LAWRENCE SHERIFF SCHOOL RUGBY

A Teaching School Hub

Health and Safety Policy

(Part 1 & 2)

Review date	Summer term 2026
Review period	Annual
Next review date	Summer term 2027
Reviewed by	Leanne Harris
Approving committee	Finance and Asset Management Strategy Committee
Policy type	Legislative
Other related policies	

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Version	Date	Author	Changes
1	30 March 2016	M Hickling/M Sutcliffe	-

1. Health & Safety Policy Statement of Intent

Within our school we will meet all of the requirements set out in the School Health and Safety Policy. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our School Health and Safety Arrangements we will ensure that we are meeting the Policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our employee appraisal and supervision process.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

……	……
Signature & Date	Signature & Date
Name:	Name:
Chair of Trustees	Headteacher

This statement of policy will be kept under review and any amendments made to it will be brought to the notice of all School employees.

2. Organisation and Responsibilities for Health and Safety

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

2.1 Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Trust Board and Head teacher with support from all staff.

This policy assigns roles and responsibilities to the School post holders as specified below:

2.2 Chair of Trustees and Trust Board

The Chair of Trustees and Trust Board has overall responsibility throughout the School for implementing and achieving the objectives of the health and safety policy; and the preservation, development, promotion and maintenance of the School's health and safety management system. Health and safety matters will be considered within the school's decision making process (as set out within the School's policies and procedures, and any statutory provisions set out in legislation).

The Trust Board will devolve the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher.

The Trust Board has assigned responsibility to the Headteacher to respond to any legal notice received by the HSE or other enforcing body.

The Trust Board is responsible for applying health and safety legislation and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Trust Board has collective health and safety responsibilities. Individually they will ensure that this health and safety policy is applied effectively within any areas that they have particular responsibility for. Therefore they are responsible for preserving, developing, promoting and maintaining the School's health and safety management system.

The Trust Board will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making managerial decisions.

2.3 Headteacher

The Headteacher has been appointed by the *Trust Board* as the responsible person for Health and Safety within the School. The Headteacher will promote the adequate and proper consideration of health and safety to senior managers and employees within the School. The designated member of SLT responsible for Health and Safety is Mike Hickling.

The Headteacher will present a report to the Trust Board via the relevant Trustees for Health & Safety and Pastoral issues on a yearly and termly basis respectively on the health and safety performance of the School, which will include:
Setting performance related targets and objectives:

- Measuring health and safety performance Auditing
- Inspection reporting via Spicer Surveys Building Consultancy and Warwickshire County Council - Fire, Security and Health & Safety, Water hygiene (Legionella)

Pastoral Trustees (**See Appendix 1 ii**) Monitoring of Health and Safety to include:

- Accident statistics
- Accident recording and investigation
- Review of performance
- First Aid Training

Under the direction of the Trust Board**, the Headteacher will:**

1. Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;

2. Ensure that when making decisions/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;

3. Ensure that adequate health and safety communication channels exist within their employees area of control;

4. Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;

5. Work proactively to promote a positive safety culture;

6. Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;

7. Seek to proactively develop and improve Health and Safety within the school;

8. Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigations and taking appropriate action to prevent recurrence within the statutory time scales;
9. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;

10. Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;

11. In conjunction with the Senior Leadership Team/ Health and Safety Officer, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;

12. Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;

13. Ensure that the Trust Board is consulted, along with employees' representatives, and that professional health and safety advice is sought e.g. WES Safety and Premises, prior to changes in accommodation and working practices;
14. Ensure that the Trust Board is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;

15. Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:

    - Current work activities.
    - Planning new activities, methods of work etc.
    - Design/acquisition of new buildings, plant and equipment.

16. Ensure that informal tours of the workplace are carried out to proactively identify good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within their service areas.

17. Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;

18. Ensure that contractors receive an induction to the premises/area they are working, including emergency evacuation. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;

19. Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;

20. Consult and seek advice where necessary; and

21. Provide clear leadership on health and safety and set a personal example.

The Headteacher will delegate the day to day management and monitoring of Health & Safety practice and procedure to a nominated Health & Safety Officer (**See Appendix 1 ii)** who will, for the sake of clarity, be the responsible person on site.

2.4 Senior Leadership Team, Deputy Headteacher, Assistant Heads, Heads of Department

All managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice. They will:

1 Comply with the school health and safety policies;

2 Ensure that risk assessments are undertaken for work activities/ processes/and operations;

3 Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;

4 Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;

5 Set up and maintain safe, healthy working conditions;

6 Provide all new starters with a health and safety induction;

7 Audit and monitor safe working practices and procedures;

8 Ensure that procedures and training programmes are set up and maintained for all employees;

9 When designing, buying and using new plant and equipment ensure that health, safety and wellbeing is considered as part of the risk assessment process;

10 Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;

11 Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;

12 Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored;

13 Ensure that all employees are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the School;

14 Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;

15 Ensure that contractors receive an induction to the premise/area in which they are working. This will provide the contractors with information/awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities.

2.5 Employees

Definition: All School employees will include students, volunteers, agency workers and contract workers, for the terms and reference of this policy.

All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to:

1 Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.

2 Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.

3 Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.

4 Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.

5 Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.

6 Behave appropriately at all times in the workplace.

7 Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.

8 Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/plant/ equipment/premises/appliances/practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.

9 Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).

10 Be appropriately dressed for their working environment and activity.

11 Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.

12 Take part in health and safety training and development as necessary.

13 Take part in health surveillance programmes, as required.

14 Set a good personal example in respect of health and safety.

Appendix 1

3. Our Arrangements for Health and Safety (refer to Part 3)

i Chair of Pastoral Committee: Tom Legge

ii Health and Safety Officer: Leanne Harris

iii Health and Safety Trustee link: Manoj Agarwal