

# HEALTH & SAFETY POLICY

**Board of Trustees Approved:** February 2021

**Date of next review:** February 2022

**Reviewed by:** The Principal and the Finance and Resources Committee

This policy will be reviewed every year and at every review the policy will be shared with the full Board of Trustees.

## **General definitions**

Throughout this policy, *Wynstones* means Wynstones school and will be used interchangeably with *school* and *the school*; *parents* includes guardians, carers and those with parental responsibility for children entering the school; *students* will be used throughout.

## **Regulatory and publication context**

Independent schools are not required to have a website, but are required to make policies and information available to parents upon request, in line with the [Education \(Independent School Standards\) Regulations 2014](#).

Wynstones systematically chooses to publish its policies online, in order to enable ease of access for parents, and to participate in the wider social discourse on appropriate, effective and fair educational provision.

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## 1 Introduction

The Wynstones Health & Safety Policy and the associated Health and Safety Manual (W020a) defines the way we the school manages the Health & Safety hazards and risks associated with our school premises and activities as required by the Health & Safety at Work Act 1974.

Wynstones is committed to managing Health & Safety effectively to protect our staff, students and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our staff are our greatest asset.

Our Health & Safety Policy Statement sets out our commitment and the objectives we aspire to in managing Health & Safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing Health & Safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in Health & Safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing Health & Safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our Health & Safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

This Health and Safety Policy should be read in conjunction with the Health and Safety Manual (W020a) in which the detail of operational rules are set out.

## 2 Legislation

Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk)) and the Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk))

### **3 Health and Safety Policy Statement**

The management of Wynstones recognises that it has a legal duty of care towards protecting the Health & Safety of its staff, students and others who may be affected by the school's activities.

In order to discharge its responsibilities, the management of the school will:

- bring this Policy Statement and the associated manual to the attention of all staff;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- communicate and consult with our staff on matters affecting their Health & Safety;
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels;
- eliminate risks to Health & Safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- encourage staff to identify and report hazards so that we can all contribute towards improving safety;
- ensure that emergency procedures are in place at all locations for dealing with Health & Safety issues;
- maintain our premises, provide and maintain safe plant and equipment;
- only engage contractors who can demonstrate due regard to health & safety matters;
- provide adequate resources to control the Health & Safety risks arising from our work activities;
- provide adequate training and ensure that all staff are competent to do their tasks;
- provide an organisational structure that defines the responsibilities for Health & Safety;
- provide information, instruction and supervision for staff and contractors or advisors attending the site;
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health & Safety Policy and the associated manual will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all staff and ratified by the Board of Trustees.

### **4 Responsibility for Health and Safety**

The overall responsibility for Health & Safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards Health & Safety.

The following positions have been identified as having key responsibilities for the implementation of our Health & Safety arrangements:

#### **4.1 Health and Safety Responsibilities**

The Trustees, School Management Team, and all staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and Students must be aware of their own and others personal safety in any of the school's activities, both on and off site.

#### **4.2 Trustees**

The Trustees have the ultimate responsibility for the Health & Safety and Welfare of the school. It discharges this responsibility via the School Management Team, and the School Leadership Team.

The Trustees have nominated the Director of Finance and Resources to have special responsibility for Health & Safety.

The Trustees will ensure that:

- they provide a lead in developing a positive Health, Safety and Welfare culture throughout the school
- any decisions reflect its Health & Safety intentions
- adequate resources are available for the implementation of Health & Safety
- an effective management structure for the implementation of Health & Safety is established
- they will promote the active participation of staff in improving Health & Safety
- they review the Health & Safety performance of the school annually and plan safety improvements for the following year.

