



HEALTH AND SAFETY POLICY
for schools within
Excalibur Academies Trust:

| Revision | Status | Date | Title of Reviewer | Purpose/Outcome |
|-----------------|---------------|-------------|--------------------------|------------------------|
| I | Released | 01.09.2018 | Davina Nicholls | |

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I.0 Statement of Intent

Excalibur Academies Trust considers the effective management of health and safety matters to be of prime importance. As such, it undertakes to provide, so far as reasonably practical, a safe, healthy and sound workplace.

The CEO has overall responsibility for health and safety matters and undertakes to ensure that the Directors, Principals, Managers and Supervisors consider the implications of all its decisions and regularly reviews H&S issues. The EAT will commit sufficient resources and effort to ensure their obligations are met. This includes the appointment of competent persons and advisors.

The Board of Directors accepts that it has a responsibility to take all reasonably practicable steps to secure the health, safety and welfare of students, staff and others using the academy premises or participating in academy-related activities.

The Board of Directors believes that the prevention of unsafe incidents, accidents, personal/collective injury or loss is essential to the efficient operation of the academy; it further believes that a secure and safe environment is part of the good education of its students.

The Board of Directors will take all reasonable steps through its employees to identify hazards and reduce them to a minimum. Employees are expected to work safely, to ensure the safety of themselves, colleagues or anyone affected by their work, not to interfere with or misuse anything the EAT provides for their health and safety. Moreover, all employees have a duty to adhere to the letter and spirit of this policy and report to management any conditions or practices that pose an unacceptable risk to human health and safety.

The responsibility for implementing this Policy lies with all Directors, Principals, Managers and Supervisors.

Signature:

Date:

Mrs Nicky Edmondson
CEO

| | |
|--------------|--|
| Title: | HSP-001 Health and Safety Policy Statement |
| Author(s): | Davina Nicholls |
| Date: | August 2018 |
| Review Date: | |
| Application: | This policy applies to all Excalibur Academies Trust employees including agency or casual staff. |

Roles and Responsibilities

2.0 Duties of the Board of Directors

The Board of Directors, through the Chief Executive Officer, will:

- (i) maintain an up-to-date knowledge of Health and Safety legislation and practices.
- (ii) ensure that there is an effective and enforceable set of policies for the provision of Health and Safety throughout each academy;
- (iii) periodically assess the effectiveness of these policies and ensure that any necessary revisions are made;
- (iv) identify and evaluate all risks relating to:
 - academy premises;
 - academy activities;
 - academy-related events.
- (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
- (vi) create and monitor the management structure for full compliance with Health and Safety requirements.

In particular, the Board of Directors, through the Chief Executive Officer of Excalibur Academies Trust, undertakes to provide, in conjunction with the relevant authorities:

- (i) a safe place for staff and students to work including safe means of entry and exits;
- (ii) plant, equipment and systems of work which are safe;
- (iii) safe arrangements for the handling, storage and transportation of articles and substances;
- (iv) safe and healthy working conditions which take account of all appropriate:
 - statutory requirements;
 - codes of practice whether statutory or advisory;
 - guidance whether statutory or advisory.
- (v) supervision, training and instruction so that all Local Governing Bodies, staff and students can perform academy-related activities in a healthy and safe manner. All staff will receive Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, then the Board of Directors will ensure that such training is provided. Students will receive such training as considered appropriate to the academy-related activities which they are carrying out. All training will be regularly updated;

- (vi) necessary safety and protective equipment and clothing together with information on its use;
- (vii) adequate welfare facilities.

So far as is reasonably practicable the Board of Directors, through the Academy Principals, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant Health and Safety matters;
- (iii) the instruction and training that will be given to all employees in order that they may conduct their duties in a safe manner without placing themselves or others at risk.

3.0 Duties of the Chief Executive Officer

The Chief Executive Officer has overall accountability for ensuring that EAT's Health and Safety Policies are implemented.

4.0 Duties of the nominated Health and Safety Director

The Health and Safety Director has responsibility for monitoring the implementation of Health and Safety.

