



HELSEBY HIGH SCHOOL HEALTH AND SAFETY POLICY

1. HEALTH AND SAFETY POLICY STATEMENT

1.1 The governing body notes the provisions of the Health and Safety at Work, etc. Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities.

1.2 AIMS/PRINCIPLES

By implementing this policy, Helsby High School will meet its moral and legal responsibilities to ensure the health, safety and welfare of employees and students as well as the health and safety of all non-employees. (e.g. visitors and contractors)

Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

1.3 SCOPE/APPLICATION

This policy applies to all employees, students, contractors, visitors and partner organisations insofar as Helsby High School has control over their activities. Where agency workers and those on work experience or training schemes are engaged in the workplace, they will be treated as employees for the purposes of health and safety and the same level of care and protection afforded to them as other employees.

All employees, regardless of role, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should only use equipment and working methods approved by the school and/or their line manager. Special care should be taken with the health and safety issues of any new venture.

1.4 ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head will designate a Health and Safety Co-ordinator to liaise with a named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for health and safety are effective within his or her respective area. Collectively, the Governing Body requires health and safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish.

For 2018/19 the Health & Safety Co-ordinator is the School Business Manager, Mr Matthew Vickers and the Health & Safety Governor is Mr Andy Wheeler, Co-Opted Governor.

1.5 **Risk Assessment**

The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, Department Leaders and Line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Local Authority risk assessment process.

1.6 **Consultation and Communication**

Consultation and communication with trade unions and employee representatives will be maintained and the important role of Trade Union Health and Safety Representatives is recognised and supported. Employees with concerns should raise them with the Headteacher or Health and Safety Co-ordinator in the first instance. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Local Authority Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

1.7 **Contractors and School Partnerships**

Contractors carrying out work for the school will be vetted for their health and safety performance. They will be required to act in accordance with this Policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

School linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

1.8 **Inspection and Monitoring**

The Headteacher/Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body through the Premises Committee.

Accident/Incident Reporting

Every injury should be reported to student services and recorded on the accident database. An injury that needs medical attention or involves time off will be investigated by the person in charge of the area of activity. Where the accident falls within the Local Authority (LA) Accident reporting criteria, the LA Accident Form will be completed by the relevant member of staff and reported to the Health and Safety Team.

Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be provided to employees and records maintained by the school. Further Health and Safety information will be made available to employees as required.

2. **POLICY REVIEW**

This Policy will be reviewed regularly. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.