



**KING EDWARD VI
CAMP HILL
SCHOOL FOR BOYS**



HEALTH & SAFETY POLICY

R.RATCLIFFE REVIEWED: FEB 2023

GOVERNING BODY APPROVAL DATE:

NEXT REVIEW DATE: FEB 24

Introduction

This document sets out details of King Edward VI Camp Hill School for Boys commitment to securing the health, safety and welfare of its employees, contract workers, students and other visitors. As a working document, it provides an outline of the organisation's legal obligations, the responsibilities of staff at all levels in the context of health and safety management and how the School intends to ensure that it fully discharges its legal obligations through a series of longer-term aims and objectives.

Purpose

It is a formal requirement for an organisation employing five or more persons to have a health and safety policy, which is evidenced in writing. Such a policy is normally comprised of three essential parts defined as follows:

- Part 1 – A Policy Statement – the organisational commitment to health and safety The purpose of the Policy Statement is to outline the commitment of the Board of Governors through the Head teacher, to secure the effective management of workplace health and safety, in accordance with the requirements of the Health and Safety of Work etc. Act 1974 and all of the subordinate regulations.
- Part 2 – The 'Organisation' for health & safety – the responsibilities Everyone has a part to play in the effective organisation and management of health and safety in the workplace. However, there are differing levels of responsibility associated with different roles and these are outlined in this section of the policy. All staff are therefore expected to fully familiarise themselves with this part of document and identify which specific responsibilities relate to them in their particular role within the organisation.
- Part 3 – The 'Arrangements' for health & safety – the processes and procedures The 'Arrangements' are the sets of procedures, such as the fire and emergency evacuation, lock down policy procedures, detailing how the organisation will ensure that it will fully comply with specific requirements to provide a safe workplace for its staff, contract workers, students and other visitors.

All of these procedures are contained in separate policy documents, which are subordinate to this main policy document, and a full list of these documents can be found in the appendices with the relating documents within the Health and Safety folder on the school's staff shared drive.

Scope

The Health and Safety Policy affects everyone connected with King Edward VI Camp Hill School for Boys. All staff, learners, visitors, contractors etc. must comply with the relevant safety arrangements. This policy will therefore cover all staff, students and any other stakeholder groups visiting the main site or undertaking any school related activities elsewhere.

Part 1

The Health and Safety Policy Statement

King Edward VI Camp Hill School for Boys is fully committed to achieving high standards of Health and Safety Management in all of its activities, not only in the context of its own employees and student learners but also in respect of all others involved in or affected by its activities. In particular, the School will endeavour to ensure that safe and healthy working conditions are maintained at all times with buildings, facilities and equipment maintained and in good order and in line with current regulations and best practice. Its staff, contract workers and student learners provided with the information, instruction, training and level of supervision necessary to achieve this end.

The Local Governing Body (LGB) acknowledge their legal responsibilities under the Health and Safety at Work, etc. Act 1974 and subordinate regulations and statutory instruments, to secure, through the school SLT, the health, safety and welfare of the organisation's employees, contract workers, students and other visitors and any other persons on its premises. Specifically, the LGB and the Head teacher are fully committed to:

- Complying, as a minimum standard, with all relevant regulatory requirements and associated Health and Safety Executive guidelines and Approved Codes of Practice (ACoPs).
- Co-operating fully with relevant enforcement authorities and work with relevant external agencies to further the understanding and development of health and safety management and practice.
- Striving to achieve, so far as is reasonably practicable, the very best standards of health, safety and welfare and ensuring that any of the organisation's activities do not adversely affect the health and safety of its employees, visitors, learners and others.
- Ensuring the appointment or engagement of any necessary 'competent' persons, consultants/advisors, recognised bodies or experts outside the organisation as and when required.
- Managing and prioritising workplace health and safety matters based on an assessment of the level of risk posed by the operational activities concerned and maintaining a risk register.
- Continually improving its health and safety management performance so that work-related ill health and accidents are reduced, so far as is reasonably practicable.
- Making available, so far as reasonably practicable, appropriate resources to be able to implement the School's policy.
- Developing and maintaining effective contingency plans where appropriate and in conjunction with the authorities and emergency services where necessary.
- Ensuring that staff are provided with all the information, instruction and training they need to enable them to work safely and secure the health, safety and welfare of themselves, their colleagues and learners, through targeted programmes of Staff Development and tutoring.
- Promoting health and safety as a fundamental element of line management responsibility at all levels within the organisation, as well as an integral part of quality management and staff development processes.
- Ensuring that employees and their trades union appointed Safety Representatives and/or elected Representatives of Employee Safety, are always fully consulted on all workplace safety-related matters including proposals to change working practices, modify workplace facilities and/or the nature, format or method of delivery of essential staff training, etc.

