

*The*  
**Hawthorns**  
Primary School

## Health and Safety Policy

Agreed and Adopted by the Governing Body on :...3<sup>rd</sup> May 2018

Signed : J Shepherd

The policy will be formally reviewed on: ...May 2019

# **THE HAWTHORNS PRIMARY SCHOOL**

## **HEALTH & SAFETY POLICY**

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## 1. POLICY STATEMENT

The Headteacher of The Hawthorns Primary School fully accepts her responsibilities under the 'Health and Safety at Work Act 1974' to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The School is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Headteacher will monitor this Health and Safety Policy and revise it as necessary.

The School is also committed to the safety of others, not employed by the School, who may be affected by the activities of the School.

This Statement, together with the following Health and Safety Policy, will be communicated to all members of staff via regular training sessions and through induction training for new staff. The policy is available for all staff to read on the 'P' drive of the School's computer system.

Signed..... Headteacher

Signed:..... Chair of Governors

Date:

## **2. ORGANISATION**

### **2.1 Headteacher's Responsibilities**

The general responsibilities of the Headteacher are listed in the Wokingham Borough Council safety manual. The Headteacher will ensure full compliance with all duties and responsibilities in the safety manual. This will include application of all relevant procedures as listed within the guidance sections of the manual.

The Headteacher, together with the Governing Body, shall have responsibility for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Headteacher will work with the Governing Body and keep them fully informed of the Wokingham Borough Council policies affecting the health, safety and welfare of staff, pupils and other persons in their responsibility. The following points summarise the main responsibilities and duties of the Headteacher:

- To ensure that adequate resources are made available for the effective implementation of Wokingham Borough Council's Health and safety policy with regard to the staff, pupils, activities and premises on this School;
- To ensure preparation and regular review of a statement of safety policy and safe working practices appropriate to the school;
- To ensure preparation and regular review of an emergency evacuation procedure and arrange for periodic fire drills (at least once per term);
- To ensure that the contents of this Health and Safety policy, procedures, manual and all relevant safety guidelines issued by Wokingham Borough Council are brought to the attention of all staff employed at the school;
- To ensure arrangements are in place for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- To report to the Corporate Head of Property any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe. The Headteacher should also make such interim arrangements as are reasonable in the circumstances to limit the risk entailed;
- To report to the Governors or the Corporate Head of Children's Services, as appropriate, any other situation identified as being unsafe or hazardous and which cannot be remedied from available resources;
- To ensure arrangements are made for the implementation of the Council's procedure for reporting accidents, contagious/industrial diseases and dangerous occurrences and draw these to the attention of all staff at the school;
- To remain aware of the level of compliance with health and safety requirements and the standards of health and safety management with regard to the staff, pupils, activities and premises by monitoring health and safety performance in a systematic manner;

- To ensure effective communications on health and safety matters exist between the school and the Borough Council Health and Safety Adviser;
- To ensure procedures are in place for managing fire safety and adequate precautions are implemented and complied with;
- To ensure nomination of Fire Officers, First Aiders and Visual Display Unit Assessors and provide adequate resources and training to establish an appropriate level of competence for these persons with regard to the staff, pupils, activities and premises;
- To ensure the correct assignment and communication of responsibility down through the Senior Leadership Team with regard to the staff, pupils, activities and premises;
- To ensure adequate provision of health and safety training for all staff, including appropriate training for temporary and agency staff, to ensure that they work safely, protecting themselves, colleagues, pupils, members of the public and the premises;
- To ensure appropriate training is provided in health and safety management for those staff in management roles so that they can fulfil their functions effectively, including induction training;
- To ensure that adequate health and safety policies, risk assessments and procedures are prepared and put into effect in respect of the staff, pupils, activities and premises and that they are reviewed systematically and revised as necessary;
- To establish and maintain effective means of communication and consultation on health and safety for the staff, pupils, activities and premises;
- To ensure that all decisions taken on health and safety matters are based on competent assessment of any significant risks to health and safety;
- To ensure health and safety inspections and audits are carried out at appropriate frequencies;
- To ensure the liaison with contractors working on site to ensure the safety of all persons exposed;

## **2.2 Governors**

The Governing Body has overall responsibility to ensure that the Council's health and safety policy is effectively implemented, insofar as it is reasonably practicable to do so, with regard to the staff, pupils, activities and premises for which they are responsible. This will be achieved by:

