

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

# Hampstead Hill School

## Health and Safety Policy: Organisation



This document outlines the roles and responsibilities of the School when implementing the Health and Safety Policy.

### The Principal

The Principal is responsible for ensuring that the Health and Safety Policy are adhered to within the school. The Principal will also co-operate with the Senior Management Team in order that they may discharge their responsibilities and fulfil the duties as laid down by the Health and Safety Policy and the Health and Safety at Work Act.

In particular, Principal is responsible, so far as is reasonably practicable, for:

- Ensuring that all full and part-time employees under their control, carry out their work so as to avoid, so far as is reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public.
- Ensuring that health and safety is an integral part of the management of the school. This will include setting of objectives as part of a planned approach to full legislative compliance. Producing and updating, as necessary, a school health and safety policy document which details arrangements with respect to implementing local policies and procedures in school.
- Ensuring that all staff are aware of any literature and follow any instructions or procedures issued by the County Council relating to health and safety.
- Where appropriate, nominating staff to be responsible for specific aspects of health and safety and ensuring that all staff are aware of such delegations.
- Ensuring that only appropriately qualified and experienced members of staff supervise potentially hazardous activities.
- Ensuring that there are adequate arrangements for the supervision of pupils at all appropriate times.
- Ensuring that adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to the County Council and relevant statutory authorities (HSE).
- Ensuring that adequate arrangements exist for emergency evacuations and that all staff and pupils are aware of such arrangements.
- Ensuring that fire safety advice is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire. Fire Risk Assessments should also be completed.

- Carrying out procedures to ensure that only competent contractors are brought onto school sites to carry out works.
- Making adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children on site.
- Immediately informing the County Council of any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public.
- Ensuring that all staff are fully aware of any asbestos material in the school and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported and staff and pupils removed from its vicinity.
- Ensuring that all defects and unsafe conditions are reported to the Principal and SMT.
- To consult with school safety representatives on all matters that arise relating to the health, safety or welfare of staff under their control and take appropriate action in response to reports received.
- Ensuring that members of staff receive adequate health and safety information, instruction and training with respect to their work activities. To ensure that induction and any training identified as part of the risk assessment process are included.
- Ensuring that risk assessments have been completed and are regularly reviewed for all activities on site as required by health and safety legislation.
- Maintaining appropriate safety records in accordance with DfE policy.
- Making suitable arrangements to ensure that all plant and equipment is maintained in safe and serviceable condition.
- Maintaining the routes for communication of health and safety issues, e.g. safety committees and/or safety groups. Maintaining the written communication routes for safety issues, for example distribution of notes of meetings, updating safety manuals and school safety policies.
- Ensuring adequate liaison with the Health and Safety Team and the Occupational Health Unit, as required.
- Ensuring that the health and safety standards and compliance with procedures are adequately monitored.
- Reviewing the health and safety performance of the school on a regular basis in conjunction with the Senior Management Team.

## Senior Management Team

The Senior Management Team should take steps to discharge their own responsibilities for health and safety performance in school. Detailed discussion of the responsibilities of the Senior Management Team is given in section 4.1 'Safety Management'. However, some of the principle responsibilities are given below:

- Ensure that Principals have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed in this document.
- Take an active role in the development of the health and safety policy for the school that reflects procedures and policies.
- In conjunction with the Principal, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
  - action allocated to individuals who are responsible for the function
  - time limits set for action
  - remedial action to deal with the problems identified
  - identification of any long term action required in order to address underlying causes of problems
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any new safety reports or information.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for staff.
- To ensure that the protocols detailed in section 4.3 are followed.

## Senior Management Team

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective Heads of Departments are responsible to the Principal, so far as is reasonably practicable, for:

- Ensuring that all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum of the department does not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.
- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks

involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment. Generic risk assessments are being revised centrally and will be issued to all the schools.

- Ensuring that all members of staff under his/her control adhere to all relevant aspects of the Safety Policy.
- Reporting all potential hazards to health or safety and all accidents to the Principal.

## Caretakers and Cleaners

These personnel are responsible to the Principal for the safe organisation and work of the caretaking and cleaning services. They are responsible for reporting defects to the building or their equipment, and any other relevant matters to the Principal.

## Teachers

Teachers' responsibilities under health and safety law are detailed below:

- To take care of the health and safety of themselves and of others who may be affected by their acts and omissions.
- To ensure there is no interference or reckless abuse of anything provided in the interests of health, safety or welfare.
- To comply with the provisions of specified statutory regulations so far as they relate to matters within their control.
- To report any hazard, accident or dangerous occurrence that has or might have caused injury or damage to persons or equipment and to co-operate in any investigation of an accident or dangerous occurrence.
- To notify their line manager if they have any of the notifiable diseases.
- To adhere to the agreed procedures for safe working, observe any safety rules or instructions relevant to particular work or locations and to use protective clothing and safety equipment provided.
- To notify the SMT when personal protective equipment requires renewal or repair.
- To assist the Principal and/or SMT in their inspections and investigations.

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Name: Andrea Taylor



Signed: