

# Health and Safety Policy



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## Statement of Health and Safety Policy

Ingleby Mill Primary recognises that good health and safety management underlines our commitment for strong and effective leadership of occupational health and safety for all our children, workforce and stakeholders. We will ensure that the Ingleby Mill Primary activities do not adversely affect the health and safety of service users, visitors, contractors and residents of the village and surrounding area. We will do this by assessing the possible risks and establishing suitable and proportionate risk control measures.

The health and safety policy can contribute to the organisation's overall performance:

- Continuously improving health and safety performance;
- Encouraging employees to think about how they can do their job more safely;
- Reducing costs (sickness absence, ill health, improving staff retention, reducing lost time accidents);
- Improving the quality of service provisions;
- Increasing productivity;
- Improving its corporate and social responsibility;
- Protecting the environment;
- Raising contractors' performance standards.

In order to achieve this, the Local Authority and Ingleby Mill Primary has the following key objectives:

- To take steps to avoid accidents and work-related ill-health or dangerous occurrences, with particular attention to the provision and maintenance of safe premises and safe places of work including safe access to it and in particular, safe unimpeded emergency egress from it;
- To create a working environment that is conducive to the health and safety of employees, pupils and others;
- To provide plant, premises, equipment and systems of work that are safe;
- To provide arrangements for the safe use, handling, storage, transport, moving or disposal of articles and substances harmful to health;
- As a minimum, to comply with all relevant health and safety legislation and strive to achieve higher standards of workplace health and safety and welfare;
- To ensure the delivery of effective arrangements through the adoption of the HSE's plan-do-check-act framework;
- Ensuring that our policies and procedures are compliant and taking into account any reasonable adjustments.

Ingleby Mill Primary is committed to continuous improvement, with the effective management of health and safety being regarded as integral to successful business.

The Health and Safety Policy will be reviewed every year.

## Organisational Responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions for the implementation and delivery of the policy.

The Council has a system of delegated management and in line with this, health and safety functions are equally delegated to encourage and enable these issues to be addressed at a local level, by those competent to do so, wherever possible.

Health and safety management is delegated for practical purposes, the overall responsibility for health and safety for employees lies with the Head Teacher, Governors, Business Manager, Local Authority Managing Director and Directors.

The role of the Head Teacher is to ensure that health and safety is a primary consideration in policy development and resource planning, including monitoring and reviewing the effectiveness of health and safety strategies. The Head Teacher, Deputy Head, Senior Leaders and Governors each play a key role in promoting the strong, visible and effective leadership of occupational health and safety.

The Head Teacher recognises the key role played by all staff in the effective risk management of occupational health and safety matters and will ensure the provision of appropriate instruction, information, training and supervision in their legal and moral obligations in this regard.

### Governors

Governors have a significant part to play in securing the health and safety of Ingleby Mill Primary and its undertakings. Although they are not responsible for managing health and safety services on a day-to-day basis, governors need to be aware of the strategic impact of the decisions they make and how they may affect operational health and safety downstream.

### The Managing Director

The Managing Director has overall responsibility for the effective implementation of the Council's Health and Safety Policy in accordance with the requirement of the Health and Safety at Work etc Act 1974. The Managing Director will demonstrate strong and active leadership, integrating good health and safety management with business decisions, and shall:

- Ensure that adequate channels of communications are maintained within the Council so that information concerning health and safety brought up by any employee is communicated to the Head Teacher;
- Ensure that policies make reference to the assessments of risk and the identification and implementation of suitable and sufficient control measures within each area;
- Ensure the provision of adequate resources to meet the health and safety requirements of the Council to promote a positive health and safety culture.

The Head Teacher has responsibility for Health and Safety, Finance and Business Services and shall:

- Have overall responsibility for ensuring that health and safety maintains a high strategic importance, integrating strong and active leadership into the main governance structures;
- Ensure that health and safety issues are properly championed by the senior management team;
- Ensure that the senior management team and health & safety officer are kept informed about significant health and safety issues and lessons to be learned;
- Ensure the senior team and health & safety officer addresses the health and safety implications of decisions it takes.

#### Senior Management Team, led by Head Teacher shall:

- Set the direction for strong and effective leadership in occupational health and safety;
- Demonstrate an active and visible commitment to health and safety;
- Establish effective channels of communications;
- Establish effective systems for the management of health and safety;
- Ensure good health and safety management is integrated into business decisions;
- Monitor the Health and Safety Policy and related policies and procedures to ensure targets and objectives are achieved through planning processes.

