



HEALTH AND SAFETY POLICY

November 2023



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HAUGHTON SCHOOL HEALTH AND SAFETY POLICY

Section 1 - Policy Statement


It is the policy of Haughton School to safeguard the health, safety and welfare of its children, employees, visitors and all persons likely to be affected by its undertakings. The school accepts the aims and provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and aims to comply with all other relevant statutory obligations. The successful management of health and safety contributes to the overall performance and objectives of the council.


The School Governors and Headteacher are committed to:

- Developing a positive health and safety culture with the commitment and participation of all employees, visitors and children.
- Allocating sufficient resources to ensure effective safety management.
- Assessing the risks to the health and safety of its employees, children, visitors and anyone else who may be affected by its undertakings to eliminate or control all hazards / risks, as far as is reasonably practicable.
- Making arrangements using the 'Plan-Do-Check-Act' approach for the effective planning, organisation, control, monitoring and review of the preventive and protective measures identified as being necessary following the risk assessments.
- Providing safe plant, equipment, systems of work, information, training and supervision as is necessary to safeguard the health, safety and wellbeing of all employees and those who may be affected by our work activities.
- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable.
- Providing and maintaining a working environment for employees and children that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work, so far as is reasonably practicable
- Consulting with trade unions and other workforce representatives on health and safety issues to ensure that everyone is informed, involved and engaged in health and safety.
- Providing and promoting positive policies regarding health, safety and welfare concerns at work to include access to occupational health and employee wellbeing support services.
- Providing a robust audit and review process designed to measure safety performance and compliance with the Council's policies, procedures and related safety guidance documents.

As the Chair of Governors of Haughton School, I along with the Headteacher are committed to the health, safety and well-being of all our employees, customers and partners.

This policy will be reviewed every twelve months and be updated as necessary.

Signed:  Date.....30.4.24.....
(Chairperson)

Signed:  Date.....30.4.24.....
(Headteacher)

The Health and Safety Policy provides a framework to ensure Haughton School proactively creates and maintains a safe and healthy working environment for all employees, children and visitors and those who may be affected by the school's activities.

All employees, children and visitors must co-operate fully with the measures that school takes to fulfil the requirements of this policy.

Section 2 - Organisation and Responsibilities

KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

- Fire/Emergency Co-ordinator - Gill Knox (Headteacher)
 - Deputy Fire/Emergency Co-ordinator - Deana Briggs (School Business Manager)
 - Fire Marshals - Gill Knox, Lynne McCormack (Deputy Head), Ella Thomas (Assistant Head)
 - Reporting and Recording of Incidents & Accidents including near misses, violent incidents, diseases and dangerous occurrences - Gill Knox
 - First Aid Co-ordinator – Pauline Stretton (Senior admin/Supply Co-ordinator)
 - Health & Safety Representative – Sarah Clarke (Unqualified Teacher)
 - Educational Visits Co-ordinator (EVC): - Lynne McCormack
 - Asbestos & Legionnaires Co-ordinator – Deana Briggs
 - Portable Electrical Appliance Testing Co-ordinator – Deana Briggs / Josh Bradburn (Caretaker)
 - Control of Substances Hazardous to Health Co-ordinator (COSHH) Deana Briggs / Josh Bradburn
-
- Telford & Wrekin Health and Safety Advisor for Schools – Donna Irish 01952 381817
 - Telford & Wrekin Internal Health and Safety Training 01952 383627
 - Shropshire Fire & Rescue Service 01743 260200

Board of Governors

The Board of Governors, along with the Senior Management Team form the governing body for the school have the collective and individual responsibility for planning, resourcing and overseeing the school's activities, the provision of its services and the conduct of its undertaking.

Haughton Governors have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and Haughton's own policies. Governors must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose.

School Governors will therefore:

- Consider health, safety and welfare issues as part of their decision-making process.
- Use the advice provided by the Senior Management Team to help in their decision-making process to ensure the health and safety of all persons likely to be affected by these decisions.
- Formally scrutinise and adopt the School's Health and Safety Policy.
- Appoint a Lead Governor with specific health and safety responsibilities from within the board.

The Board of Governors are responsible for carrying out specific functions both individually and collectively.

Lucy West is the lead governor responsible for health and safety issues and governance arrangements for health and safety lie with that governor.

The Lead Governor responsible for Health and Safety actively monitors and promotes health, safety and wellbeing across the school raising matters with Senior Management and relevant Committees as necessary.

The governors are not in day-to-day control of health and safety at the school, but they need to satisfy themselves that risks are considered as part of their decision-making process and are sensibly managed.

The Chair of Governors

The Chair of Governors has ultimate responsibility for all health and safety issues within the school and will provide effective leadership and direction for the implementation of this Policy. The Chair can also be the Lead Governor for Health and Safety, with the agreement of the Board.