- Ensuring health and safety is considered regularly, at least termly, (and more frequently should circumstances require), on the agenda of the Health and Safety Sub-committee meetings, and responsibility for monitoring the schools health and safety matters is included in the terms of reference of the Sites and Buildings Committee, with a duty to report at least termly to the full governing body;

- Consideration of school safety issues in the School Improvement and Development Plan ;
- Ensuring adequate resources are available for compliance with health and safety legislation and to meet the standards set by Wokingham Borough Council;
- Ensuring a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body;
- Periodical review of accident statistics by the governing body;
- Ensuring regular fire alarm checks and evacuation drills are carried out by the school;
- Ensuring that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or arising from any specific activities likely to take place, and that appropriate public liability insurance is in place;
- Ensuring that any other users of the school buildings (excluding staff) eg hirers have adequate health and safety training and appropriate public liability insurance.

### **2.3 Deputy Headteacher and Subject Leader Responsibilities**

The Deputy Headteacher is responsible to the Headteacher for:-

- all health and safety matters of the school in the absence of the Headteacher;
- reporting to the Headteacher any problems or imminent dangers that they are aware of.

Subject Leaders of Science, Art, Design and Technology, Computing and Physical Education are responsible for the safety policy for their subjects (These are contained within such subject policy). In particular they need to ensure:

- The safety policies are reviewed periodically and brought to the attention of the staff;
- Risk assessments are carried out for all hazardous activities and records are kept;
- Regular safety inspections are carried out;

Any problems that cannot be addressed by the Subject Leader for any reason should be reported to the Headteacher.

### **2.4 The Site Controller**

The Site Controller is responsible to the Headteacher for:-

- ensuring, so far as it is reasonably practicable, the safety and health provisions and procedures affecting cleaning, and grounds maintenance contractors are adhered to;

- ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use;
- ensuring that COSHH (Control of Substances Hazardous to Health) assessments have been carried out, are up to date and filed in the COSHH file in the School Office;
- ensuring that all waste materials from the school are disposed of;
- maintaining a clean and effective boiler area;
- maintaining a high standard of housekeeping;
- monitoring and testing of internal and external (contractor) fire safety arrangements in consultation with the Headteacher;
- monitoring water temperatures for mains water, hot water and stored cold water as tested by an external(contractor) inspection;
- reporting to the Headteacher any problem or imminent danger associated with his/her responsibilities, as soon as it is practicable to do so.

## **2.5 Employees**

All employees should familiarise themselves with the school's health and safety policy and:

- Ensure they observe all safety rules, work procedures and codes of practice at all times;
- Ensure they wear any protective clothing or equipment that is provided for any specific job;
- Ensure they correctly use any safety devices at all times;
- Report all accidents, 'near miss' incidents and damage to the Headteacher;
- Ensure that details of any accident, which caused bodily injury to them, is recorded in the accident book held in the School Office;
- Assist in the investigation of accidents and incidents by completing the appropriate forms etc;
- Report any defects in premises, plant, equipment, safety devices, protective clothing etc to the Headteacher or Site Controller;
- Set a good example to, and help in the training of, colleagues, especially young and inexperienced staff;
- Avoid taking unnecessary risks;
- Ensure neither their actions nor their negligence result in other staff, pupils or the general public being exposed to unnecessary hazards or risks.

## **2.6 Service Providers**

### **2.6.1 Catering**

The catering provider within the Services for Schools provision from Wokingham Borough Council will ensure that the Health and Safety provisions and procedures concerning the catering, including the kitchen are adhered to.

## **3. RISK ASSESSMENT**

The management of Health and Safety at Work Regulations requires every employer to make a fully recorded, suitable and sufficient assessment of risks to health and safety of employees. Detailed guidance on risk assessment may be found in the safety manual.

Headteacher and Governors are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in relation to all school activities. These should be reviewed at least annually but more frequently if there are significant changes in buildings, machinery, equipment, work practices, or personnel.

The assessment team in each area will consist of at least one member of staff who is competent to undertake the assessment. They should be knowledgeable of the processes or procedures that the assessment is concerned with.

In our school each risk assessment will be led by a member of staff with some expertise or experience in the area. Thus the PE Subject Leader will lead the PE risk assessments and other staff will contribute by discussion, feedback, etc.

The risk assessment will look at the hazards encountered, who may be harmed by them, and the control measures that are in place or need to be put in place. The findings of the risk assessment will be communicated to staff and the assessment reviewed and revised as necessary. The review should take place at least annually.