The Health & Safety Director will report annually to the Board of Directors on Health and Safety

5.0 Duties of the Local Governing Bodies (LGBs)

Each of the Academy LGBs through the Academy Principals will have responsibility for overseeing aspects of Health and Safety in their respective academies. A non-exhaustive list of areas of concern to LGBs includes:

- (i) ensuring the Principal updates the schools health and safety procedures
- (ii) ensuring specific academy based risk assessments are carried out
- (iii) ensuring risk assessments related to specific school trips are carried out
- (iv) specific academy teaching and learning activities, such as e-learning
- (v) ensuring regular safeguarding audits are carried out
- (vi) ensuring bullying and behaviour policies are in place and are followed
- (vii) a positive health and safety culture is established and maintained

6.0 The Duties of the Academy Principals

As well as the general duties which all members of staff have the Academy Principal has responsibility for the day-to-day maintenance and development of workplace precautions, safe systems of work and conditions for all staff, students, visitors and any other persons using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end.

The Principal is required to take all necessary and appropriate action to ensure that the EAT Health and Safety standard is maintained at all times.

In particular, the Principal will, on a day-to-day basis, be responsible for:

- (i) ensuring that at all times the Health, Safety and Welfare of staff, students and others using the academy premises or facilities or services or attending or taking part in academy-related activities is a priority;
- (ii) ensuring safe working conditions of the academy premises and facilities;
- (iii) ensuring safe working practices and procedures throughout the academy so that all risks are controlled;
- (iv) arranging comprehensive systems of risk assessment to allow the prompt and accurate identification of potential hazards, and where appropriate ensure that the Board of Directors is made aware of the findings;
- (v) identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters;
- (vi) ensuring that any defects in the premises, its plant, equipment or facilities which relate to, or may affect, the health and safety of staff, students and others are made safe in a timescale commensurate to the risk by liaising with the Premises Team through the School Based Managers;
- (vii) collating accident and incident information and, when necessary, carry out accident and incident investigations;
- (viii) monitoring the standards of Health and Safety throughout the academy, including all academy-based activities;
- (ix) monitoring the Health and Safety management structure, in consultation with the Board of Directors;
- (x) consulting with members of staff, including Trade Union safety representatives, on Health and Safety issues;
- (xi) encouraging staff; students and others to promote health and safety;

7.0 Excalibur Academies Trust School Business Manager with responsibilities for Health and Safety

Although holding no individual school responsibility for Health and Safety the Excalibur Academies Trust School Business Manager is responsible for:

- (i) Excalibur Academies Trust policy updates and setting the format for all Excalibur Academies Trust schools to follow
- (ii) review of health & safety performance across the trust including accident/incident statistics 6 monthly
- (iii) review, assist or support in the management of health & safety as required across the trust
- (iv) review Excalibur Academies Trust and academy policies and procedures to ensure these are current and effective;

The School Business Manager responsible for Health and Safety will report three times a year to the Audit Committee of Excalibur on Health and Safety.

8.0 School Based Managers with delegated responsibility for Health and Safety (for example, Logistics Director, School Business Managers and Finance & Premises Managers)

In addition to the general duties which all members of staff have, the School Based Managers are required to take all necessary and appropriate action to ensure that the proper Health and Safety standard is maintained at all times.

In particular, the School Based Managers will be responsible for:

- (i) carrying out Health and Safety inspections as part of a team;
- (ii) implementation of safe working practices and conditions for all staff, students, visitors and anyone else using the premises
- (iii) monitoring the standards of Health and Safety, including all academy-based activities;
- (iv) assisting Principal in any way appropriate to achieve management of day-to-day Health and Safety
- (v) encouraging staff; students and others to promote health and safety;

9.0 The Duties of the Premises Managers – Site Managers or Caretakers

In addition to the general duties which all members of staff have the Premises Managers, Site Managers and Caretakers has responsibility for:

