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# Sir William Burrough School

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## Health and Safety Policy

### 1. Statement of Intent: Mission

- 1.1 The Governing Body and Headteacher note the provisions of the Health and Safety at Work, etc Act 1974, and accept that they have a responsibility to take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. They believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good of its pupils. The Governing Body also recognises its responsibilities when acting as a body responsible for premises (s.4) to ensure, as far as is reasonably practicable, safe systems for buildings.
- 1.2 The aim of the Governing body and Headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.3 The Governing Body and the Headteacher note that the London Borough of Tower Hamlets has employer responsibilities for all staff which have a contract of employment with the borough and so will comply with the policy, organisation, arrangements and procedures of both the Borough and the Education Directorate. This policy document and its associated procedures must be read in conjunction with those of the borough and the Directorate.
- 1.4 The arrangements outlined in this statement and the various other safety provisions made cannot alone prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body and Headteacher will take all reasonable steps to identify hazards and reduce risks to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

### Organisation

#### 2. The Duties of the Governing Body

- 2.1 In the discharge of its duties the governing body, in consultation with the Head will:
  - (a) make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (S11992 No 2051).
  - (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
  - (c) monitor and periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
  - (d) ensure that there are procedures in place to:
    - (i) identify and assess all risks relating to the activities of the school, and
    - (ii) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
  - (e) ensure that an effective safety management system is in place.
- 2.2 In particular the governing body undertakes to monitor the provision of:
  - (a) a safe place for staff and pupils to work including safe means of entry and exits.
  - (b) plant, equipment and systems of work which are safe.
  - (c) safe arrangements for handling, storage and transport of articles and substances.
  - (d) safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance, whether statutory or advisory.
  - (e) supervision, training, information and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be provided with health and safety training which is appropriate to their duties and responsibilities. When appropriate this will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
  - (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
  - (g) adequate welfare facilities.
- 2.3 So far as is reasonably practicable, the governing body and the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive necessary information on:
  - (a) this policy
  - (b) all other relevant health and safety matters

(c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### 3. The Duties of the Head

3.1 As well as the general duties which all members of staff have (see 5.0), the Head has responsibility for the day-to day maintenance and development of safe working practices and conditions for teaching staff, non teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonable practicable steps to achieve this end through the heads of departments, senior members of staff, teachings and others as appropriate.

3.2 The Head is required to take all necessary and appropriate action to ensure that Borough policy and any requirements of the Governing Body are addressed at all times.

3.3. In particular, the Head will:

(a) be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation on codes of practices relevant to the work of their school.

(b) so far as is reasonable practicable,

(i) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities.

(ii) ensure safe working conditions of the health, safety and welfare of staff pupils and others using the school premises and facilities.

(c) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.

(d) consult with members of staff, including the safety representatives, on health and safety issues.

(e) arrange systems of risk assessment to allow the prompt identification of potential hazards and implement appropriate corrective action.

(f) arrange regular reviews, safety audits, inspections.

(g) identify the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.

(h) encourage staff, pupils and others to promote health and safety.

(i) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.

(j) encourage all employees to suggest ways and means of reducing risks.

(k) collate accident and incident information and, when necessary, carry out accident and incident investigations.

(l) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others. Any disciplinary action involving staff will follow standard procedures.

(m) ensure adequate first aid and welfare provision

(n) provide relevant information in a conspicuous position/form regarding risks, remedial works, policies, safety personnel, meetings etc.

(o) maintain the safety management system.

### 4.0 The Duties of Supervisory Staff

4.1 All supervisory staff (e.g. heads of departments, co-ordinators, senior technicians, teachers, premises managers/school keepers) will make themselves familiar with the requirements of the Health and Safety at work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

4.2 In addition to the general duties which all members of staff have (see 5.0) they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibilities for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

4.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

4.4 As part of their day-to-day responsibilities they will ensure that:

(a) safe methods of working exist and are implemented throughout their department.

(b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.

(c) staff, pupils and others under jurisdiction are instructed in staff working practices.

(d) new employees working within their department are given instruction in safe working practices.

(e) regular safety inspections are made of their area of responsibilities as required by the Head or as necessary.

(f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.

(g) all plant, machinery and equipment in the department in which they work in good and safe working order.

(h) all plant, machinery and equipment in the department in which they work is adequately guarded.

- (i) all reasonable practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work. (In the case of personal protective equipment a system must be in place to require the use of such items for specified activities).
- (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (m) all signs used meet specified requirements.
- (n) all health and safety information is communicated to all relevant persons.
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual, taking any necessary local action to protect safety.

## 5.0 Duties of all members of staff

- 5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They must:
  - (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
  - (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her as far as necessary to enable that duty or requirement to be performed or complied with.
  - (c) not interfere or misuse anything provided in the interests of Health and Safety.
- 5.2 All staff are to familiarise themselves with the Health and Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 5.3 In particular all members of staff will:
  - (a) be familiar with the safety policy and the relevant safety arrangements and procedures.
  - (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both junior staff and pupils.
  - (c) as far as reasonably practicable ensure that all plant, machinery and equipment is in good and safe working order before any use.
  - (d) as far as reasonably practicable ensure that all plant, machinery and equipment is in good and safe working order before any use.
  - (e) not make unauthorised or improper use of plant, machinery and equipment.
  - (f) use the correct equipment and tools of the job and any protective equipment or safety devices which may be supplied.
  - (g) ensure that hazardous substances are correctly used, stored and labelled.
  - (h) report any defects in the premises, plant, equipment and facilities which they observe, taking any necessary local action to ensure safety.
  - (i) taken an active interest in promoting health and safety and suggest ways of reducing risks.

## 6.0 Hirers and others

- 6.1 The Governing Body and the Head will seek to ensure that hirers, and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.2 When the premises are hired to persons, it will be a condition for all hirers and others using the school premises or facilities that they comply with required safety directives and that they will not:
  - (a) introduce equipment for use on the school premises without written authorised consent.
  - (b) alter fixed installations.
  - (c) remove fire and safety notices or equipment
  - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.3 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.
- 6.4 In instances where a hirer, contractor or any other third party creates hazardous conditions and refuses to eliminate them or take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.

6.5 The attention of all users of the school premises (including hirers, contractors and others) will be drawn to s.8 of the Health and Safety at Work, etc Act 1974, which 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.

## 7.0 Competent Persons

7.1 The Governing Body/Head will appoint person(s) with adequate skills, knowledge, experience and judgment to help it discharge its duties.

## 8.0 Staff Consultative Arrangements

8.1 The governing body or the Head will make arrangements for consultation by the establishment of a site safety committee or by incorporating agenda items on health and safety matters into existing consultative groups. Representation on committees will cover all appropriate areas of work or special hazards. The nominated safety representatives of each accredited trade union or staff association will be included in any arrangements. This is in addition to the borough-wide and the Education and community Services departmental safety committee.

## 9.0 Safety Procedures

9.1 The school health and safety handbook will contain all relevant policy statements and items of organisation, arrangements and procedure. It will be structured in accordance with LBTH requirements and will be reviewed annually by the Site Safety Committee in consultation with the governing body (where appropriate) and taking into account the requirements of this statement.

9.2 From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue documents on particular topics for the guidance of Heads and others who are in control of educational premises. In such cases, the LEA will provide information together with a management action sheet to address any such requirements.

## 10.0 Records

10.1 Written records will be maintained to satisfy all Health and Safety provisions. They will form a key part of regular assessments of safety performance and be kept available for examination. They will follow the Directorates as appropriate and are the subject of separate procedures.

## 11.0 Review

11.1 The governing body and Headteacher will review this policy statement annually and update, modify or amend it as is considered necessary.