

# **The Health, Safety and Welfare at work policy for Community Schools, Community Special Schools, Voluntary Controlled Schools, Maintained Nursery Schools and the Alternative Provision College**

June 2016

Local authorities are required to set health and safety policies and procedures for those educational establishments where they are the employer. This health and safety policy for such educational establishments is supplementary to the West Sussex County Council's corporate health and safety policy and must be read in conjunction with it.

It is important that all staff in educational establishments<sup>1</sup> are familiar with the policy and the responsibilities it allocates.

This policy avoids repetition of the general requirements of the corporate H&S policy; it sets out the organisation and arrangements established by the Executive Director of Care, Wellbeing and Education to ensure implementation of the County Council's corporate policy within educational establishments.

## **1 Declaration**

In its corporate health and safety policy, West Sussex County Council has declared its intention to pursue a policy which ensures; so far as is reasonably practicable, the health, safety and welfare at work of all its employees and of those persons who may be affected by its work. The Executive Director of Care, Wellbeing and Education believes that ensuring the health, safety and welfare of staff, children, young people and others is essential to the successful delivery of high quality services in educational establishments.

## **2 Health and safety responsibilities**

### **2.1 Executive Director of Care, Wellbeing and Education**

The Executive Director of Care, Wellbeing and Education has the responsibility for the following in community schools, community special schools, voluntary controlled schools, maintained nursery schools and the Alternative Provision College:

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<sup>1</sup> Educational Establishments in this document means community schools, community special schools, voluntary controlled schools, maintained nursery schools and Alternative Provision Colleges.

- Ensure that there are clear standards set for health and safety in educational establishments.
- Provide guidance on achieving the standards of health and safety.
- Monitor how educational establishments are complying with the County Council's policy.

The Executive Director of Care, Wellbeing and Education is accountable to the Chief Executive Officer for achieving this.

## **2.2 Governing Body**

For educational establishments that have a Governing Body, then to the extent that they control the premises, the Governing Body has the overall responsibility to take all reasonable measures to ensure that the premises, and equipment on the premises, are safe and do not put the health and safety of staff, pupils and visitors on the premises at risk.

The Governing Body has the following health and safety responsibilities:

- Make sure the educational establishment has an up-to-date local health and safety policy.
- Monitor that the Head of Establishment has made adequate arrangements to discharge his/her responsibility for health and safety relating to the school's activities, including for off-site visits.
- Monitor the effectiveness of the health and safety arrangements.
- Check that policies and procedures are implemented in accordance with the standards set by the Executive Director of Care, Wellbeing and Education.
- Make sure that sufficient resources have been allocated for health and safety, including resources to maintain the premises in a safe condition.
- Make sure that health and safety issues are covered at Governing Body meetings, and provide information to the Local Authority on Health and Safety matters when requested.

## **2.3 Heads of Establishment**

Heads of Establishment are those staff exercising managerial control of educational establishments and include head teachers, principals, and teachers-in-charge.

Heads of Establishments are responsible for the day-to-day management of health and safety matters at their establishment. This will include the following:

- Put in place suitable organisational arrangements for implementing, monitoring and controlling health, safety and welfare of staff, children and young people, and to set this out in a local health and safety policy approved by the Governing Body.

- Follow the health and safety guidance and standards (including the model risk assessments provided) set by the Executive Director of Care, Wellbeing and Education. This includes risk assessments provided for science and design & technology from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and *Safe Practice in Physical Education and School Sport* by the Association of Physical Education.
- Check that model risk assessments provided by the WSCC on WSGfL are suitable and sufficient for the establishment's purposes, and where not, or where there is no relevant model risk assessment, obtain competent advice to undertake a suitable and sufficient risk assessment.
- Appoint an educational visits co-ordinator from their staff to advise and co-ordinate offsite educational visits, and ensure that risks to pupil health and safety during off-site visits are adequately assessed and controlled.
- Appoint a designated person for fire safety to ensure there are adequate fire safety arrangements, including a written fire emergency plan.
- Make arrangements for the security of the premises, and for the repair and maintenance of the premises, including the proper selection and control of contractors, and ensure any defects are made safe without delay.
- Make arrangements for machinery, plant and equipment to be maintained in a safe condition, including tests and inspections required by law, and keep records.
- Provide adequate information and instruction to employees, including the first aid provision and the fire evacuation procedure.
- Arrange for appropriate training in health and safety, and certification where required, and keep this up-to-date. Health and safety must be a standard part of any new employee's induction.
- Make sure that staff that supervise hazardous activities are suitably qualified and experienced.
- Undertake regular inspections of the workplace and working practices and report the findings to the Governing Body.
- Keep a record of accidents, and report all accidents<sup>2</sup> to the County Council's Health and Safety Team using the online form available through WSGfL.