A copy of the completed Risk Assessment records shall be filed in the Risk Assessment Folder located in the back office for the information of all staff.

## **4. ARRANGEMENT AND PROCEDURES IN SCHOOL**

### **4.1 Fire Safety**

All staff, and particularly supply staff, should be made aware of the fire evacuation procedure. This is provided within Staff Handbooks and can be found in the safety manual kept in school. The main aim of the procedure is to raise the alarm, evacuate the building and notify the emergency services.

Staff can only use available fire fighting equipment if they have been properly trained

A fire evacuation drill will be carried out once per term and a record kept in the fire logbook. (See the safety manual for further guidance on fire safety.)

The site controller will test the fire alarm system each week and a record will be kept in the fire log. Any faults on the system should be reported to the contractor immediately

Fire doors must not be blocked, locked or permanently propped or wedged open.

Fire assembly points should be marked and known by all. Registers and a mobile phone must be taken to the assembly point to carry out a roll call.

Fire signs should be adequate and updated to comply with current regulations

Fire extinguishers should be serviced regularly

## **4.2 Accident and First Aid Procedures**

All staff must report all injuries to their line manager immediately after treatment. The Accident Book located in the medical room must be fully completed for all injuries incurred, however minor.

The following staff are fully trained first aiders.

<u>Name</u>	<u>Location</u>
Mrs A Atkinson	Reception Office
Mrs D Tyrrell	Reception Office
Mrs C Mead	Reception Office
Mr D Cardrick	Site Controller

In addition, emergency first aid staff are available to cover for the absence of first aiders. They should only be contacted if a full first aider is unavailable and the condition of the individual necessitates immediate attention. A list of these staff is displayed on the notice board in the medical room.

Anyone requiring an ambulance should contact the emergency services by dialling 999 using the phone in the reception office.

Anyone requiring first aid treatment should contact the school office who will arrange for a first aider to attend to the injured or sick person.

First aid supplies are available from the school office and their contents should be checked and replenished as necessary by a first aider. In addition, travel first aid kits are available and should be taken on all school educational visits.

Staff arranging educational visits will be responsible for ensuring that a suitable number of competent first aiders are involved. The minimum training for a member of staff providing this support is attendance on an emergency first aid course.

## **Section 4.3 Medication**

Please refer to the policy 'Managing Medical conditions in school'.

All prescribed medicine should carry a pharmacy dispensing label recording the child's name, date of birth and dose.

Parents will be expected to deliver the medication directly to the school office. Children are not allowed to bring medicine into school themselves, without prior written agreement. The medication must be accompanied by written authorisation from a parent, written confirmation of the dosage, spoon or similar, and frequency/times when the medicine is to be administered. The name of the child must be clearly written on the container.

The school will provide a safe system for administering, monitoring and reviewing the taking of medication.

All medication will be kept in a secure space.

Full records will be kept and maintained on all medication administered by staff. These will be stored in the medicine cupboard in the School Office.

Special arrangements have been made and recorded for the use of epipens and inhalers on the advice of the school health service.

#### **4.3.1 Within school-**

School staff will not administer any medication that is not prescribed by a doctor. This includes medicines that can be bought over the counter such as Calpol, Nurofen, Piriton, Throat Lozenges and Antiseptic cream or/and their equivalents.

Unless essential, the administration of prescribed medication should not be permitted during lesson time.

#### **4.3.2 Off site activities (day trips)**

As 4.3.1

#### **4.3.3 Off Site Activities (Overnight trips e.g Residential)**

Where the pupils are away overnight, medication requiring regular use will be provided by the parents with an authorisation to administer form and carry a pharmacy dispensing label. The only exception to this rule would be age appropriate medication taken regularly for hayfever, which if accompanied by the parent authorisation form can be over the counter medication.

The school will provide medicine's that can be bought over the counter such as Calpol, Nurofen and Piriton, however will only administer these in the event of unforeseen circumstances. These would not be for regular use.

Prior to the trip, the school will provide an authorisation form containing a list of common over the counter medicines. Parents are given the opportunity to agree to the administration of these medicine's to their child, in their absence. This is to ensure that each child can participate fully in the educational experience. The member of staff administering the medication will act as a reasonably, prudent and careful parent would, under the circumstance.

### **4.4 Electrical Safety**

The Electricity at Work regulations impose certain duties on organisations to ensure the safety of staff and pupils. It is important to adhere to the following procedures:

All portable electrical appliances should be tested every 18 months.

