

Contents

PART 2 - ORGANISATION AND RESPONSIBILITIES.....	3
2.1 Management Chain for Health & Safety.....	3
2.2 How Functions are Allocated	3
2.3 Health and Safety Management System.....	4
2.4 The Local Advisory Body	5
2.5 Head of School.....	6
2.6 School Health and Safety Coordinator	7
2.7 Teaching/Support Staff Holding Posts/Positions of Special Responsibility	8
2.8 Special Obligations of Class Teachers.....	9
2.9 School Health and Safety Representatives.....	9
2.10 Obligations of All Employees	9
2.11 Students	10
2.12 Contractors, Visitors and Other Users of The Premises.....	10
2.13 Health and Safety Assistance	10
2.14 Further Assistance and guidance can be sought from:	11
2.15 Those with Specific Health & Safety Responsibilities in the School.....	11
2.16 Other Related Policies and Procedures	12

PART 2 - ORGANISATION AND RESPONSIBILITIES

2.1 Management Chain for Health & Safety

<p><u>Level 1</u></p> <p>Cumbria Education Trust Board – Chief Executive Officer</p> <p>Cumbria Education Trust Audit and Risk Committee</p> <p>(Trust Central Management Team H&S Advisor)</p>	
<p><u>Level 2</u></p> <p>William Howard School Local Advisory Board - Headteacher</p> <p>William Howard School Local Advisory Board Audit and Risk Committee</p>	
<p><u>Level 3</u></p> <p>Health and Safety Co-Ordinator</p>	<p>Department Managers</p> <p>Curriculum Leaders</p> <p>School Health and Safety Committee reps</p>
<p><u>Level 4</u></p> <p>Teachers</p> <p>Support Staff</p>	<p>Cleaners</p> <p>Catering Staff</p> <p>Contractors</p>

2.2 How Functions are allocated

LEVEL 1

- Overall responsibility for health and safety throughout William Howard School
- Produce and review William Howard School's Health and Safety policy
- Audit health and safety compliance throughout William Howard School
- Provide guidance to Local Advisory Boards, Headteacher and Health and safety representatives.
- Determine William Howard School's Health and Safety Service Level Agreement.

LEVEL 2

- Take day-to-day responsibility for all health and safety matters in the School.
- Adapt and determine Health and Safety policy parts 2 and 3 to manage local circumstances
- Ensure that problems in implementing the health and safety policy are reported to William Howard School
- Ensure health and safety is a priority throughout the School and documented in organisation minutes
- Arrange annual health and safety internal audit and premises inspection
- Provide annual health and safety performance measures and accident statistics to William Howard School
- Ensure local health and safety procedures (part 3) reflect local circumstances to meet William Howard policy
- Ensure post holders have appropriate health and information and training

LEVEL 3

- Review procedures annually
- Ensure risk assessments are in place, reviewed and reflect practice
- Arrange for all staff to be informed and trained.
- Carry out audit and inspection as tasked by Level 2
- Ensure site health and safety maintenance compliance
- Support and advise Level 4
- Provide health and safety reports and statistics to Level 2
- Continually promote health and safety awareness

LEVEL 4

- Check classroom/work area is safe
- Check equipment used is safe before use
- Ensure safe procedures in line with risk assessments are followed
- Ensure protective equipment is used
- Report defects to Level 3
- Carry out special tasks (e.g. first aid, membership of building sub-committee)

2.3 Health and Safety Management System

The School will ensure that a local Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

PLANNING AND OBJECTIVES

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable. The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

In liaison with Cumbria Education Trust Central Management Team, the School will set realistic short- and long-term objectives, decide priorities and establish adequate performance standards. These objectives will be quantifiable wherever possible and include the commitment to continual improvement. When establishing and reviewing its objectives, the School shall consider its legal and other requirements, its hazards and risks, its financial, operational and the views of interested parties. It will also monitor and review such standards to ensure they are being met and maintained. The School Health and Safety Management Plan drawn up by the Headteacher on behalf of the Local Advisory Board, identifies health and safety objectives. Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned Health and Safety training, safety policy reviews, risk assessments and actions required following audits, inspections and accidents. A copy of the Management/Development plan is available on the H&S shared drive.

The Headteacher will ensure that a health and safety inspection of the School premises and School activities takes place on a regular basis. Findings of inspections will be recorded using the Local Advisory Board Safety Inspection Checklist. Any corrective actions required following these inspections will be prioritised and included in the Health and Safety Management Plan.

