



**Carlisle & Hampton Hill Federation**



## **HEALTH AND SAFETY POLICY**

This policy was reviewed:	December 2019
This policy was ratified by Full Governing Body (if applicable):	December 2019
This policy will be reviewed again:	Autumn 2020
Governor committee responsibility:	Finance and Premises Committee
Statutory Policy?:	Yes

## HEALTH AND SAFETY RESPONSIBILITY – THE HEADTEACHER

### General Scope

The Headteacher is responsible for implementing plans made by the Education Department and the School's Governing Body.

To have overall responsibility for the monitoring of safety arrangements and levels of supervision which are undertaken on a day-to-day basis by the School Business Manager.

### Specific Duties

- To ensure the day-to-day management of health and safety and for making clear any duties which have been delegated to members of staff.
- To ensure the maintenance, as far as is reasonably practicable, of a safe and healthy workplace and environment for all employees, pupils, contractors, visitors and others who may be affected by the activities of the school.
- To ensure employees' notice is drawn to the Departmental and Schools Safety Policies and to ensure that all Codes of Practice and Systems of Work issued by the Authority form part of the School's Safety Policy.
- To ensure termly fire drills and checking that fire notices and fire fighting appliances are in place. To arrange appropriate fire training for new staff.
- To ensure accident reporting and investigation procedures are in place and work associated with ill-health prevention. To promote safety awareness in the school.
- To ensure adequate procedures are in place for risk assessment, monitoring and review. To include the following curriculum risk assessments and to ensure that all areas covered by the head teacher are adequately carried out.
  - General teaching activities
  - Science
  - Art, pottery and light craft
  - Music
  - Technology
  - Information technology including VDUs
  - Physical education
  - Playground safety
  - Introduction of new equipment
  - Transport including minibuses
  - Off-site activities including outings
- To ensure the Governing Body is kept informed of any situation, changes or problems affecting health and safety.

- To ensure that all relevant groups are aware of the risk assessments and planned procedures in the event of an emergency situation.
- To ensure that a procedure is in place in the event of a disaster both on and off site, in accordance and detailed in the school business continuity plan
- To ensure the monitoring of LA procedures as set out in the duties of the School Business Manager.
- To ensure where particular situations/systems require it, local codes of safe working procedures are drawn up in consultation with the Governing Body and to bring such codes to the attention of relevant employees, with instruction and training as necessary.
- To ensure new employees and temporary staff receive induction training.
- To ensure that all hirers of the premises are aware of the relevant school's health and safety procedures.
- To ensure an appropriate and satisfactory level of safety training for all staff.
- To ensure that management health and safety inspections of the school are conducted regularly.
- To ensure initiating action is taken to remedy faults of potential hazards identified by management or safety representative's inspection.
- To ensure the monitoring and reviewing of all processes on a regular basis.

## **Declaration**

The Governing Body fully support the aims and objectives of the London Borough of Richmond upon Thames and the Director of Education to achieve the highest possible levels of health and safety at work.

The legal responsibility and thus accountability for health and safety lies with the employer, in the case of the Federation this is the local authority. This is set out in the embedded letter from Robert Henderson Director of Children's Service, Deputy Chief Executive on the 21<sup>st</sup> November 2018

The Local Authority will be treated as the person who has legal responsibility of the school premises under Section 4 of the Health and Safety at Work Act 1974.

The Governing Body commit themselves to encourage, where practicable, the cooperation of all users of the establishment by discussion and consultation to promote and develop health and safety issues and reduce risks to anyone affected by the activities of the school or its representatives.

The Governing Body recognises and accepts its responsibilities for the maintenance of safe egress and access, the maintenance of the premises and minimising risks to health and safety arising from plant or substances used on the school premises.

Every possible assistance will be given to any appropriate person to achieve a safe working environment.

## **Safety Duties**

To achieve the objectives laid down, the Governing Body accepts the following duties:

- To bring to the attention of the LEA all items or urgent maintenance for which the budget has not been delegated to the school.
- To provide information, training, instruction and supervision on health and safety matters.
- To initiate and maintain a programme of risk assessment and then take steps to reduce risks to the health and safety of employees and any other person affected by the school's activities to the lowest level "reasonably practicable".
- To ensure that contractors work safely when on the premises.
- To ensure that any premises defect is rectified and/or action is taken to prevent injury or loss arising from any such defect.
- To ensure that health and safety matters are raised at each Governors' meetings.
- To ensure that other users of the premises are aware of health and safety matters
- Establish effective lines of communication with the Director of Education on matters to do with health and safety.
- Ensure that any safety guidelines included in the National Curriculum are identified and actioned as appropriate.