The Chair of Governors (aided by the Senior Leadership Team), will as far as reasonably practicable, Ensure:

- The provision of suitable competence and expertise to effectively deliver and implement this policy
- Adequate provision of suitable staffing levels, working conditions and environments
- Adequate provision and maintenance of suitable equipment and resources
- That Haughton employees are appropriately informed and trained about health, safety and welfare
- That a robust audit process is in place to measure and review policy compliance and effectiveness
- That a Governor is appointed to lead on health and safety matters

The Chair of Governors will chair meetings of the Health and Safety Committee (within the Governor Committee meetings), will oversee the development of the School's Health and Safety policy and promote and support the activities of the Senior Leadership Team (SLT).

The **Lead Governor for Health & Safety** is responsible for health and safety and governance arrangements and will keep the Chair of Governors briefed on any significant safety matters arising outside of the Committee and elsewhere within the School.

The Headteacher and the Senior Leadership Team will provide effective leadership and direction to ensure the policy is implemented and will as far as reasonably practicable, ensure:

- The information contained within this policy is effectively communicated throughout the school
- That the personnel that they manage, have the necessary competence and resources to fulfil their health and safety responsibilities.
- That arrangements are in place for the on-going assessment of risks within the school that meets the requirements of the School Health and Safety Policy.
- That arrangements are in place for implementing the control measures which follow-on from the risk assessments within the school.
- That employees and others involved in the delivery of the school's services are provided with relevant information and training on the use of equipment, substances and machinery relevant to their role.
- That they, and all levels of staff, are appropriately represented on the Health and Safety Committee.

The Headteacher

The Headteacher has overall responsibility for the day-to-day operational management of health and safety within the school. The Headteacher must have sufficient competence (or assistance from competent colleagues) to enable them to ensure that Haughton's standards for health and safety are maintained within school.

Headteachers will:

- Be responsible for the day to day, implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all its requirements.
- Keep themselves and their employees up to date with all relevant health and safety information and consult with or seek advice, guidance and support from the Telford & Wrekin (T&W) Internal Health and Safety Team.
- Facilitate the necessary health and safety training for employees for them to undertake their work safely.
- Appoint key personnel to take responsibility for operational health, safety and welfare issues.
- Periodically review the policy and make amendments to it whenever necessary.
- Monitor the safety performance and take such steps as may be necessary to improve performance.
- Ensure that all employees have access to a copy of the school's health and safety policy and are aware of their responsibilities.

- Ensure that effective channels of communication and consultation with employees and safety representatives are maintained.
- Ensure that suitable and sufficient risk assessments are carried out in respect of the health and safety of all persons that are affected by the school's activities; and that such risks are controlled by effective and proportionate means. Also that the assessments are recorded and highlight any employees, children or other individuals identified as being especially at risk.
- Promote a positive culture and an interest in health and safety matters throughout the school.
- Ensure that appropriate employees liaise with subject advisers/SLT on health and safety matters.
- Make recommendations for improvement and present an annual report on Health and Safety to the Governing Body (Health & Safety Checklist).
- Ensure all relevant accidents/incidents are reported via the appropriate channels (i.e. My View), that they are thoroughly investigated, reported to the relevant enforcing authority, where necessary and that appropriate remedial actions are taken to help prevent a recurrence.
- Be responsible for dealing with visits from the Health and Safety Executive and other enforcing agencies.
- Ensure that competent persons are appointed to test and maintain the utilities, facilities, plant and equipment within school, as appropriate (gas, electrical, water systems, etc.)
- Ensure service and maintenance records are maintained for all relevant services, facilities, plant and equipment within school.
- Be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually.
- Ensure that suitable and appropriate fire safety and emergency arrangements are in place in respect of the school and premises for children, employees and visitors.
- Be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from the 'biT Team' and an Asbestos Management Plan is in place and reviewed annually.
- Be responsible for ensuring that there is liaison with key partners that have an interest in the building, on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning, etc.
- Be responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of employees, children and others are undertaken.
- Be responsible for ensuring that works plans, schedules and other data are maintained, in respect of the maintenance and building alterations of the school in so far as they affect health and safety.

The School Health and Safety Co-ordinator:

- Will encourage a positive approach to accident prevention and the health and safety of employees, children and others on the school premises and affected by school activities.
- Will ensure that they understand current school policies and procedures affecting health, safety and welfare of employees, children and others.
- Will carry out investigations as deemed necessary, periodically inspect the premises and activities to determine whether the policies and procedures are being complied with and whether adequate standards of health, safety and welfare are being achieved.
- Will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc).
- Will ensure that all employees regularly check the electrical leads and plugs of the equipment they use. A system to report any defects (Caretaker's log book) is set up so that defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment.
- Will liaise with and seek advice, guidance and support from external Health and Safety Advisers (e.g. the Council's Internal Health and Safety Adviser, Enforcement Authorities, Health and Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc.) as and when necessary.
- Will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of employees, children and others.
- Will maintain records of works plans, schedules and other data relating to the maintenance and building

alterations in so far as they affect health and safety issues.

- Will liaise with key partners, as required on health and safety matters relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Will ensure that vehicles belonging to the school are serviced and maintained in a safe condition.

Teaching Staff

- Will take reasonable care of their own health and safety and that of the children and others who may be affected by what they do;
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Will observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE (Association of Physical Education)
- Will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to SLT.

Health and Safety Representative

Health and safety representative, may be trade union representative, but not necessarily.

They attend the fortnightly teachers' meetings, where they represent the views of employees (regardless of whether they are union members or not).

Health and safety representatives will be consulted in good time about health and safety issues.

Amongst their functions they have the right to;

- Carry out regular inspections of the workplace
- Investigate accidents and incidents, and,
- Examine health and safety documents

All Employees of the School

Must at all relevant times, to minimise the risk of injury to themselves, other colleagues, customers or partners of the School:

- Comply with the measures specified in this policy and other relevant risk control measures, procedures and guidance, produced by the school, whilst at work.
- Conduct themselves in an appropriate manner so that they, and/or others are not put at risk by their activities, actions or failings.
- Co-operate with the Headteacher and SLT on all matters affecting health, safety and wellbeing at work.
- Make full and proper use, in accordance with the user instructions and the training provided, of any plant, machinery or equipment that is made available to them; and to not misuse such equipment.
- Only use plant, machinery and equipment for which they have been authorised, have been fully instructed as to its safe use and have received suitable training. Where appropriate, employees must ensure that plant, machinery and equipment is suitably guarded during use.
- Attend relevant training courses as requested by management and adhere to the techniques and practices specified within any training provided.
- Wear / use the necessary protective clothing and/or safety equipment (including PPE) as specified for their role / work.
- Report hazards, defects or potential risks affecting the health safety or welfare of themselves or others, which they cannot eliminate or control themselves to SLT immediately.
- Report all accidents and incidents (i.e. near miss, violence, abuse, racial and hate related) occurring in their area of work including cases of work-related ill health to SLT immediately, following the correct reporting process. Employees may be involved in the investigation and any remedial actions required arising from this process.
- If at any time, employees are involved in any activity that feels unsafe or they feel at risk, they should stop the activity and raise their concerns with SLT.

Trainees, Apprentices and Volunteers

Haughton School recognises its responsibilities both as sponsor and managing agent to all its Trainees, Apprentices and Volunteers (and similar groups that may be affected). Such groups will be afforded the same health and safety status and adopt the same duties and responsibilities as that of an "Employee" and are required to be made aware of and adhere to the requirements of the School's Health and Safety Policy.

Young persons and work experience students

All Young Persons and Work Experience Students have the same health and safety status and responsibilities as an employee and are required to be made aware of and adhere to the requirements of the School's Health and Safety Policy. The potential vulnerability of such persons requires that they will be subject to greater levels of supervision than standard employees and may also be subject to additional controls depending upon the findings of the risk assessment process.

Visitors and the Public

Appropriate action must be taken to ensure that visitors are made aware of risks relevant to their visit to school. All visitors must be accompanied within areas of the School which are identified as non-public areas. These persons should not be allowed to access areas which may place them or others at significant risk. The School will conduct its undertakings in such a way as to ensure that visitors and members of the public are not endangered by its work activities.

Disciplinary Procedures

The Health and Safety at Work etc. Act 1974 states that, *"No person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."*

Disciplinary action may be initiated against any employee who knowingly violates or fails to implement the School's health and safety policies, procedures or guidance, or who fails to use any personal protective equipment (PPE) or other safety devices or equipment, when required, that is specifically provided for their protection.

Breaches of the health and safety policy, procedures and arrangements will be dealt with under the Schools Disciplinary Procedures. It must be understood that such breaches may also expose the individual committing the breach and / or the School to criminal prosecution.

Section 3 - Arrangements for Health and Safety

To promote a health and safety culture that aims to produce high standards and continuous improvement, Haughton School have put in place the following health and safety arrangements. This document provides a summary of Haughton's most significant health and safety arrangements but is not an exhaustive list. More comprehensive and detailed coverage of Haughton's health and safety arrangements can be found on the school's SharePoint site.

3.1 Health and Safety Management

Haughton School's Health and Safety policy arrangements are based on the '**Plan-Do-Check-Act**' approach for the effective planning, organisation, control, monitoring and review of its safety management processes.

PLAN - Planning for Health and Safety

Planning is key to ensuring that every health and safety measure we put in place within school is appropriate, is properly considered and will work in practice.

As part of our health and safety planning, Haughton will:

- Work with Telford & Wrekin's Health & Safety Advisor and other key personnel to complete an annual Health & Safety Checklist: that identifies the risks and safety challenges faced by the school.