- Requiring contractors and all other business partners to demonstrate the same level of commitment to continuous improvement in standards of health and safety performance.
- Ensuring as a condition of their employment/learner agreement that all employees and learners comply with all health and safety requirements relating to their activities.
- Ensure compliance with the policy through a process of the delivery of programmes of staff training, the monitoring of workplace activities through periodic workplace inspections, auditing safety management practice and reviewing safety management performance.

King Edward VI Camp Hill School for Boys recognises that achieving successful health and safety management is a shared objective that necessarily needs to involve everyone connected with the organisation. Staff, contract workers, student learners and others occupying, visiting or utilising the School's premises are therefore reminded of their responsibilities in the workplace under the law, to take care of the health, safety and welfare of themselves and others and, to co-operate fully with The school as their employer, in its efforts to make working for the organisation a happy, rewarding and above all, safe experience.

King Edward VI Camp Hill School for Boys will ensure that this policy together with all of the associated health and safety policy documents are developed and implemented in full consultation with its employees and their appointed or elected representatives. That the contents of this policy and associated appendices / document are both communicated to all concerned and kept up to date. It is anticipated that this policy will be reviewed on a biannual basis. Unless significant changes in custom or practice occur, with the associated appendices reviewed in line with best practices or any if there are significant changes to activities or operational procedures.

Signed..... Dated..... Chair of Board of Governors

Signed..... Dated..... Head Teacher

Date set for review: Jan 2023

Part 2

The 'Organisation' for Health and Safety

The Health and Safety at Work etc. Act 1974 together with the subordinate regulations, place non-delegable legal duties and responsibilities upon not only the LGB in their capacity as employer but also upon King Edward VI Camp Hill School for Boys management team, teaching, support staff and students. To secure the health, safety and wellbeing of not only themselves but also of others, including contract workers and other visitors, who may be affected by their activities. Ultimate responsibility for workplace health and safety in any organisation therefore effectively rests with the highest level of management, although in practice duties are shared to some extent as a series of essential workplace tasks, through the management 'chain of command' in much the same way as they are for all other workplace tasks and duties.

The 'organisation' section of an organisation's health and safety policy aims to establish this chain of command in the context of the management of workplace health and safety, by outlining the accountability of each group of employees. In short, the 'organisation' section attempts to identify who is responsible for what and to whom. Staff at all levels should then be able to easily identify their own responsibilities for health and safety, including where and how to report workplace problems including who they should be approaching for advice and guidance on any workplace health, safety, welfare or other related matter.

Implementation and Review process for the Health and Safety Policy

A brief overview Local 'organisation' for health and safety All managers are responsible for the health, safety and welfare of all those under their control, including their staff, contract workers, student learners and other visitors to their respective work areas. Managers are also responsible for ensuring that their staff and student learners are always adequately supported and appropriately supervised, especially where they are required to undertake potentially hazardous tasks and / or use potentially more hazardous equipment or substances during the course of their work. Managers are personally responsible for arranging any necessary health and safety training for their staff, in order to ensure that staff are familiarised with any potential hazards and made fully aware of the control measures they need to put in place to minimise the risks associated with carrying out their various tasks. Where any task requires a Safe System of Work (ssow) to be followed, the SMT member responsible for that area/task will ensure that, their staff adopt the safe system of working and, that they have received sufficient instruction and training to enable them to carry out the task correctly and safely.

General health and safety is the responsibility of all staff, including teaching, part time or temporary staff and contract workers. Whatever job you do, you have a duty to co-operate with your employer to ensure that your workplace is safe for everyone who might be affected by your actions. You need to take reasonable care not to do anything that might endanger either yourself or others or cause avoidable damage to property or equipment. You must not knowingly act, or omit to act, in a way, which may cause either the King Edward VI Camp Hill School for Boys or yourself to be in breach of the law or damage the reputation of the School.

In addition, you must take account of the potential hazards and risks in everything you do. If during the course of your work you are injured, become unwell, or are involved in or become aware of any situations, which are potentially unsafe, including violent incidents, you must inform your Line Manager or the Estates and Facilities Manager or nominee at the earliest opportunity. All employees, self-employed persons and contract workers, therefore have the responsibility to co-operate with Managers and Heads of Departments to achieve a healthy and safe workplace and to take reasonable care of themselves and others at all times.