- (i) the scheduling associated with Health and Safety and will take all reasonably practicable steps to achieve this end.
- (ii) acting as the “competent person” on site in managing premises health & safety
- (iii) ensure the practical application of the EAT policy arrangements and a good working understanding of key risks including fire safety, legionella, asbestos, electrical safety, contractor management, gas safety, COSHH, working at height, manual handling & vehicle safety.
- (iv) ensure day to day site safety through regular facility checks and effective management of contractors.
- (v) ensure all programmed safety checks and tests are carried out as detailed and recorded once completed.
- (vi) notify the Principal of any safety issues that cannot be resolved immediately, or needs further action.
- (vii) maintain fire log book and premises files with all relevant certificates to ensure proof of compliance.
- (viii) ensure site security including gated access, door entry systems & CCTV systems are fully operational.
- (ix) ensuring work activities are assessed for risk, planning work activities in order to minimise the risk of accident or ill health to employees, non-employees and any identified at risk groups such as young persons and expectant mothers.
- (x) ensure risk assessments are followed and highlighted control measures are implemented. Includes effective use of PPE where identified.
- (xi) informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, and that extra resources are identified to maintain compliance.
- (xii) ensuring that responsibilities for safety, health and welfare are properly assigned, communicated and understood by employees within their area of control.

10.0 The Duties of staff with Line Management responsibility

In addition to the general duties and responsibilities which all members of staff have supervisory staff will be directly responsible to the Principals or the member of staff nominated by the CEO, to have overall day-to-day responsibility for the implementation and operation of the academy's Health and Safety Policy within their relevant departments and areas of responsibility.

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

- (i) safe methods of working exist and are implemented throughout their area(s) of responsibility;
- (ii) Health and Safety regulations, rules, procedures and codes of practice are being applied conscientiously and effectively;
- (iii) staff, students and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given recorded instruction(s) in safe working practices;
- (v) risk assessments are conducted in all areas of responsibility as required by the Board of Directors or as necessary;
- (vi) regular safety inspections are made in all areas of responsibility as required by the Board of Directors or as necessary;
- (vii) positive, corrective and immediate action is taken where necessary to ensure the Health and Safety of all staff, students and others;
- (viii) all plant, machinery and equipment in every department in which employees' work is adequately guarded, in full and safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored, labelled and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety;
- (xii) all Health and Safety information is communicated to the relevant persons;
- (xiii) they report any Health and Safety concerns to the Academy Principal, CEO or delegated representative.

11.0 The Duties of all Employees and Volunteers

All staff are expected to familiarise themselves with the Health and Safety aspects of their work.

All staff have a responsibility to:

- (i) take full and reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) ensure Health and Safety equipment is not misused or interfered with.
- (iv) only use machinery; equipment; substances; transport equipment in line with training and instruction provided
- (v) ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures, health and safety policy arrangements, safe systems of work, and safety rules with regard to their working practices;
- (vi) be appropriately dressed for the particular working conditions and activities;
- (vii) conduct themselves at all times in an orderly manner in the workplace and refrain from any horseplay
- (viii) draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others
- (ix) report all accidents, near misses, incidents of violence, work related ill health, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible.

Staff will not introduce equipment for use on the academy premises without prior consent from the Local Principal or School Based Manager.

Each school or site will document local arrangements for the management of health and safety including any specific roles or responsibilities, and names health and safety management team representatives.

12.0 Competent Health & Safety Assistance and Responsibilities

The Management of Health and Safety at Work Regulations 1999 state that “Every employer shall appoint one or more competent persons to assist in undertaking the measured needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part 11 of the Fire Precautions (Workplace) Regulations 1997.

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, SLA online, safety alerts and health and safety newsletters.

Excalibur Academies Trust schools benefit from Level 2 Service Level Agreement with the WBC, see Appendix I

West Berkshire Council Schools Health and Safety Team responsibilities are:

- Developing health and safety policies, procedures and guidance.
- Providing health and safety advice.
- Safety inspections / needs assessments of schools and other premises where staff work.
- Provide technical input and support to health and safety committees.
- Facilitate the Education Health and Safety Panel.
- Receive and record accident and incident reports.
- Assists Principals in investigating accidents and incidents.
- Report to relevant persons on health and safety incidents and issues.
- Provide health & safety update reports to senior management.
- Develop and deliver training.
- Liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

13.0 Health and Safety Consultation and Committee

The Board of Directors, through the CEO and Academy Principals will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated Safety Representatives of each accredited trade union or staff association will be involved in these consultations. It is the responsibility of the organisation/union to take a full part. There are two set of regulations regarding the effective consultation and communication with employees through a health and safety committee.