- Produce realistic, measurable and achievable objectives that will make a real impact on reducing those risks and challenges, and that will have a positive impact on the health, safety and wellbeing of our children, employees and visitors, whilst enhancing the school's safety culture.
- Ensure that clear lines of responsibility are detailed within our policies and procedures and that these are effectively communicated to all employees, children and visitors (as appropriate).
- Ensure that risks within school are identified and suitably assessed.
- Establish effective preventive and protective measures identified as necessary following the risk assessment process and prioritise those needed to tackle the most significant risks.
- Set clearly defined safe operating standards to be achieved and communicate these through the provision of training, policies, procedures and guidance documents to all relevant personnel.

DO - Implementing Plans and putting them into practice

Having completed planning and risk assessments, and identified the issues that could cause harm, Haughton School will implement preventive and protective measures to manage risks.

Haughton will involve employees and children, where appropriate, (through regular meeting formats) to share strategies needed to manage risks and ensure they are put in place.

This engagement will help drive the safety culture by developing positive attitudes and behaviours.

As part of the implementation process, it is critical that;

- The right tools and equipment are selected to support the preventive and protective measures
- Everyone involved in the work is competent, well trained and instructed, to carry out the tasks safely
- Where necessary, those involved in the work are supervised to make sure the measures are followed.

CHECK – Auditing and Reviewing Performance

Measurement of Health and Safety Performance

Having implemented health and safety plans, Haughton School will measure performance to ensure that plans are working in practice.

To substantiate that health and safety standards are being achieved, Haughton measures safety performance against pre-determined plans and objectives, so that areas where the standards are not being met are identified and can be the subject of remedial action.

Key performance indicators used by the school for reviewing health and safety performance include:

Active monitoring systems:

- The systematic examination of premises, plant and equipment at pre-defined intervals
- Examining health surveillance and exposure monitoring records to check the effectiveness of health control methods and to detect early signs of harm to health
- Auditing of all areas for compliance with agreed health and safety standards

Reactive monitoring systems:

- The investigation of accidents & incidents including near misses and work-related ill-health to establish both root cause and the development of incident trends
- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as damage to equipment, property, etc.
- Analysis of all collected data to identify common features or trends and initiate improvements
- Benchmarking (and sharing good practice) of our performance against other schools.

Reviewing health and safety is a continuous process undertaken at all levels within Haughton School on a day-to-day basis.

It will include actions by senior leadership team:

- To remedy process, equipment or system failures which they identify during operations

- To remedy unsafe employee performance and practices identified by active and reactive monitoring
- To respond to the results of audits.

Auditing

Haughton School relies upon its 'health and safety management audit' processes to check that our policies, systems and processes are effective and relevant.

The Headteacher, School Business Manager and Governor for Health and Safety will manage Haughton's health and safety audit programme, linking with Telford & Wrekin's Health & Safety Advisor.

We use audits to improve our understanding of, and ability to manage risk, by;

- Checking levels of compliance with our key health and safety performance indicators, including specific policies, procedures and guidance documents.
- Assessment of the achievement or progress towards specific objectives and plans
- Identification of areas where health and safety systems are failing or absent
- Identifying non-conforming working practices or changes in operations across the organisation
- Checking for areas where performance can be improved
- Reviewing accident, assault, ill health and incident data, which analyses both the immediate and underlying, causes, trends and common features
- Checking that appropriate management arrangements and workplace precautions are in place
- Ensuring the ongoing safety and maintenance of the building by the annual completion of Building Management and Safety Checklists

ACT - Acting on findings

Having measured performance and checked what was working well and more importantly, what wasn't working so well; Haughton School will act effectively to improve health and safety.

Some of the ways school will do this are:

- The Headteacher will communicate audit checklist findings and remedial recommendations with a clear plan of action and timetable for implementation to the relevant employees.
- Implementing remedial measures identified as necessary following accident / incident investigation and/or audit to prevent / reduce the likelihood of a recurrence.
- Ensuring employees are kept informed of audit performance and remedial actions taken following audit deficiencies by sharing information within employee meeting formats (Health & Safety is a standard agenda item in all meetings).
- Reviewing training needs based on lessons learned to improve the provision of information, instruction and training to employees.
- Ensuring that health and safety policies, procedures and guidance documents are regularly reviewed and updated as appropriate, so that they remain effective.

Through the identification of issues and the implementation of necessary corrective actions, continuous improvement can be achieved which will give the Headteacher, and all employees, assurance on the effectiveness of the school's safety management.

Governance and Audit

The principles of good governance are integrity, openness and accountability.

These principles describe the systems and processes whereby the Chair of Governors, the Lead Governor for Health and Safety, the Headteacher and SLT, fulfil their collective responsibilities and provide the foundation for securing the health and safety of the school's children, employees and others affected by its activities.

