- Ensuring that first aid equipment and supplies are correctly maintained and readily available.
- Ensuring that other staff at the school are aware of their responsibilities as appropriate.
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed.
- Ensuring that the school buildings are maintained in a safe manner, and that all fire exits are unlocked and available, this includes the holiday periods.
- Not to work at height if no safe working procedures, i.e. going onto a flat roof with no edge protection or man safe systems

c) Responsibilities of Phase Leaders and Year Group Leaders

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective, Phase Leaders are responsible to the Headteacher, so far as is reasonably practicable, for:

- ensuring that all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities;
- ensuring that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities;
- ensuring that the curriculum of the department does not involve staff and pupils in procedures likely to cause accidents.
- ensuring that all equipment and machinery is maintained in safe and serviceable condition and defective equipment is stored safely and not used until the necessary repairs have been carried out;
- ensuring that all members of staff under his/her control adhere to all relevant aspects of the Health and Safety policy;

- reporting all potential hazards to health or safety and all accidents to the Health and Safety Co-ordinator and/or the Headteacher (as appropriate);
- ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment. The London Borough of Tower Hamlets provides generic risk assessments to schools, which are updated from time to time.

d) Responsibilities of other teaching staff and non-teaching staff

Functions and areas of responsibility for health and safety may be delegated by the Headteacher to other teaching staff and non-teaching staff holding posts of special responsibility, in addition to these delegated duties listed above, e.g., to a Safety Co-ordinator or other appropriate staff.

Such functions and/or duties will be delegated as appropriate given the circumstances of the school and may include:

- applying the school's Health and Safety policy to their own department or area of work and being directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements involved;
- maintaining or having access to an up to date library of relevant published Health and Safety guidance from sources including the Consortium for Local Education Authorities for the Provision of Science Services (CLEAPSS), Association for Physical Education (AfPE), Design and Technology Association (DATA), etc., and ensuring that all subordinate staff are aware of and make use of such guidance;
- ensuring that regular Health and Safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- ensuring that appropriate safe working procedures are brought to the attention of all staff under their control;
- resolving health, safety and welfare problems members of staff refer to them, and informing the Headteacher and/or the Health and Safety Co-ordinator of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and recording these inspections where required;
- ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety;
- ensuring that all accidents (including near misses) occurring within their department or area of responsibility are promptly reported and investigated using the appropriate forms etc;
- arranging for the repair, replacement or safe removal of any item of furniture or equipment which has been identified as unsafe, as well as its safe storage until removal can be completed.

e) Responsibilities towards pupils and employees

ei) Pupils

Pupils are not employees but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Governing Body. The teachers therefore, and all other employees, are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the School.

Pupils must:

- Act in a responsible manner ensuring their personal safety and that of others who may be affected by their actions and behaviour.
- Ensure that they are aware of, and understand, school safety rules generally and those that apply specifically to any work or activity that they undertake as part of their course, or any school-related activity.
- Conform to school rules and procedures.
- Ask for guidance if they are ever unclear about their own safety. This is their responsibility.
- Not intentionally misuse or interfere with anything provided in the interests of Health & Safety, or encourage others to do so.
- Wear protective clothing and use safety equipment and safety devices where appropriate and for which they have received instruction in use.
- Not use any equipment that they have not been trained to use.
- Report all accidents, whether persons are injured or not, and all damage to property to a member of staff
- Report any hazards or unsafe practices they observe to a member of staff immediately.

e.ii) Responsibility of the employer

Who the employer is varies with the type of school. The employer is:

- the LA in community schools, special schools, voluntary controlled schools, maintained nursery schools and pupil referral units;
- the Governing Body in foundation schools, foundation special schools and voluntary aided schools.

The employer of staff working at Woolmore School will usually be London Borough of Tower Hamlets.

The employer must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their Health and Safety in school and during off-site visits. The employer must have a health and safety policy (following the advice issued by the DfE) and arrangements to implement it. The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

The employer, whether the London Borough of Tower Hamlets or Governing Body, has the power to ensure that its Health and Safety policy is carried out. It must provide health and safety guidance to the school and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If the risk assessment shows training is needed, the employer must make sure this takes place. The employer cannot fulfil its statutory duty unless it monitors how well its schools are complying with its policy.

A Local Authority has no responsibilities for, and no power to intervene in, pupil health and safety in schools where the Governing Body is the employer, except where safety is threatened by, for example, serious breaches to fire safety reported to the Local Authorities.

e.iii) Responsibilities of employees

Under the Health and Safety at work Act, etc., 1974 all employees have general health and safety responsibilities. Staff 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.

All employees have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- comply with the school's health and safety policy and procedures at all times;
- report all accidents and incidents in line with the reporting procedure;
- 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;
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- report immediately to their line manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery that they are competent / have been trained to use;
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

f) Relevant legislation

All bodies and individuals with responsibility for health and safety note the LBTH list of Important Legislation, which is printed below as Appendix 1.

g) Premises management documents

The London Borough of Tower Hamlets has provided model Premises Management Documents which have been customised for Woolmore School in a procedural document.