Champions for children and families

Guildhall 2  
High Street  
Kingston upon Thames  
KT1 1EU

Enquiries to: Robert Henderson  
Phone: 020 8547 6722  
Email: Robert.henderson@achievingforchildren.org.uk

21 November 2018

To the Board of Governors and Head Teachers - Richmond Schools

We are writing to you, regarding the responsibilities for health and safety management arrangements within schools.

**Responsibility and accountability**

The legal responsibility and thus accountability for health and safety lies with the employer. Who the employer is depends on the type of school, as detailed in the table below.

School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing body
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor
Academies and free schools	The Academy Trust

Although overall accountability lies with the school employer, The school management team including the Head Teacher and the Board of Governors are involved in the day to day running of the school also have responsibility for the health and safety of staff and pupils.

The Health and Safety Executive have provided detailed information regarding the sensible management of health and safety in schools on their website. <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

**Access to Competent Health and Safety Advice**

Health and safety law requires schools to appoint someone competent to help them meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible advice about managing the health and safety risks at the school. This could include one or a combination of sources:

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- directly from the school employer e.g. a local authority or Academy Trust (an SLA can be arranged)
- one or more of the staff at the school e.g. bursar; head of department, staff members with specialist curriculum knowledge
- by arranging support from outside the school (an external consultant or service agreement)

In many schools, some risks can be managed by the senior leadership team with the help of staff and the school employer. But if you are not confident, or would welcome some additional advice, guidance on asking the right questions about the support you need is available. Obtaining health and safety advice in this way does not mean that schools can ignore their employer's health and safety policies.

**What arrangements should be in place to manage Health and Safety in a School?**

The Schools leadership team should have arrangements in place to manage risks to ensure the health, safety and welfare of all staff, pupils and others who may be affected by the work activities including visitors and contractors. The arrangements include the following:

- A School H&S policy should available and signed by the Board of Governors
- Information and training should be provided to staff to ensure they are competent to undertake their roles in a safe manner.
- There should be processes in place to report and record incidents and accidents and escalate serious incidents which may be reportable to the HSE to the Councils H&S Team
- There should be written emergency procedures to deal with emergencies such as fire, first aid, lockdown, bomb threat
- There should be regular checks of the internal and external work environment, to identify faults or unsafe conditions, i.e. floods, good housekeeping, fire hazards, play equipment
- Risk assessments must be undertaken to ensure management of workplace hazards such as chemicals, work equipment and violence and aggression.
- Ensure regular maintenance and services of buildings systems as below and that records are kept:

Statutory maintenance and documentation	
Asbestos Management Plan -	Legionella/Water Risk Assessment
Asbestos Survey	Lifting Equipment - service and maintenance
Boiler/Heating System - service	Lightning Protection System
Emergency Lighting - service	Local Exhaust Ventilation - service and maintenance
Eye Bolts - service and maintenance	Non-passenger Lift - service and maintenance
Fire Alarm System – tests and maintenance	Passenger Lift – service and maintenance
Fire Extinguishers Servicing	PAT Testing
Fire Protection	Potable Water Sampling
Fire Risk Assessment and completion of remedials	Pressure Vessels – maintenance and service records
Fixed Wiring Installation (Five year)	Water Sampling - Legionella
Gas Safety Checks	

To ensure the correct arrangements are in place it is expected that schools arrange independent inspection and support by a competent person. This advice can be obtained through the Richmond or Kingston Health and Safety services through an SLA or via a separate consultancy. Where inspections are undertaken by a third party a copy of records and inspections should sent to the Councils Health and Safety Team to inform the Local Authority as employer.

If you would like further advice regarding your health and safety arrangements, please get in touch with the Councils Health and Safety Team at [safety@richmondandwandsworth.gov.uk](mailto:safety@richmondandwandsworth.gov.uk)

Yours sincerely



Robert Henderson  
 Director of Children's Service, Deputy Chief Executive