The Senior Leadership team will meet for regular updates and discuss health & safety performance, to determine if the School's health and safety policy and action plans are being achieved and if necessary, ensure that any outstanding issues are being prioritised and addressed via a risk-based approach.

3.2 Risk Assessment

Risk assessment is the main tool that Haughton School relies upon to identify and control the risks arising from our work that could potentially harm employees, children, parents, contractors, visitors and anyone else affected by the operations of the school.

The School's Senior Management Team have the responsibility for ensuring that all significant risks, arising from their activities are properly assessed, to identify:

- Any hazards which have the potential to cause harm
- Who is likely to be harmed (employees, contractors, public etc.)
- How likely it is that the harm will occur.

From the above the SMT will do all that is reasonably practicable to protect people from harm by looking at the control measures already in place and then asking if the hazard can be removed altogether, or if not, how the risk can be controlled e.g. trying a less risky option, organising the work differently to reduce exposure to the hazard and / or by providing PPE.

- Risk assessments will be carried out or reviewed before every educational visit
- All PE activities have been risk assessed including the use of the outdoor play equipment.
- Arthog and Pioneer Outdoor Education Centres do their own risk assessments which employees are familiar with. They will check the control measures to ensure they correspond with the school and individual risk assessments.

Employees link with SMT and other relevant persons, where appropriate, when completing the risk assessment process. Employees carrying out the work, generally know best as to what the risks are and should play a part in ensuring that the assessments are carried out robustly and that the precautions and preventive measures that we put in place, work effectively in practice. SLT must be made aware of the significant findings of the assessment and the control measures put in place to protect them.

All the significant risks to employees and those affected by the School's undertakings will be recorded and control measures put in place to enable all employees to operate in a safe manner.

A full range of risk assessment templates and supporting documents are available from the health and safety pages of the Intranet to guide and assist employees with the risk assessment process. Training is also available for those involved in the risk assessment process and can be booked via Ollie. SLT are responsible for ensuring risk assessments are completed and review them at least annually or more frequently as required.

Local Health and Safety Arrangements

Access and egress from the school site

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and road markings have been put in place to demark designated parking by employees & visitors. Barriers are in place to control the risk of children coming into contact with vehicles when walking along the foot paths on site.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure that they only park in the appropriate bays and do not block the entrances. Parents/carers/guardians are responsible for their children until handed over at the classroom doors.

3.3 Communication, Consultation and Co-operation on Health and Safety

High quality communication is an integral part of effective health, safety and wellbeing management. Haughton School will consult with employees and parents and children where appropriate on matters affecting health and safety via the safety forums and meetings outlined below:

General Health and Safety Communication Channels

In addition to Haughton's established Governor Committee structure, additional communication channels exist for the exchange of health and safety knowledge and information through day-to-day supervisory channels.

These channels include for example:

- Issuing and exchange of risk assessments, safe systems of work, safety policies, guidance documents.
- Publication of policies, procedures and guidance documents via the Health and Safety SharePoint pages.
- Safety communications between employees.
- Conversations within school council regarding health & safety
- Making health and safety a standing agenda item at all meetings (including school council, Governor Committee meetings, SLT fortnightly meetings, Teaching staff fortnightly meetings, admin team weekly meetings, class-based weekly Friday afternoon meetings, Friday morning whole school briefing).
- Sharing health and safety alerts and raising the profile of key health and safety topics in briefing, via email or employee noticeboard.
- The provision of line management / appraisals, and,
- 'On the job' training / OLLIE training
- Information available to all employees via the Health & Safety SharePoint site

Consultation with employee's safety representatives and safety committees

Governor Health and Safety Committee

The Governor Health and Safety Committee is an integral part of the Governor Committee meetings which are made up of all school Governors including the Chair of Governors, the Lead Governor for Health and Safety, the Headteacher and the clerk.

Members of the committee are nominated and appointed annually at the autumn term meeting of the Governing Body. The Committee is chaired by the Chair of Governors. In the event of a Health & Safety Governor vacancy arising on the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation. The Governing Body will appoint the Clerk who shall not be the Headteacher.

The functions of the Governor Health and Safety Committee are to;

1. Consider, review and approve where appropriate, health and safety policy, strategy, procedures and guidance documents developed by and for the school.
2. Link with the Headteacher to gain an overview of the staff and "pupil voice" (golden thread) and ensure a whole school joined up approach to health and safety.
3. Prepare the health and safety policy and keep it under review; recommending amendments as necessary.
4. Recommend procedures for implementing the health and safety policy and ensure, by means of periodic checks and reports, that those procedures are followed.
5. Consider changes to (and new) health and safety legislation, the content of recommendations from professional bodies, and the necessity for changes to School policy(s) as a result
6. Consider reports from enforcement agencies and recommend appropriate action(s) in response.
7. Receive and review specific reports on accidents, incidents, near misses and work-related ill health.
8. Monitor health and safety performance, including accident and incident rates. Review and consider any significant concerns or associated trends and recommend appropriate action(s) in response.
9. Receive health and safety inspection and audit reports, generated by the Headteacher and/or Lead Governor for Health and Safety and/or others and consider appropriate action to address any shortcomings identified.
10. To recommend to the governing body a school security procedure that addresses the security of children and staff as well as the protection of buildings and property. Review this regularly and make recommendations where appropriate.
11. With the Headteacher and School Business Manager, draft an emergency plan for the school.