TRAINING, AWARENESS AND COMPETENCE

Personnel shall be competent to perform tasks that may impact on health and safety in the establishment. Competence shall be defined in terms of appropriate education, training and/or experience. Training procedures shall consider differing levels of:

- responsibility, ability and literacy; and
- risk

CO-OPERATION AND CONSULTATION

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and students are able to make towards health and safety in their workplace and will co-operate and consult with employees and students as necessary.

The School will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or Committees as required.

CO-ORDINATION

Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on School premises, such as contractors, cleaning staff and maintenance personnel.

INFORMATION TO STAFF

This Health and Safety Policy and any supplemental Guidance Documents, will be brought to the attention of all employees, be they temporary or permanent, of the school and any other persons who may need to be aware of their content. It is particularly important that temporary staff employed by another organisation e.g. cleaning staff, catering staff, learning support staff etc. are given proper and appropriate health and safety induction immediately following their appointment to an individual establishment.

AUDIT AND REVIEW OF POLICY

This Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents, Codes of Practice etc., will similarly be regularly reviewed and where appropriate, further advice will be issued relating to particular work activities or as a result of changes in health and safety legislation.

In addition to the above, the School shall establish and maintain an audit programme and procedures for periodic Occupational Health and Safety management system audits to be carried out.

2.4 The Local Advisory Board

The Education Reform Act, 1988 gives Multi School Trusts important powers and duties in controlling budgets and premises and managing the School including health, safety and welfare responsibilities towards employees, students and visitors.

In particular, the Trust Board and Local Advisory Board members are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure:

1. A clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the trust Policy.
2. That they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.

3. That a review of the Health and Safety Policy on a 2 yearly basis (or more often if the need arises) and a review of performance takes place annually and action on the review's findings, including amending the School Policy, if necessary, takes place.
4. That the Headteacher of the establishment and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. That specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. That they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. That all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. That information is displayed throughout the premises confirming who has specific duties/functions for health, safety and welfare.
9. The involvement of everyone in making the Policy work.
10. That personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. That they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. That where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. That everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
14. The visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and students.
15. That health and safety performance is measured by the use of inspections, checks and the recording of accidents.
16. That proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
17. That they consult, in the first instance, with the Central Management Team and those in charge of establishments in resolving any health, safety or welfare problems.
18. That they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
19. That they receive and act appropriately upon reports from the Headteacher, Children's Services and any other internal or external agencies.

2.5 Headteacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. Implement this Policy within the establishment and undertakings for which they are responsible.
2. Assist the Trust Board and Local Advisory Board with the production of part 2 and 3 of this Policy document stating the organisational and other arrangements for implementing this Policy.
3. Ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. Ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment

but who are not directly employed by the School e.g. adult education providers, cleaning, catering and learning support staff.

5. Be or appoint a focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Trust Central Management Team.
6. Co-ordinate the implementation of the health, safety and welfare procedures in the school.
7. Make clear any duties in respect of health and safety that are delegated to members of staff.
8. Stop any practices or the use of any plant, tools, equipment, machinery, etc., they consider to be unsafe, until satisfied as to their safety.
9. Put in place procedures to monitor the health and safety performance of the School.
10. Make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that they are kept informed of accidents and hazardous situations.
11. Put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
12. To receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. Ensure that all accidents are reported, investigated and any remedial actions required are taken or requested.
14. Ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. Review from time to time:
 - the emergency procedures
 - the provision of first aid in William Howard School
 - the risk assessments
16. Review regularly, the dissemination of health and safety information in the School paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
17. Ensure that all equipment used in the School is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance.
18. Report to the Local Advisory Board at least annually on the health and safety performance of the School.
19. Co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
20. Consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
21. Ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal procedures and that health and safety matters are formally discussed at any pre-contract site meetings.
22. Ensure, as far as is reasonably practicable, that the health, safety and welfare of students, visitors and members of the public are safeguarded.