RESPONSIBILITIES

Local Governing Body

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Development Plan.
- Have health and safety as a standing item on the agenda of all meetings.
- Cooperate with the employer on matters of health and safety.
- Nominate Governor(s) with responsibility for health and safety

Head Teacher

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:
- Line managing the Leadership Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses;
- Liaising with the Academy Trust over health and safety issues and accommodating H&S / Fire Risk Assessment Audits and ensuring any remedial actions are undertaken in an appropriate time frame.
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings;
- Ensuring that health and safety is criteria for performance management appraisal Formulate and implement a policy for the management of critical incidents.

Deputy Head(s) / Assistant Head(s) (Leadership Team)

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis via staff appraisal and other mechanisms of all employees and provide training as deemed necessary.
- Monitor departmental documentation, risk assessments, practices and procedures via HOD(s).
- Encourage and support staff in completing risk assessments for pupils giving cause for concern.
- Ensure that any health and safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed and adequate Risk assessments have been undertaken and communicated.
- Review departmental Heads risk assessments annually.
- Adequate trained first aid cover is available for on/off site activities.
- Hazard reporting and maintenance documentation is actioned.

Schools Health and safety Representative

- Co-ordinate / Chair the termly school health and safety meetings
- Liaise with Camp Hills School Health and safety representative re the holding of the annual Joint Health and Safety meeting
- Liaise with Academic departments re their risk assessments and departmental Health and safety related activities.
- Coordinate and maintain the risk assessment register for all academic departments ensuring regular reviews and that they are communicated to the relevant staff.
- Ensure all relevant Health and Safety staff training is provided and completed accordingly
- Co-ordinate any / all accident reports and liaise as appropriate to make sure any remedial actions are undertaken in a timely fashion to prevent any further incidence.

Estates and Facilities Manager

- Maintaining accurate records of all equipment and resources.
- Purchase and provide for maintenance of all Estates and Facilities related equipment and resources to prescribed standards.
- Hazard reporting and maintenance documentation is recorded actioned;
- Accident reporting is completed and remedial actions taken
- All appropriate safeguarding and hiring documentation is completed for community use of the site;
- All community users are registered and made aware of emergency procedures.
- Ensure hazardous equipment and materials around general site are appropriately marked, maintained and used by competent personnel
- Ensure that the school is following the Academy trust procedures:
When selecting a contractor; When liaising with contractors over health and safety matters; When monitoring health and safety issues on-site regarding School appointed contractors.
- Ensure visual checks of the site are undertaken dynamically or as required and that if appropriate remedial action is taken.
- Organize the planned programmed maintenance of plant and equipment.
- Ensure an efficient reactive maintenance process is in place to capture and respond quickly and effectively to maintenance related issues
- Ensure all employees are fully briefed on health and safety site issues.
- Arrange all mandatory estates related compliance testing.
- Liaise with Academic departments re their risk assessments and departmental Health and safety related activities.
- Ensure site team risk assessments are available and have been communicated accordingly
- Ensure all site staff are trained and competent to undertake their tasks safely.
- Assist the SLT with the termly fire drills

Office manager or nominee(s) Is to ensure that:

- All reception/media risk assessments are completed and reviewed;
- Visitors are registered, wear a badge and are briefed on the emergency procedures.
- Periodic checks are made of the first aid arrangements and containers.
- All accident reporting either paper or online is correctly completed.
- All hazards identified are reported on to the Site Team.

Head of Departments (and other holders of a post of responsibility (teaching and non-teaching))

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, Drama, PE and offsite activities.
- Own department or area of work and be directly responsible to the Head teacher for the application of existing safety measures and procedures.
- Ensure all hazardous equipment and materials are appropriately marked, maintained and used by a competent person.
- Monitor observance of H&S requirements (active cooperation of staff of department, teaching/non-teaching is expected).
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake a training needs analysis for their teams.
- Ensure for all department employees that training is made available as required, that they are trained and competent to undertake their tasks safely.

- Arrange for the annual electrical testing programme (also see Site Manager).
- Ensure that all new equipment is tested before use unless tested and certified by manufacturer.
- Ensure health and safety is a standing item on all departmental meeting agendas.
- Check that pupils are aware of health and safety issues related to associated subject activities and that these are being continually reinforced.