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representative and Safety Committee Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

14.0 Hirers, Contractors and Others

The Board of Directors will require hirers, contractors and others who use the academy premises to conduct themselves, and to carry out their operations, in such a manner that all Statutory and Advisory safety requirements are met at all times.

When the premises are used for purposes not directly under the direction of the Academy Principal, then the persons in charge of the activities for which the premises are in use will be expected to maintain the safe

practices as indicated in paragraph 5.0 of this document, but are fully responsible to the Academy Principal and Board of Directors for so doing.

When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with all requirements of this section.

When the premises are hired to persons outside the employ of the Board of Directors, it will be a condition of all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and that they will not, without the prior consent of the Board of Directors:

- (i) introduce or allow the introduction of equipment for use on the academy premises without the knowledge and consent of the competent person i.e. the Logistics Director, or the Academy Principals. The Academy Principals are to inform the Premises Managers, Site Managers or Caretakers if equipment is to be introduced onto Academy Sites.
- (ii) alter fixed installations;
- (ii) remove fire and safety notices or equipment;
- (iii) take any action that may create hazards for persons using the premises or the staff or students of the academy.
- (iv) commence any activity until adequate Risk Assessments have been completed and approved by the responsible person(s). A record of Risk Assessments is to be kept.

All Contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Academy Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury. This will require the contractor to stop work or leave the site until the matter is resolved.

The Board of Directors will draw the attention of all users of the academy premises (including hirers and contractors) to **Section 8 of the Health and Safety at Work 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”.

15.0 Critical Incident and Emergency Plans

The Trust recognises and accepts the need to have suitable arrangements in place to deal with emergency situations and to return the school to normality as soon as possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- Threat to safety and welfare of pupils and/or staff
- Immediate or delayed emotional reactions in large number of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school
- Significant public/news media attention on the school

Academy Principals will ensure that an Emergency Plan is prepared to cover all foreseeable major incidents which could put the occupants or users of any of the academies at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life;
- prevent injury;
- minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Board of Directors or Local Governing Boards and be rehearsed by staff and students twice a year. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Board of Directors.

16.0 First Aid

The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents.

Supplies of first aid materials will be held at various locations throughout the academy buildings. These locations will be determined by the Academy Principals or their representative. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.

Adequate and appropriate first aid provision will form part of the arrangements for all out of academy activities.

A record will be made of each occasion any member of staff; student or other person receives first aid treatment either on the academy premises or as part of an academy-related activity.

The Local Governing Boards will ensure that the regulation numbers of employees are trained to deliver emergency First Aid treatment to staff, pupils and any other person, whether on academy premises or part of an academy-activity. Training will be updated regularly.

17.0 Provision and Maintenance of Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not. HSE.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance. Statutory Inspections for equipment such as hoists and pressure vessels can be arranged through the supplier.

For further information, please see Health and Safety Guidance Card Maintenance Schedule for Schools.

18.0 Review

The School Business Manager (responsible for Health and Safety) and the Chair of Governors of each academy will review this and related Policy/Procedure statements annually and update, modify or amend therein as necessary to ensure the Health, Safety and Welfare of staff, students and others who use all the academy premises.

19.0 Specific Advice and Guidance

Each Academy has in place a Health & Safety Policy and Procedure manuals specific to that institution.

The Board of Directors and the Academy Principals will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific Health and Safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

20.0 Helpful Sources of Information

The EBC pro-forma for school can be found on the Health and Safety Intranet pages. An online first aid risk assessment tool can be found here: www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx

First Aid Risk Assessment, specific advice for schools:
www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid

5 Steps to Risk Assessment: www.hse.gov.uk/pubns/indg163.pdf

Working at height guidance: www.hse.gov.uk/falls/casestudies/schools

Ladder and stepladder guidance see H&S Guidance Card HSGC24/25/26

Health and Safety Training information contact:
<http://info.westberks.gov.uk/index.aspx?articleid=29808>

Offsite Activities, West Berkshire Intranet page:
<http://www.westberks.gov.uk/index.aspx?articleid=8113>

Evolve: <http://evolve.edufocus.co.uk/evco10/unknown.asp>

Caretaker and Cleaning Equipment: Health & Safety Guidance Cards
HSGC 1/4/5/12/13/15/35