2.6 Health and Safety Co-Ordinator

The Health and Safety Co-Ordinator have been trained in health and safety in order to ensure competence. The Headteacher who is the Health and Safety Co-Ordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the School, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002, as amended), the Manual Handling Operations Regulations (1992, as amended), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992, as amended), the Noise at Work Regulations (2005), the Control of Asbestos Regulations

- (2012), the Work at Height Regulations (2005) etc., and to ensure that where control measures are required, requests for funding are fed into the Management System
2. To identify and manage via the risk assessment process, a whole School approach to work related ill-health, with a particular focus on stress related absence
 3. To ensure the annual general workplace monitoring inspections are carried out
 4. To make provision for the inspection and maintenance of work equipment throughout the School
 5. Co-ordinate the School Fire Safety arrangements and evacuation procedures
 6. To ensure adequate records of the above processes are kept on the premises
 7. To advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, students, visitors and contractors
 8. To maintain continuing observations throughout the establishment and make relevant comment to the Curriculum Leader or a member of staff, as appropriate, if any unsatisfactory situation is observed
 9. To ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally
 10. To ensure that adequate records are kept of specific health, safety and induction training
 11. To ensure that health and safety advice and information received by the School are disseminated in such a way that all appropriate staff have access to such information
 12. Undertaking any other functions devolved to him/her by the Local Advisory Board
 13. Investigate any accidents, ensuring that the appropriate recording and reporting procedures are followed
 14. Seek guidance as and when necessary from the trust Central Management Team

2.7 Teaching/Support Staff Holding Posts/Positions of Special Responsibility

These staff include Deputy/Assistant Headteachers, Curriculum Leaders, Support Staff Managers/Supervisors, Kitchen Managers, Site Managers and Site staff who will:

1. Have a general responsibility for the application of the Health and Safety Policy to their own department or area of work and are directly responsible to the Head of School for the application of the health, safety and welfare procedures and arrangements.
2. Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).
3. Resolve health, safety and welfare problems members of staff may refer to them, or refer to the Head of School or Health and Safety Co-Ordinator any problems for which they cannot achieve a satisfactory solution within the resources available to them.
4. Carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Headteacher or the School Health and Safety Co-Ordinator.
5. In accordance with the policy carry out risk assessments and monitor outcomes in relation to individual cases of work related ill-health as and when these are brought to the manager's attention or are identified in individual members of staff.
6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. Ensure that all staff under their control are familiar with national and local safety guidance
8. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
9. Where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Governing Bodies of particular subjects.
10. Report any accidents that occur within their sphere of responsibility.
11. Provide information to the Health and Safety Co-Ordinator in relation to health and safety performance of his/her department or area of responsibility.

2.8 Special Obligations of Class Teachers

The health and safety of students in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or Health and Safety Co-Ordinator before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work. Also to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. Exercise effective supervision of the students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines
3. Give clear oral and written instructions and warnings to students as often as necessary
4. Follow safe working procedures personally
5. Require the use of protective clothing and guards where necessary
6. Make recommendations to their Headteacher or Health and Safety Co-Ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
7. Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety
8. Avoid introducing personal items of equipment (electrical or mechanical) into William Howard School without prior authorisation
9. Report all accidents, defects and dangerous occurrences to their Site Manager or Health and Safety Co-Ordinator as appropriate
10. Report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised

2.9 School Health and Safety Representatives

The Trust, Local Advisory Board and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union or staff. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Local Advisory Board.

2.10 Obligations of All Employees

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. Make themselves familiar with the contents of this Policy
2. Keep up-to-date with all current safety requirements and/or safety advice that affect their particular area of work, and seek competent advice if required
3. Comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment
4. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
5. Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety
6. Take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device

7. Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued
8. Report every accident, injury and, where appropriate, near miss, using the agreed procedures and the appropriate documentation
9. Co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties
10. Inform their Line Manager of any shortcomings they consider to be in the Academies health and safety arrangements
11. Exercise good standards of housekeeping and cleanliness
12. Know and apply the procedures in respect of fire, first aid and other emergencies
13. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Local Advisory Board members on health and safety matters; or the misuse of safety equipment provided, may justify disciplinary action being taken against the employee concerned.

2.11 Students

Students, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others
2. Observe standards of dress consistent with safety and/or hygiene
3. Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency
4. Use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety

2.12 Contractors, Visitors and Other Users of the premises

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the School. In particular, parents and other volunteers helping out in the School, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the premises are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures. These should form part of the School Lettings Policy/Conditions of Hire.

2.13 Health and Safety Assistance

Without detracting from the primary responsibility of William Howard School, Local Advisory Board and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, Cumbria Education Trust will provide through the Central Management Team competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. William Howard School in turn will seek advice from its Service Level Agreement as and when necessary.