12. To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of children.
13. Consideration of reports and factual information provided by inspectors of the Enforcing Authority.
14. Promote a positive safety culture and play a key role in motivating and engaging with employees and actively monitoring and driving improvements in the health and safety performance of the school.

Functions with specific regards to the maintenance of the school premises are;

1. To monitor the state of repair of the school buildings, including the effective management of asbestos (if any) on the premises.
2. Through the Headteacher, to liaise with the school's building surveyor or other adviser over repairs and maintenance work to be undertaken each year.
3. Through the Headteacher, to take any action required to approve & carry out repairs in an emergency.
4. To consider and recommend to the governing body any proposed improvement projects.

Meetings

The Committee will meet at least 6 times a year to fulfil its responsibilities and to meet any prescribed Deadlines. Meetings of the committee shall be called by the Clerk to the Committee and seven days' notice will be given with an explanation of the purpose of the meeting.

3.4 Accident & Incident Reporting and Recording

All accidents, incidents (including near-miss, violence and/or abuse related) which occur on School premises or arising from school activities must be reported, using the correct reporting process.

For employees, such incidents must be reported to the Headteacher using the appropriate form. The Headteacher will then arrange for details to be recorded on the Telford & Wrekin MyView system so that details can be retained for future reference.

A range of paper forms (for accident, violent incident, near miss etc.) are available in the staff room for ease of access. If there is any uncertainty as to what needs reporting, employees can check with a first aider or member of SLT. Employees should be aware that in the event of a serious accident/injury the Headteacher and Telford & Wrekin Health and Safety Advisor may need to investigate the incident. It is, therefore, advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

Where such an incident results in a 'specified injury, incident or occurrence' as described in the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the School's Headteacher holds the responsibility for reporting such incidents or occurrences to the relevant authorities.

All RIDDOR reportable incidents involving the school's children, employees or others affected by the school's work activities, must be reported to the Health & Safety Executive within a proscribed timescale.

The Headteacher must notify the T&W Health and Safety Team whenever an incident is deemed to be reportable under RIDDOR so they can support the process. This must happen prior to reporting to the HSE.

The Headteacher has a responsibility to carry out a robust investigation following an incident and, where appropriate, to take reasonable action to prevent reoccurrence.

Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both school management and the Governors' Committee with Health and Safety Responsibilities, for consideration of further action.

Staff must be aware of the following:

- Parents are to be advised of incidents in writing by means of a note where deemed necessary (eg head bump). Details of the injury, time and date must be included, this is essential for head injuries. 'Parent slips' are kept by the child accident book (just off reception).
- Information about children's allergies and food intolerances are known to staff, supply teachers and kitchen staff. All details are covered in the child's "Essential Information" file. Allergy and food intolerance information is also captured within the Cypad (meal manager) system and hard copies are

available at lunchtime. Children attending the dinner server counter also wear purple lanyards (with their photo and listed allergies/intolerances) as an additional security measure to ensure the appropriate food is served.

3.5 Fire Prevention and Control

The Headteacher, Governing Body and Senior Leadership Team are responsible for ensuring the suitability of all fire safety arrangements relating to the premises in which they operate and/or which affect the employees that they manage.

The Headteacher is required to ensure that a “responsible person” is nominated to manage fire safety issues within school. The School Business Manager links with the Headteacher to perform these functions.

The Headteacher and School Business Manager are jointly responsible for implementing suitable fire safety arrangements, which will include;

- Fire / smoke detection
- Means for raising the alarm
- Evacuation, including ‘*personal emergency evacuation plans*’ for those children/employees that may need assistance
- Firefighting appliances
- Providing fire safety instruction and information to employees
- Putting in place a regular inspection regime of their buildings / equipment
- Ensuring that a **Fire Risk Assessment** is carried out.

Telford & Wrekin (BiT Team) will arrange the fire risk assessments for Haughton School.

Issues arising from the fire risk assessment must be acted upon as appropriate, including ensuring that effective communication takes place with employees, children and visitors on fire safety matters.

The assessment must be kept readily available for inspection by auditors and enforcement agencies.

The Shropshire Fire and Rescue Service will audit fire risk assessments and emergency arrangements as required and have enforcement powers should they feel it necessary to use them.