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<sup>2</sup> Other than very minor accidents pupils have caused by running or not paying attention that cause very minor injuries. These injuries need to be recorded in a local minor injury book.

- Undertake prompt investigation of major accidents and take immediate action to prevent a recurrence. Record your investigation on line using the accident management system which can be accessed through WSGfL.
- Encourage the co-operation of all staff in health and safety by discussion and consultation.
- Designate one or more deputies to act on day-to-day health and safety matters in the absence of the Head of Establishment.
- Co-operate with the County Council's Health and Safety Service and allow them reasonable access to carry out health and safety inspections, assessments, interventions or accident investigations.

### **2.5 Lead Health & Safety Professional**

The WSCC Lead Health & Safety Professional will advise the Executive Director of Care, Wellbeing and Education on relevant health and safety information to be issued to educational establishments, and will undertake through a H&S Service provided by an outsourced service a sample of Quality Assurance Audits at educational establishments. The Lead Health & Safety Professional, in liaison with the Executive Director of Care, Wellbeing and Education where relevant, will make provision for appropriate health and safety management training for Heads of Establishment and other senior managers in educational establishments.

### **2.6 Heads of department, subject leaders, curriculum leaders**

With their special knowledge of the area of work for which they are responsible, heads of department, subject leaders and curriculum leaders have a key responsibility to ensure the safe delivery of their particular curriculum. They must ensure that all employees under their supervision know the relevant safe working practices and the arrangements for working safely. They should familiarise new staff with health and safety aspects of their work, make sure accidents are reported immediately, and safeguard the health and safety of others under their management or supervision.

Heads of department, subject leaders, curriculum leaders must use the model risk assessments provided by the County Council for educational establishments.

### **2.7 All staff**

In addition to any specific responsibilities which may be delegated to them, all staff must:

- Follow the health and safety guidance provided by their line manager, and take reasonable care of their own health and safety and that of others affected by their work including those persons under their control or supervision.
- Make sure they are aware of the hazards associated with their work and understand the risk assessments.

- Know the emergency procedures, first aid provision and accident reporting.
- Take reasonable care of all safety equipment and clothing given into their possession, and report any defects.
- Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- Report all accidents, damage, hazards and defects to the local health and safety officer.

### **2.8 Safety representatives**

Recognised trade unions may appoint safety representatives by statutory right. The Head teacher and Governing Body must recognise and support the role of the safety representative appointed by a recognised trade union.

## **3 Contractors**

Educational establishments who enter into their own contracts must take into account the Local Authority's policies and procedures to ensure that health and safety obligations and liabilities are addressed. It is essential that any contractor or sub-contractor engaged to do work for educational establishments carries out the contract safely without significant risk to themselves and County Council staff, children and young people.

Educational establishments are recommended to use the County Councils select list of contractors where practicable. Those arranging work by contractors must follow the health and safety guidance on the WSGfL.

## **4 Deficiencies in Health and Safety**

Where the County Council finds a deficiency in standards of health and safety at an educational establishment, the Executive Director of Care, Wellbeing and Education may make a direction to the governing body and head teacher to remedy the deficiency to comply with the County Council's Health and Safety Policy.

Signed

Avril Wilson

Executive Director of Care, Wellbeing and Education

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