If a member of staff wishes to use their own portable electrical appliance in school, they must arrange for this to be tested before they can use it in school.

With regards to ICT equipment, Staff must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the power lead (lead not frayed; plug correctly fitted and containing the correct fuse rating), the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school. As per the Bring Your Own Device Policy.

Staff should visually check each item of electrical equipment before use, looking for signs of burning, damaged cables, loose covers etc. Any faults must be reported to the Site Controller immediately and the equipment taken out of use until it is satisfactorily repaired.

Staff should be aware of the dangers of trailing cables and should not have trailing cables across walkways to prevent tripping hazards and damage to equipment.

The fixed electrical installations should be tested at regular intervals.

#### **4.5 Safe Use of Chemicals**

In accordance with *The Control of Substances Hazardous to Health Regulations 1994*, our policy will be to avoid the use of harmful substances by looking for suitable and less hazardous substances wherever possible.

Where hazardous substances cannot be avoided, COSHH assessments will need to be carried out before using the substances and the user informed of the dangers and control measures in place.

The most hazardous chemicals used in school are likely to be the cleaning chemicals which should be kept locked away at all times when they are not being used. These should always be stored in their own container with the original label and warnings showing clearly on the container.

Any spillages should be cleaned up immediately.

All paints, glues, sprays etc used for Art and Craft should be purchased through the school suppliers. Staff should not bring in their own supplies. Any supplies that have an orange warning symbol should have a COSHH assessment carried out and should be stored in the Headteachers room.

#### **4.6 Manual Handling**

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks, then a suitable risk assessment should be carried out to determine if the risk can be reduced and consideration given to using trolleys.

Manual Handling within this policy includes, lifting, moving and carrying of disabled pupils who may need assistance for certain tasks. Manual Handling does not refer in this instance to physical control or intervention of pupils.

Appropriate training should be given to staff who carry out manual handling tasks.

Seeking assistance with a manual handling task can often reduce the risks for simple tasks.

#### **4.7 Security**

Staff are expected to sign the staff register on arrival and wear a blue staff lanyard whilst in the school. Staff are responsible for the security of their own personal items.

All visitors are expected to report to reception immediately on arrival. They are required to sign the relevant register. Visitors are issued with an appropriate lanyard/sticker for identification.

Red- General Visitor  
Black- Governor  
Green- PTA/volunteer  
Blue- teaching supply

‘Fire Alarm’ and ‘Lockdown’ Procedures’ are provided to all visitors on signing in, this is via a laminated instruction which office staff will advise visitors to read prior to entering the main building.

Any person (other than a member of staff) on the school site not in possession of a visitors’ badge can be challenged and, if necessary, asked to leave.

All staff and visitors must sign themselves out on the relevant register.

All school equipment with a value in excess of £100 (or attractive and portable items) should be security marked and recorded on the School Inventory. The Inventory is subject to annual review.

Pupils are discouraged from bringing valuables into school. Please refer to the school mobile phone policy regarding the management of the pupils’ phones.

Parents are encouraged to identify pupils’ clothing by securing nametags to them.

All cash should be stored in the School Safe.

#### **4.8 Office Safety**

A Display Screen Assessment should be carried out at all workstations to ensure that office staff are not exposed to unnecessary risks from repetitive strain injury or work related upper limb disorder.

The offices should be checked to ensure that trailing cables from computers do not cause tripping hazards. There should be adequate storage provided for files etc. Space under the desks and open floor areas should not be used for storage.

## **4.9 Pregnant Workers**

The Management of Health and Safety at Work (Amendment) Regulations 1994 and the Maternity (Compulsory Leave) Regulations 1994 apply to any employee who is pregnant, breast feeding or who has given birth within the last six months.

Staff should inform their Headteacher as soon as possible after the pregnancy has been confirmed. An appropriate risk assessment will be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

## **4.10 Contractors**

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose duties to safeguard the health and safety of non employees who may be affected by our activities. The school has therefore a responsibility to inform contractors of any risks that they may encounter whilst on site. These duties also require contractors on the premises to safeguard pupils and employees in relation to risks arising from their work activities. Contractors need to provide risk assessments. Checks should also be carried out for competence and insurance.

The school will only employ competent contractors, who will be selected primarily through recommendation from the local authority or local schools. If no recommendation for a contractor pertinent to a certain type of works is given, a common sense approach concerning the requirements of the school and the safety of the children should be undertaken as part of the tendering process.

Before any work commences it is essential to hold a meeting with the contractor to agree how potential problems can be avoided.