Grounds Maintenance Equipment: Health & Safety Guidance Cards
HSGC 1/4/5/12/13/15/35 & HSGC 1/4/5/12/13/15/35

CLEAPSS <http://www.cleapss.org.uk/>

Asbestos: Health & Safety Guidance Cards HSGC 2

Gas Safety Regulations 1998: Health & Safety Guidance Cards HSGC
Maintenance Schedule for schools:
<http://www.hse.gov.uk/pubns/indg261.pdf>

Legionella: Health & Safety Guidance Cards HSGC 7/8/37 <http://www.hse.gov.uk/legionnaires/>

PE Equipment Maintenance: Health & Safety Guidance Cards HSGC 40 <http://www.playinspectors.com/>
Electrical Installation:
<http://www.hse.gov.uk/electricity/information/testing.htm>

Portable Electrical Equipment: www.hse.gov.uk/pubns/indg236.pdf

Portable Appliance testing:
<http://www.hse.gov.uk/electricity/information/testing.htm>

Control of Substances Hazardous to Health (COSHH): Health and Safety
Guidance Card 7/8 <http://www.hse.gov.uk/coshh/>

Display Screen Equipment (DSE) www.hse.gov.uk/msd/dse/guidance.htm

PPE: Health and Safety Guidance Card 15
<http://www.hse.gov.uk/toolbox/ppe.htm>

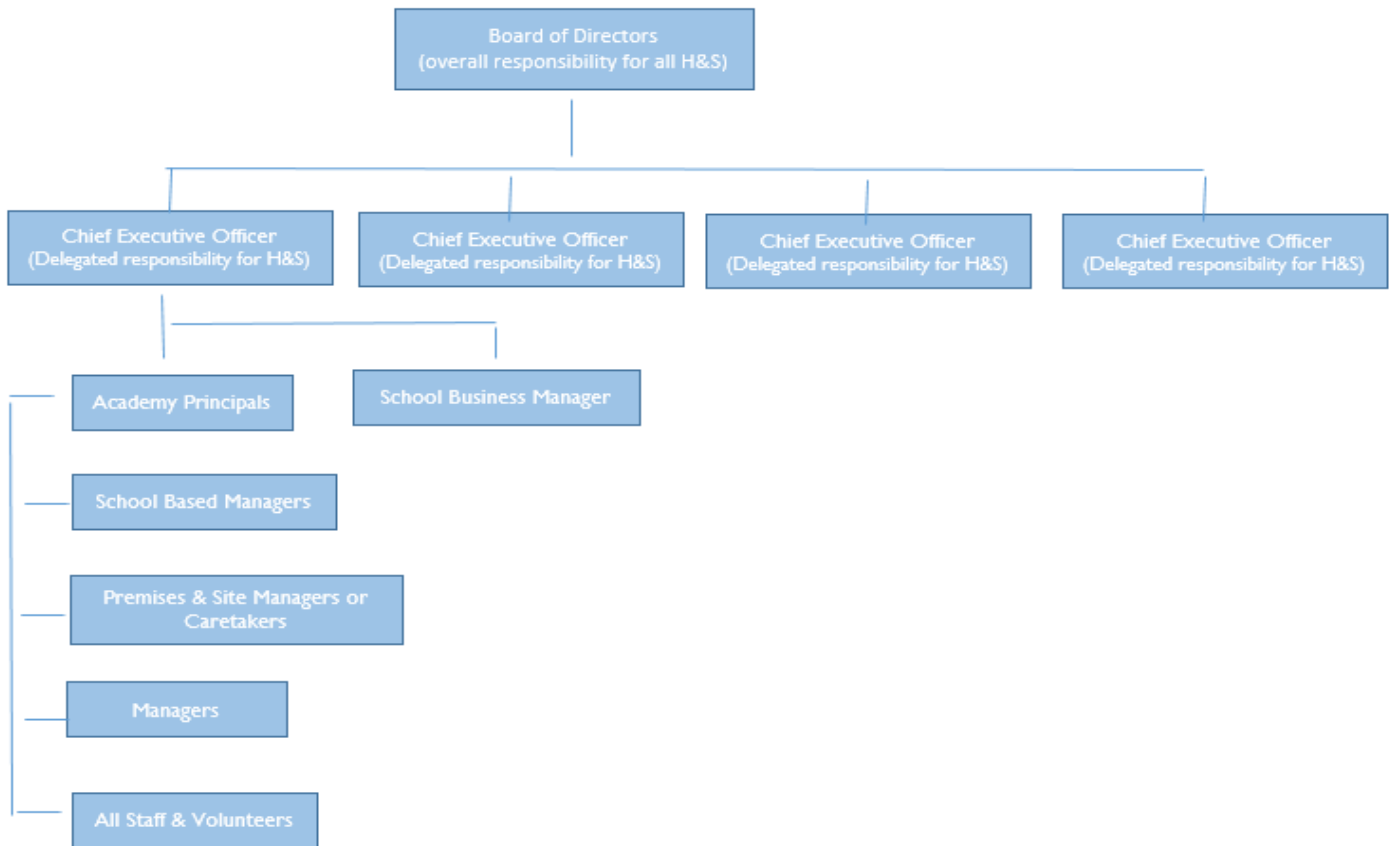
Improvement to Building and Construction Work: <http://intranet/index.aspx?articleid=25302>