All Employees

- Cooperate with health and safety requirements.
- Willing to undertake all regulatory or best practice training requirements in order for them to undertake their daily duties in a safe and knowledgeable way.
- Report all defects to the site team in a timely fashion, if appropriate take immediate steps to reduce the risk of incidence
- To make recommendations to Head of Department/ Safety Co-ordinators re safety equipment and add on additions or improvements which could be acted on.
- Complete and action risk assessments for all potentially hazardous on/off site activities as required.
- Use, but not misuse, things provided for your health, safety and welfare and follow safe working procedures personally.
- Must not under any circumstance undertake unsafe acts, even for the shortest of time periods.
- Inform Safety representative and or Estates and Facilities Manager of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, Lock down scenarios.
- To know the special safety measures to be adopted in their own teaching areas and ensure they are applied.
- Raise health and safety issues with pupils.
- Be aware of Asbestos Management procedures and contact the Estates and Facilities Manager with any Asbestos related queries

Pupils

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare as necessary.

Contractors

- Sign in at the Site team office on arrival.
- Read and or have access to the Contractors code of conduct which sets out the expectations of contractors whilst on site including emergency actions
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency
- Contractors should as appropriate be familiar with or the Schools Asbestos Management register / Management plan and be aware of its implications regarding property and any works to be undertaken.
- Supply any / all equipment required to undertake any given works. The use of the school's plant or equipment is not permitted.
- All rubbish / waste materials generated in the course of any works should be removed from site for appropriate disposal by the contractor.

Training needs

The Head teacher or nominee(s) will ensure, where appropriate and after consultation with the appropriate employee, that adequate health and safety training will be given to enable the employee to carry out his/her duties, this applies to all employees, teaching and nonteaching. (Management Regulations Reg 11)

Health and Safety training is required on:

- Induction including emergency procedures, first aid and general h&s information
- Being exposed to new or increased risks because of:
 - increased responsibility within the school
 - new or changed work equipment
 - new work systems
 - new technology

Such training needs to be repeated periodically.

Part 3

The 'Arrangements' for health and safety (Appendix 1)

The health and safety policy and procedural documents detailing specific operational safety-related procedures can be found on the staff shared drive. The Health and Safety folder is a central point for compiling the school operational and departmental information and associated documentation. All guiding Academy Trust policies and procedures are available via <https://accesspeople.accesscloud.com/>

Appendix 1 Health & Safety Policy & Procedural Documents

Title			Date	Rev Date	RP (Responsible Person)
General					
Health and Safety Policy			Dec-21	Jan-23	Estate Manager
Welfare			Nov-22	Nov-23	Estate Manager
Wellbeing / Stress			Nov-22	Nov-23	Estate Manager
First Aid			Nov-22	Nov-23	Estate Manager
Transport			Jan-23	Jan-24	Estate Manager
Manual Handling			Nov-22	Nov-23	Estate Manager
Working at height			Nov-22	Nov-23	Estate Manager
Electrical Safety (inc Portable Appliance testing; PAT)			Nov-22	Nov-23	Estate Manager
DSE			Nov-22	Nov-23	Estate Manager
Safeguarding / Keeping Children Safe in Education			Sep-22	Sep-23	Safe Guarding Lead
Lockdown Procedure			Apr-22	Apr-23	Estate Manager
Fire action / evacuation			Dec-22	Dec-23	Estate Manager
IT Policy					IT Manager
CCTV operating Procedure			Nov-22	Nov-23	Estate Manager
Management of infections in education			Jan-23	Jan-24	Estate Manager
Adverse Weather policy			Jan-23	Jan-24	Estate Manager
Academic					
Risk Assessments (Guide)			Nov-22	Nov-23	Estate Manager
Template					
Curriculum Safety (including out of school learning activity/study support)					TBC (EVC)
School Minibuses			Jan-23	Jan-24	Estate Manager
Classroom Safety check template			Jul-22	Jul-23	Estate Manager
Estates / Facilities					
Management of Contractors			Jul-21	Jul-23	Estate Manager
Swimming Pool Normal Operating Procedure (NOP)			Jun-21	Jun-23	Estate Manager
Swimming Pool Emergency Action Plan (EAP)			Jun-21	Jun-23	Estate Manager
Gate Codes / operating procedure			Aug-22	Aug-23	Estate Manager
Asbestos Management plan			Dec-21	Dec-23	Estate Manager
Asbestos Survey			Dec-21	Dec-25	Armco / EM
Site Operating Hours			Jan-23	Jan-24	Estate Manager
Waste Management			Jan-23	Jan-24	Estate Manager
Maintenance requests			Aug-22	Aug-23	Estate Manager
Portering requests			Aug-22	Aug-23	Estate Manager
Fire Alarm testing procedure			Sep-22	Sep-23	Estate Manager
Emergency light testing procedure			Jan-23	Jan-24	Estate Manager
Health and Safety Audit (Wirehouse)			Apr-22	Apr-23	Wirehouse/ EM
Fire Risk Assessment (Wirehouse)			Jul-22	Jul-23	Wirehouse /EM