Employee’s responsibilities for fire safety

- To learn the emergency evacuation procedure on the employees first day, during induction
- Talk to their line manager if they feel they need assistance to safely evacuate a building
- Discuss with their line manager whether they are responsible for evacuating others in an emergency
- Find out where their nearest fire alarm call point is and where the fire extinguishers are
- Be aware of who is a Fire Marshal (Headteacher, Deputy Head and Assistant Head-Curriculum)
- Complete the online Fire Awareness training module on the Ollie training management system

Information on how Haughton School manages its fire safety arrangements is available in the Fire Safety Policy on SharePoint. Haughton’s emergency evacuation procedure is also wall mounted in every room within school (near the fire exit).

Building Management and Safety

The Headteacher and School Business Manager are responsible for the co-ordination of fire safety management, general building safety, security, and maintenance and infrastructure issues.

A building Safety audit will be carried out by the Headteacher and School Business Manager, the Telford & Wrekin Health and Safety Team and when necessary, the local Fire Service to ensure a safe working environment. They will also be required to maintain the buildings emergency folder and Health & Safety (building related) records, ensure that adequate numbers of First Aiders and fire marshals are appointed within the building, investigate incidents, accidents & work related ill health (where related to the building), co-ordinate the preparation of risk assessments for building related issues and common areas and ensure that PAT testing is undertaken within the building

Fire Safety and Emergency Evacuation

The Fire Risk assessment is stored on Sharepoint. This is reviewed on an annual basis unless there are significant changes before this. An assessment of the risks of fire is carried out by The Headteacher and School Business Manager. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.

Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use.

Churches Fire check all firefighting and detection equipment monthly to ensure that is present in the correct locations and has been subject to a service check within the last 12 months. In addition there is an annual check of all fire extinguishers by **Churches Fire**.

The fire alarms are tested weekly by the **Caretaker** and emergency lighting is tested monthly by **T&W Bit team**. Records are kept in a log in the Caretakers office and are available on P2 (T&W management system).

Notices around school have the following information. (Signs should comply with Health and Safety (Signs and Signal) Regulations 1996)

FIRE ALARM / BOMB THREAT INSTRUCTIONS:

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

1. **The alarm will sound.**
2. **Pupils and staff will walk out of school by the nearest safe exit**
3. **Classes line up on the top playground at the rear of the school.**
4. **Class teachers to take Attendance Registers and check that all children in their classes are out of the building. Fire marshals will check the toilets and restrooms.**
5. **DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**
6. **Await further instruction before returning to the building.**

Fire drills take place at least termly. Details are recorded and notes made of any problems which needing remedying (in the fire logbook in SLT office).

- In the case of a fire, the first requirement is for employees to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices (MUGA at rear of school). The building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Brigade will be summoned automatically once the alarm is activated or by the Headteacher, Deputy Head or in their absence by the School Business Manager.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge' (Headteacher)
- Admin staff will take and share a list of child names/classes with them on evacuating the premises.
- A roll call will be taken when all have reached the MUGA.
- All visitors/contractors report their presence on site to reception and sign in to the electronic "Inventory" system and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- If anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.
- Drills to practice evacuation of the playground and field will take place at least **termly**.

Building Innovation Telford (biT) will arrange the fire risk assessments for Telford & Wrekin owned / operational properties. Managers of School service areas that are not supported by biT's services must ensure that all the above measures, including the risk assessments are in place and are effective.

3.6 Medical Emergencies

If urgent medical aid is needed an ambulance should be called immediately by dialling 999. Provide details of the exact location and send someone to direct the paramedics to the casualty if necessary.

First aid treatment should be provided to the casualty whilst waiting for the paramedics to arrive.

3.7 First Aid

- Haughton school will provide first aid services and facilities to the standards required by legislation.
- Employees will be advised of the first aid arrangements and who the first aiders are.
- These details are provided in key locations (near reception) and classroom doors.
- The contents of first aid boxes will be checked regularly (by the Senior admin/Supply Co-ordinator), and any deficiencies made good without delay.
- The Headteacher will link with the Senior admin/Supply Co-ordinator to ensure first aiders attend the appropriate approved first aid training courses.
- If employees have a particular medical problem, they should contact their first aiders so that they can be certain of providing the right treatment and assistance if the need arises.
- Haughton School will ensure that first aid can be rendered to employees and children, should they be injured or become ill. A 'first aid needs' risk assessment has been undertaken to ensure the provision is always suitable for the school including out of normal working hours and on visits and journeys.
- If immediate medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

Administration of Medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a form to confirm this. Wherever possible two members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard in the school office or, if required to be refrigerated can be found stored in the fridge located: in school office. Further advice can be found in the Medication in Schools Guidance on SharePoint/policy docs.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

3.8 Health and Safety Training

Providing relevant health and safety training as is necessary to protect the health and safety of our employees and children is a key policy commitment of Haughton School. All staff must be provided with sufficient training, knowledge and skills to enable them to carry out their work safely and with the minimum of risk to themselves or anyone else.

The Headteacher and Senior Leadership Team attend regular health and safety training relevant to their role to ensure that all staff are aware of their obligations and how to implement them.

All new employees are given an induction on their first day in school. The induction includes essential health and safety related matters, including their responsibilities as identified in this policy; other basic information such as first aid, fire safety and the reporting of hazards and incidents.

Job specific training is also included which introduces school policies, processes and procedures.

Specialist training is identified and arranged if required; this will include refresher training where these skills are not frequently used or where the risks have potential to change.

Training and development within Haughton School is co-ordinated through the Deputy Headteacher, who will liaise with the Headteacher to ensure that health and safety training is provided covering relevant health and safety subject areas in good time and on an on-going basis. Training courses will take account of the school's health and safety priorities, risk factors, legal requirements and other specific training needs identified.

The health and safety training needs of all staff will be the subject of periodic reviews on, at least an annual basis. Attendance on all health and safety courses is recorded on the Ollie training management system.

3.9 Wellbeing of Employees

Many of us spend a great deal of our time at work, therefore our health and wellbeing in the workplace is as important as it is outside of the workplace, after all, how you are feeling does not automatically stop the moment you step foot into work! The Council's Health and Well-Being Service engages and inspires individuals to improve their physical, mental and social wellbeing. The tools included in the Wellbeing Offer support employees in maintaining good wellbeing at work, with a proactive and preventative approach to wellbeing including self-care, support, developing resilience and therapy.

Employee Assistance Programme

The Council's Employee Assistance Programme (EAP) provides employees with access to a dedicated online health hub to support their health and wellbeing. The Hub contains a wealth of information and resources including webinars, wellbeing fact sheets, videos, articles, self-help programmes, interactive tools and educational resources to help with life's challenges.

The service operates a 24 hour, 7 days a week confidential telephone support line too and this can be used for advice or to access **counselling support 0800 783 2808**. Counselling support is also available for all adult family members living in the household. As part of this programme employees are entitled to up to 6 sessions of counselling to provide immediate support until other counselling support is available if required through the NHS (National Health Service) for example.

The health hub can be accessed by visiting: <https://healthassuredeap.co.uk/> or by downloading the 'My Healthy Advantage' app on Google Play/the App Store and entering [code MHA128723](#)

3.10 Sources of support, information and guidance on Health and Safety

Wherever possible, School employees are encouraged to try and resolve health and/or safety issues for themselves in the first instance, providing it is safe to do so; **Sort it or report it!**

Where employees are unable to deal with a problem directly, they are encouraged to contact the person responsible for the issue and/or that has the necessary authority to resolve it
Often this will be the employee's Headteacher or line manager and, in any case, should the employee be uncertain of whom to go to, they should always report the matter to their line manager in the first instance.

If the line manager is unable to answer the query or the employee would feel more comfortable talking to someone independently, they should contact:

The Internal health and safety team on 01952 383627 and/or their trade union health and safety representative.

3.11 List of associated policies, procedures and guidance documents

Detailed guidance and policies can be found on SharePoint (staff resources/policy docs & staff resources/health&safety/risk assessments).

The subject areas that are covered by policies, procedures and guidance documents contained on SharePoint will include, but are not limited to;

<p>Accident and incident reporting System Asbestos Building Management and Safety Checklists CDM (Construction, Design and Management) Policy Consultation with Employees Contractor Management Display Screen Equipment (DSE) and Workstations Driving for Work Electrical safety including portable and fixed equipment Event Safety Fire Precautions and other evacuation procedures First Aid and Medical Attention Hazardous Substances (COSHH) Health and Safety Law Health and Safety Strategy Home working Hybrid working Legionella Bacteria and Water Safety Lone Working and Lone Workers Management Competence Checklist</p>	<p>Manual Handling Manual Handling of People Medical Device Alerts New and expectant mothers Noise at Work Personal Safety Policy Personal Emergency Evacuation Plan Play Equipment Protective Clothing and Equipment Personal Safety Risk Register (PSP) Risk Assessments Safety Representatives and Safety Committees Safety Training Smoking Staysafe – lone worker system Stress Management Substance Misuse Policy Thermal Comfort Training Work Equipment Working at Height Young Persons</p>
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Further useful information and advice can be found on the HSE website <https://www.hse.gov.uk> and the websites of the recognised trade unions.

Policy Review

The effectiveness of the Health and Safety at Work Policy will be subject to a management review by the Telford & Wrekin Internal Health and Safety Team.

This policy will be reviewed by Haughton School at least annually and updated, modified or amended as necessary to ensure the ongoing health and safety and welfare of Haughton School staff, children and visitors.