All staff will be informed before work commences and will be notified of any steps that they may need to take. No contractor will be allowed on site without the permission of the Headteacher. All contractors must sign in and out when visiting the site.

Where new building works take place on the school site, separate arrangements will be put in place.

## **4.11 Educational Visits**

All visits must be arranged in accordance with the advice set out in the Off-Site and Hazardous Activities Manual and within our Offsite Activities policy, with the prior approval of the Headteacher. Activities involving an overnight stay or overseas visit must have the prior approval of the Governing Body. All such visits must have been subject to risk assessment before the visit takes place. Where external providers are used for activities, their competency must be checked.

The Headteacher will be responsible for ensuring full compliance with WBC and DfE policy and guidelines.

It will be necessary to ensure adequate provision of first aid trained staff and travel first aid kits.

Outdoor visits will require consideration in relation to clothing and sunscreens. All pupils involved must be suitably dressed bring their own waterproof clothing, cap and sunscreen, depending on weather conditions. The sunscreen should be applied by the pupil under staff supervision.

It will be necessary to ensure that staff are aware of any allergies and/or medical conditions that pupils may have.

#### **4.12 Stress**

All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Staff should be encouraged to support one another.

Stress should be considered when carrying out risk assessments.

#### **4.13 Safety training**

The safety training needs of the school will be considered by the Headteacher and appropriate training arranged for staff.

Minimum safety information is provided in each classroom in the 'Class/Supply Teachers Admin File'.

#### **4.14 Ladders and stepladders**

Where extending ladders are used, normally by the Site Controller, then proper instruction or training should have been received. Roof work, even retrieving balls, should not be carried out during windy or severe weather.

There should be sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for putting up displays or accessing high shelves. Staff should receive basic instruction in the use of stepladders.

There should not be any chairs in storerooms.

#### **4.15 Curriculum**

Health and Safety guidelines for particular curriculum subjects will be found in the appropriate subject policies. These can be viewed on the 'P' drive of the school's computer system.

#### **4.16 Lone Working**

Please refer to the Lone Working Policy.

The school works to the following principles;

- The school recognises that Lone Workers can experience potentially hazardous situations.
- The school undertakes risk assessments on all lone worker positions and is committed to minimising risks.

-The school provides guidance within the Lone Working policy for all staff on assessing, controlling and minimising the risks of working alone.

## **5. Premises management**

For maintained schools, both local authorities and schools have responsibilities for the repair and maintenance of the premises. It was agreed by the governing body that this Health and Safety Policy covered the legislation and compliance requirements for monitoring of council buildings.

### **References**

- The Health and Safety at Work Act 1974:sections 2(3), 3 and 4.
- <http://www.legislation.gov.uk/ukpga/1974/37/section/3>
- The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 Regulations impose a duty on employers to produce a risk assessment.
- <http://legislation.gov.uk/uksi/1999/3242/contents/made>
- The Hawthorns Offsite Activities policy
- The Hawthorns Fire and Emergency procedures
- Lone Working Policy
- Bring Your Own Device Policy
- Wokingham Borough Council Safety Manual
- Wokingham Borough Council Health and Safety General Statement

### **Management of this policy**

This policy is a statutory requirement by law and is reviewed annually.

The policy was agreed and adopted at a Governors Meeting on...3<sup>rd</sup> May 2018...

This policy will be formally reviewed on: May 2019

## Appendix 1:

### HEALTH AND SAFETY DOCUMENTATION

Health and Safety information is contained in the following documents and reviewed/up-dated regularly.

Governors' documents                    *(these documents can be read on the 'P' drive of the school's computer system)*  
Health and Safety Policy  
Committee Terms of Reference (Sites & Buildings, Personnel)  
Policy and Conditions for Letting of School Premises  
Offsite Activities Policy  
Safeguarding

LA guidance                                Health & Safety Manual – available on line at:  
<http://wsh.wokingham.gov.uk/leadership/health-and-safety/manual/>  
Accident reporting procedures (Forms held in School Office)  
Off-site and Hazardous Activities.