#### **4.3 Director of Finance and Resources**

The Director of Finance and Resources as the person with special responsibility for Health & Safety will ensure that:

- the Board of Trustees, the School Management Team and the Health & Safety Committee are advised of relevant changes in Health & Safety legislation, codes of practice and Department for Education standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- regular Health & Safety Committee meetings are held where Health & Safety issues can be raised and discussed
- they provide advice on Health & Safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- they assist the School Management Team in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management
- the schedule of statutory examinations of plant, equipment and vehicles is maintained and School Management Team are made aware of impending examinations
- premises, plant, equipment and school vehicles are maintained in a safe condition

- adequate arrangements are in place to ensure the security of the school, the staff, visitors and Students
- adequate arrangements for fire and first aid are established
- welfare facilities provided are maintained in a satisfactory state
- contractors engaged are reputable, can demonstrate a good Health & Safety record and are made aware of relevant local Health & Safety rules and procedures.
- Health & Safety notices are displayed
- they actively lead the implementation of our Health & Safety Policy
- they supervise their staff to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with staff on Health & Safety issues
- they encourage staff to report hazards and raise Health & Safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- personal protective equipment is provided, staff instructed in its use and that records are kept
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained particularly those relating to housekeeping
- Health & Safety rules are followed by all.

#### **4.4 The Caretaker**

The Caretaker will ensure that:

- school buildings and plant are maintained in accordance with the Health & Safety Policy
- records of servicing and maintenance are retained and kept up to date
- contractors engaged are reputable, can demonstrate a good Health & Safety record and are made aware of relevant local Health & Safety rules and procedures
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- they communicate with staff on Health & Safety issues relating to building maintenance and the work of contractors
- they encourage staff to report hazards and raise Health & Safety concerns
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to the Director of Finance and Resources for action
- welfare facilities provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping.

#### 4.5 All Other Support Staff

The above positions will ensure that in their areas of control:

- they implement our Health & Safety Policy
- they supervise their staff to ensure that they work safely
- they communicate and consult with staff on Health & Safety issues
- Health & Safety rules are followed by all
- they encourage staff to report hazards and raise Health & Safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to the Director of Finance and Resources for action
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

#### 4.6 Teachers

Teachers (including temporary teaching staff) will ensure that in their areas of responsibility:

- they actively lead the implementation of the Health & Safety Policy
- they supervise their staff and Students to ensure that their lessons and activities are carried out safely
- safe teaching practices are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Director of Finance and Resources
- they communicate and consult with staff on Health & Safety issues
- they encourage staff and Students to report hazards and raise Health & Safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- personal protective equipment where required is provided and that staff and Students are instructed in its use
- any safety issues that cannot be dealt with are referred to the Director of Finance and Resources for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping

- all relevant safety documents including CLEAPSS, DfES Guides, etc. are maintained and made available to all staff
- Health & Safety rules are followed by all staff and Students.

#### **4.7 Students**

All Students must:

- co-operate with teachers and school staff on Health & Safety matters
- not interfere with anything provided to safeguard their own Health & Safety or the safety of others
- take reasonable care of their own Health & Safety; and report all Health & Safety concerns to a teacher.

#### **4.8 Staff**

All staff must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health & Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any Health & Safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors lanyard, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.
- If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

#### **4.9 Contractors and Advisors**

All contractors/Advisors must:

- take reasonable care of their own safety
- take reasonable care of the safety of Students, school staff and others affected by their actions
- observe the safety rules of the school
- submit Health & Safety documents to the school in line with the contractors pack for approval
- comply with and accept our Health & Safety policy, if they do not have one
- dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- conduct themselves in an orderly manner while on the school site
- use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the school whether an injury is sustained or not
- ensure that their staff only use equipment for which they have been trained
- attend as requested any health and safety training course
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- provide adequate first aid arrangements unless otherwise agreed with the school.

#### **4.10 Visitors**

- All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health & Safety when making the booking.
- Whilst on site, all visitors and contractors must wear a visitor's lanyard. Cleaning contractor's staff must wear an identifiable uniform or an identity badge at all times.

#### **4.11 Health & Safety Committee**

The Health & Safety Committee is the consultative body of the school for Health & Safety.

The Health & Safety Committee will:

- consider and support the school's policies for Health & Safety and assist in monitoring and reviewing their effectiveness
- consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any school activity
- promote Health & Safety communication and training in the organisation at all levels

- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- consider reports of internal and external monitoring of the school
- ensure trends in accident statistics are identified and to make recommendations for action
- keep under review communications and publicity relating to Health & Safety and where necessary to recommend any improvements or changes
- consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- consider relevant Health & Safety matters raised by members of the Committee.