Schools undertaking Building Projects that fall within Construction (Design and Management)
Regulations 2007 CDM must ensure they fulfil the legal requirements.
<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

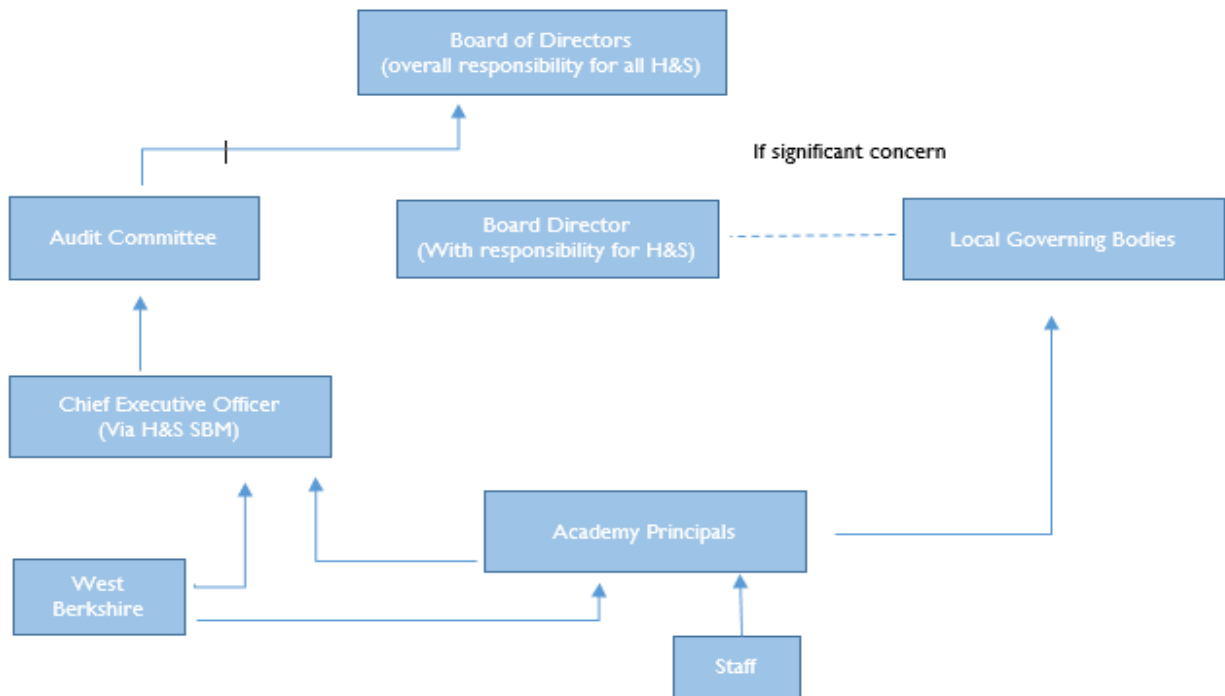
Minibus:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf

Noise: Health and Safety Guidance Card 13 <http://www.hse.gov.uk/noise/index.htm>

2.1 Health and Safety Management Structure



22.0 Health & Safety Reporting Structure



23.0 Associated Documents

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| Asbestos Management |
| Arson Prevention |
| COSHH |
| Critical Incident Plan |
| Display Screen Equipment |
| Educational Activities and Trips (Evolve) |
| Extreme Weather Conditions |
| Fire Safety |
| First Aid |
| High Risk Activities Associated with Academy Events |
| Home Working |
| Incident Reporting |
| Interactive Whiteboard |
| Lone Working |
| Maintenance of Dangerous Plant, Equipment and Electrical Systems |
| Managing Contractors |
| Manual Handling |
| Medical Conditions |
| Minibus |
| Security |
| Smoke Free |
| Unexpected Loss of Utilities |
| Use of Work Equipment |
| Working at height |

Appendix I Health and Safety Service

Overview of Service

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, SLA online, safety alerts and health and safety newsletters.

West Berkshire Council Schools Health and Safety

| Standard Service | |
|---|---|
| Summary The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide 'on site support and advice' to the school, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the School's Health and Safety Policy. The Schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Needs Assessment of the school that will help to identify the strengths and areas for improvement in the schools existing arrangements. The Schools dedicated Health and Safety Advisor will then continue to work closely with the school to help plan, develop and implement your health and safety policy and the areas for improvement you need. The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A Competent person is someone with the necessary skills, knowledge and experience to manage health and safety. | |
| Service Provided | Service Standard |
| Advice | Advice and support will be provided to the school on specific questions/issues. If required the schools dedicated Health and Safety Adviser will arrange to visit the school and meet with relevant persons to ensure the enquiry is resolved. |
| Health and Safety Needs Assessment | Schools will receive a health and safety needs assessment designed to assess and measure levels of compliance with health and safety legislation and best practice. The associated action plan will help you prioritise your improvement plan. Your dedicated Health and Safety Advisor will then arrange to assist and support the school in progressing the recommendations to ensure continual improvement. Health and Safety Needs Assessments will be completed on a 3 yearly cycle. |
| School Safety Policy | Review existing against a model H&S Policy that is school specific, in line with the LA Safety Policy, and conforms to appropriate local and legislative requirements. |

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| | Ensure the Policy identifies key commitments with a current signature and that the policy, organisation and arrangements are carried out and accurately reflect practice. |
| Safety Organisation: | Review and provide documentation that identifies how health and safety is/shall become 'embedded' in daily operations at the school. Identify and/or nominate key staff tasked with health and safety responsibilities. |
| Planning and Implementing: | Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work. Following written review and prioritisation of issues, help the school to progress the areas for improvement by providing support and guidance. Improvement will be achieved with the schools full commitment and involvement. |
| Health and Safety Risk Assessment: | Provide the school with initial or refresher training to nominated persons regarding completion of local Risk Assessments. Provide on-site review of the schools risk assessment, to support their completion. Provide basic refresher training to nominated groups of key staff. Ensure a practical understanding of the training by jointly completing several health and safety risk assessments required by the school. Provide support and guidance in terms of prioritising risk assessments to be completed or reviewed etc. |
| Telephone/Incident response: | Provide general telephone health and safety advice as required. Please note that where the topic is of a specific nature, additional time may be required for a detailed Whilst every endeavour is made to provide an immediate answer to health and safety queries via telephone/email, requests may require additional research time. Therefore, where it is not possible to provide an answer of sufficient depth at the time of the call, or the same day, every endeavour shall be made to provide a follow-up call the next working day Should the associated risk to safety or health warrant a school visit, this shall be arranged by the Health and Safety Team. |
| Health and Safety Training | The Health and Safety Team run school specific health and safety courses. All health and safety training is included in the Standard Service. Further details of courses available can be obtained from CYP Training http://info.westberks.gov.uk/index.aspx?articleid=29858 . |
| Fire Management | The schools dedicated Health and Safety Advisor will assist the school to complete a review of the schools Fire Risk Assessment (FRA). Your advisor will also: Complete a site inspection to verify recommendations have been implemented. #Discuss any issues outstanding and how to address these. Your advisor will help- schools to complete an assessment to ensure you have adequate numbers of appropriately trained staff to deal with fire safety issues. |