School Brochure                            Clothes (shoes, jewellery)  
Administration of medicines  
Attendance at school after illness        Headlice  
Traffic    Bicycles  
Behaviour management                      Broadmoor procedure

Class/Supply Admin File                First Aid and Accident Reporting  
Medical Information for the Class  
Playground rules  
Behaviour policy  
Fire procedures  
General school procedures

Fire Log Book                                Located in the main office (Mrs Tyrrell)

Asbestos File                                Located in the main office (Mrs Tyrrell)

Water Log Book                              Located in the main office (Mrs Tyrrell)

COSSH Data Sheets                        Located in the main office (Mrs Tyrrell)

The following information can be found in the main office (Mrs Tyrrell)

<b><u>FIRST AID</u></b>	<b><u>INSPECTIONS</u></b>	<b><u>RISK ASSESSMENTS</u></b>
First Aid Course Attendance	PE Equipment	Risk Assessments (A-Z)
Assessment of First Aid Needs	ROSPA Inspection Report	Risk Assessments –
Health & Safety Policy	Play Equipment	PE, Science, Art, D&T
Crime Reporting Log	Portable Appliance Electrical Testing	Lunchtime
	Heating	Swimming
Governors Safety Inspection	Electrical Installations	Sports Activities and
Miscellaneous Safety Advice	Carbon Monoxide	Competitions
Non-Injury Incident Report Form – Blank	Aquaid	Offsite Emergency Procedures
Non-Injury Incident Report Form – Completed	Food Safety Inspection/Kitchen	PTA Events
Health & Safety Incident Database Report	South East Water – Water Supply	Display Screen
		Work Experience
		Caretaking
		Examples/Miscellaneous



## **HEALTH AND SAFETY AT WORK POLICY**

### **GENERAL STATEMENT**

Wokingham Borough Council recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 and gives its full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all its employees and other persons whose health and safety may be affected by the Council's activities. The Council will take reasonable steps to ensure that its contractors and partners in service provision conduct their activities in a manner that is safe and without risk to health.

High standards of health and safety are an integral part of our organisation's vision, values and performance standards; we are committed to the continuous improvement of our health and safety systems, building a positive health and safety culture for the benefit of our employees, customers and the efficiency of our service delivery.

It is the Policy of the Council, in so far as it is reasonably practicable:

- To provide and maintain equipment and systems of work that are safe and without risks to health.
  - To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - To provide a competent source of health and safety advice to managers and headteachers and to supply such information, instruction, training and supervision as is necessary to provide for the health and safety at work of our employees.
  - To maintain all places of work under the Council's control, including means of access and egress, in a condition that is safe and without risk to health and to provide appropriate facilities for welfare.
  - To provide for the identification and assessment of health and safety risks and to eliminate or control those risks.
  - To comply with the statutory requirements as a minimum standard of health, safety and welfare of employees at work and all others towards whom we have statutory health and safety obligations.
  - To ensure that the roles of managers and headteachers towards health, safety and welfare are defined with responsibilities clearly assigned and communicated.
  - To ensure that our employees are aware that they have a duty to work safely and to co-operate in all matters that affect their health and safety at work.
-

The Council recognises the link between efficiency and safety and health and aims to minimise the costs, losses and disruption which arise from work related accidents, ill health and dangerous occurrences.

Appreciating that consulting and working in partnership with our employees on health and safety matters is important in creating and maintaining a safe and healthy work environment, the Council will maintain suitable arrangements for joint discussion and employee involvement.

In order to ensure that adequate financial, human and other resources are made available for the effective implementation of this policy, procedures and systems will be maintained to monitor health and safety performance with all necessary feedback provided to members, managers, headteachers and staff representatives.

Each maintained school, service, service team or work site, whichever is most appropriate, will produce, document and maintain local health and safety arrangements i.e. the local roles and responsibilities for health and safety together with the systems and procedures to put into practice the Council's Health and Safety Policy. Managers and headteachers are responsible for ensuring that the Council's Health and Safety Policy, the corporate health and safety manual and local health and safety arrangements are brought to the attention of all employees, whether permanent or temporary, agency workers or those on fixed term contracts.

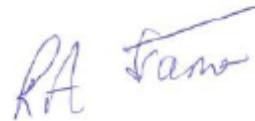
The Council's strategic plan for health and safety will be further developed and maintained with corporate objectives set annually and progress measured regularly to ensure continuous improvement in our health and safety performance. The Council's current key health and safety priorities are violence at work, lone working and the selection and management of contractors.

In conclusion:

**HEALTH AND SAFETY IS THE RESPONSIBILITY OF MEMBERS,  
GOVERNING BODIES AND ALL EMPLOYEES AT EVERY LEVEL.**



Andy Couldrick  
Chief Executive



Cllr. Rob Stanton  
Borough Mayor

Date: July 2017  
Review date: June 2018

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