2.14 Further Assistance and guidance may be sought by the Central Management Team from:

Cumbria and Lancashire Public Health England Centre (PHE)

1st Floor
York House
Ackhurst Business Park
Foxhole Road
Chorley
PR7 1NY
Tel: 0344 225 0602

Fax: 01257 246451

*To contact a public health doctor in an emergency out of hours; in the evenings, at weekends or during bank holidays, call: **01257 261222**.*

Health and Safety Executive HSE & EMAS (Employment Medical Advisory Service)

Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS
Tel: 0151 951 4000

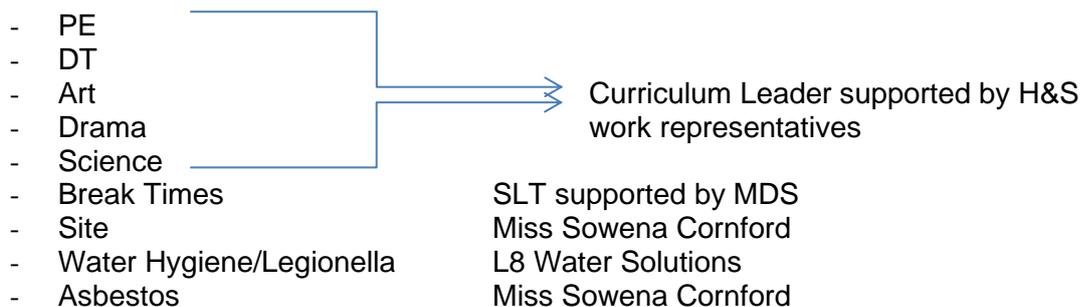
Environment Agency

Enquiries: 03708 506506
Incident Hotline: 0800 8071060

2.15 Those with Specific Health & Safety Responsibilities in School

- The Headteacher is Mr Chris McAree
- The Health and Safety Co-Ordinator is Miss Sowena Cornford
- The Local Advisory Board member is John Storr
- The person responsible for identifying training needs and arranging for all necessary training is Miss Sowena Cornford
- Cumbria Education Trust Board and the Local Advisory Board Audit and Risk committee supported by the Central Management Team will undertake health and safety inspections within premises on a regular basis
- The person(s) responsible for undertaking accident investigations is Ms Kath Pigdon
- The person responsible for ensuring that all persons working in school undergo suitable recruitment and vetting checks is the HR department of CET
- The person responsible for maintaining the Ladder Register is Miss Sowena Cornford
- First Aiders are listed in Student Services and on VLE
- Site staff are responsible for ensuring first aid boxes remain stocked
- The Responsible Person for Fire Safety is Miss Sowena Cornford
- The Fire Safety Manager (person in charge in an emergency) is the relevant Assistant Headteacher
- Fire Wardens are (See Fire Evacuation Plan)
- Miss Sowena Cornford is responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book
- The person(s) responsible for undertaking Risk and COSHH Assessments is Curriculum Leaders in appropriate Curriculum Areas although all staff should be involved in this process
- Person responsible for maintaining defect report book and ensuring defects are repaired, replaced removed etc. is Miss Sowena Cornford
- Person responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing is Miss Sowena Cornford
- The nominated Educational Visits Co-Ordinator is Mrs Susan Knibbs
- Person responsible for regularly checking PE and outdoor play equipment is Miss Sowena Cornford, through a outsourced contractor
- Person responsible for Security and checking of external lighting is Miss Sowena Cornford

- Specific responsibilities:



- Caterlink have specific responsibility for the Health and Safety needs of the Kitchen areas of the school.

2.16 Other Related Policies and Procedures

This policy should be read in conjunction with other related School policies and procedures including:

- Overarching Safeguarding Statement
- Child Protection Policy
- Child on Child Abuse Policy
- Recruitment Selection and Pre-Employment Vetting Policy and procedures including the Single Central Record
- Online Safety/Acceptable Internet Use Policy
- Relationships Policy including behaviour and procedures for preventing and dealing with Bullying and Racism.
- Positive Handling, Support and Physical Intervention Procedures
- Single Equality Information/Objectives
- Guidance on the Use of Photographic Images
- School Drug Policy
- Supporting Students at School with Medical Conditions Policy and Procedures
- Intimate Care Procedures
- Educational Visits Procedures (including procedures for assessing risks)
- Attendance Arrangements
- Data Protection Policy
- Special Educational Needs Policy
- Risk Assessments (inc. Fire Safety)
- Premises Management including Security Measures (Formal Inspections and Buildings Register)
- Accessibility Plan
- Home School Agreement
- Lettings Arrangements