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| | Your advisor can also provide Fire Awareness training to school staff at an agreed time and date on site. |
| Asbestos Management | The schools dedicated Health and Safety Adviser will assist the school to complete a condition check of ACM (asbestos containing materials). Your advisor will review: The Asbestos Site Management Plan The Asbestos Register The Asbestos Survey Additionally any asbestos related risk assessment you may have in place will be reviewed to ensure it is correct and relevant. Your advisor can also provide tool box talks to your staff to allay any fears they may have regarding retained ACMs and also to highlight their responsibilities in respect of Health and Safety regarding asbestos. |
| Legionella Management | The schools dedicated Health and Safety Adviser will assist the school to complete a review of the legionella risk assessment. The advisor will also check that the school are working within the written scheme suggested and in line with the recommendations of the risk assessment. |
| Playground Equipment | The schools dedicated Health and Safety Adviser will assist the school to complete a playground equipment inspection. This will be a guided check to ensure staff are confident with what should be checked, what should be recorded and what action to take. We will also review the playground equipment risk assessment with the school to ensure it is suitable and sufficient. This will give a specific opportunity for any concerns to be discussed and queries answered. We can also provide on-site training and support to staff if required. |
| First Aid | The schools dedicated Health and Safety Adviser will assist the school to complete a review of the school's first aid risk assessment to ensure they are in place and up to date and an appropriate number of staff are identified and trained to deliver first aid. |
| Accident / Incident investigation and enforcement action | The schools dedicated Health and Safety Adviser will assist the school with on-site support and advice during an accident investigation for a serious accident or enforcement action by an enforcing authority such as the Health and Safety Executive. |
| Webrisk | Webrisk is provided to all schools to allow them to record and monitor accidents/incidents. Schools must use Webrisk as failure to do so could invalidate insurance cover. |
| CHAS | Assessing health and safety competence can be a lengthy and time consuming process. CHAS assesses applicants: health and safety policy, their organisation for health and safety and their specific health and safety arrangements to a standard acceptable to our buyers and others. In essence, CHAS completes the initial health and safety application process for you. Using CHAS will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc. |

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| <p>Safety Schemes in Partnership (SSIP)</p> | <p>An important feature of the SSIP Forum is the HSE's message that a buyer can be confident a supplier who is registered or accredited as compliant or approved with an SSIP member has been assessed to the Core Criteria standard.</p> <p>There are numerous pre-qualification health and safety schemes including CHAS, EXOR, SAFE-contractor etc. SSIP brings most of the pre-qualification schemes together under one umbrella via a 'deem to satisfy' agreement.</p> <p>This means that buyers using the SSIP database will have access to thousands of contractors who are accredited as compliant to the HSE's Core Criteria (stage one) standard.</p> <p>Using SSIP will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc.</p> <p>Access to SSIP is included for schools.</p> |
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School responsibilities

Whilst the duty to comply with statutory requirements cannot be delegated and remains with the Schools and the Local Authority, the tasks involved with the effective implementation of good health and safety management in schools has been delegated to the Head Teachers. For this approach to be successful, each school must do all that is reasonably practicable to ensure the health, safety and welfare at work of their staff, pupils and that of non-employees.

Operation of an effective health and safety management system at the school is central to achieving the above, with key areas being:

- The school Health and Safety Policy
- Organising for health and safety
- Planning and implementing safety controls
- Monitoring school health and safety performance
- Auditing and reviewing health and safety compliance and best practice.

Schools must also use the Council's Webrisk system to record accidents and incidents relating to the health and safety of their staff, pupils or visitors.

To discuss any aspect of the Health & Safety Service please contact:

schoolshealthandsafety@westberks.gov.uk

Key contacts:

- Mike Lindenburn – Health & Safety Manager
Tel: (01635 519204)
Email: mike.lindenburn@westberks.gov.uk
- Claire Cook – Senior Health & Safety Advisor
Tel: (01635 519630)
Email: claire.cook@westberks.gov.uk
- Wendy Manning Senior Health & Safety Advisor
Tel: (01635 519303)
Email: wendy.manning@westberks.gov.uk