#### Health and Safety Officer/ School Business Manager shall:

- Ensure the effective implementation of Ingleby Mill Primary health and safety policy;
- Ensure that the objectives of the health and safety policy are fully understood and observed at all levels;
- Delegate responsibility for health and safety matters to all levels and ensure that people are adequately trained and instructed to undertake such responsibilities and that all safe systems and safe methods of works, including the safe management of contractors is rigorously enforced;
- Ensure that all operational risks, including (but not limited to) occupational health and safety matters are assessed; i.e., following accidents, incidents, assaults, as an occupiers of premises, risks to staff, customers or members of the public due to activities at Ingleby Mill Primary;
- Ensure risk assessments for all necessary work tasks are undertaken and where necessary, produce method statements or safe systems of work to minimise any risk of injury to employees or others who may be affected by the activities;
- Advise the Head Teacher and / or Senior Team of responsibilities and actions to be taken regarding health and safety issues, statutory obligations or new Regulations;
- Promote a positive health and safety culture;
- Support the Head Teacher of realistic targets, prioritising and establishing adequate systems and performance standards;
- Liaise with the Health and Safety Executive and other relevant enforcing authorities;
- Proportionally investigate accidents, violent incidents, near misses, incidents of work-related ill health, health and safety complaints and liability claims;
- Provide advice, guidance and resources on practical risk control strategies the school needs to implement to effectively manage occupational health and safety risks;
- Arrange the compilation and distribution of relevant health and safety information;
- Be responsible for the interpretation of existing and new legislation relating to health and safety;
- Access suitable training of health and safety courses for staff to attain and maintain currency of health and safety competence including a range of risk assessor competencies;
- Be the Council's competent person for Health and Safety advice under the Management of Health and Safety at Work Regulations 1999.

#### Employee Consultation and Worker Involvement:

The Council will consult with employees or their representatives with regard to the arrangements to control significant risks and to comply with relevant legislation. This will be undertaken informally by the Head Teacher and health and safety office in the workplace and formally through the Council's Health and Safety Committees. The council will also consult with the disability staff network group on a regular basis with regard to policies and service changes.

## Senior Management Team shall:

Ensure that workplace precautions and safe systems of work are developed and implemented in order to control workplace hazards and their associated risks by:

- Adhering to the health and safety policy, management arrangements and operating procedures;
- Maintaining an understanding of relevant current health and safety legislation.

Demonstrate commitment to the health and safety policy and promotion of a positive health and safety culture by:

- Promoting good practice;
- Setting a good example;
- Challenging poor attitudes towards health and safety;
- Encouraging staff to identify problems and contribute towards finding solutions;
- Ensuring regular and effective two-way communications with staff about health and safety matters;
- Ensuring that responsibilities for health and safety are properly assigned, communicated and understood by staff and are referenced within job descriptions within their area of control;
- Being accountable for the implementation of the policy, the management arrangements, safe systems of work, workplace precautions and performance standards within their area of control;
- Making sure that sufficient resources and information is available to manage safety arrangements;
- Ensuring that individuals are held accountable for their health and safety responsibilities, with any deviation from health and safety standards taken into account during performance appraisals;
- Ensuring that workplace hazards are identified, control measures are implemented and that recorded risk assessments are up to date;
- Making sure that risk assessments are monitored and reviewed as often as is necessary, i.e. Following changes in working practices, the introduction of new processes or new machinery, new employees or changes to employee's health;
- Ensuring that assessments of risk are undertaken, planning work activities to minimise the risk of accident or ill health to employees, non-employees and any at risk groups, i.e. Young people;
- Provide employees and non-employees with necessary instruction, information, training and supervision to enable them to complete their activities safely;
- Ensure that there is adequate communication and participation at all levels in health and safety activities;
- Ensure that all work activities are adequately supervised by competent people to ensure good health and safety standards are maintained;
- Consult with employees and their trade union appointed representatives on health and safety matters, and ensuring that adequate facilities and information are available to them;
- Receive reports from and respond appropriately to health and safety reports received from trade union appointed health and safety representatives or employee representatives;
- Make sure that those employees with specific health and safety roles, i.e., premises managers, are competent and receive training as necessary to enable them to perform their role effectively;
- Ensure where work place risks cannot be controlled by other means, suitable and sufficient personal protective equipment is provided and used;
- Ensure active monitoring of health and safety matters, i.e., by undertaking regular workplace health and safety inspections to monitor and review compliance with legislation and best practice;
- Ensure the continued motivation of all employees in the promotion of safe and healthy working environments;
- Ensure prompt reactive monitoring takes place following reported work-related accidents, assaults, near misses or incidents of occupational ill health, in order to accurately establish the facts and to put in place measures to prevent a recurrence;
- Avoid allocating blame to individuals who report work related hazards, accidents or ill health;
- Ensure that records of accidents or incidents of ill health are kept and examined to monitor trends to prevent a recurrence;
- Seek advice from the corporate health and safety team on health and safety matters where necessary;
- Ensure that suitable people are designated as competent people to co-ordinate health and safety matters at a local level;

- Ensure that adequate risk management controls are established and implemented to respond proportionately to occupational road risks;
- Ensure that curriculum and other activities in school do not risk causing harm to staff and pupils.

#### Employees shall:

- Take reasonable care for the health and safety of themselves, pupils and others who may be affected by their acts or omissions whilst at work;
- Wear any personal protective equipment or personal protective respiratory equipment or other safety devices as deemed necessary the result of a risk assessment, and report any defects, or loss of equipment or clothing;
- Co-operate with the Head Teacher so far as is necessary to enable any duty or requirement imposed upon to enable that duty or requirements to be fulfilled or complied with;
- Make themselves aware of, and participate in premises fire evacuation arrangements, including fire exit routes, final fire exit doors and the premises designated fire assembly areas;
- Co-operate with the Head Teacher in preparation, planning and execution of any personal emergency evacuation plans deemed necessary in support of the premises fire risk assessment or emergency arrangements;
- Use any machinery, work equipment, substances or transport any items in accordance with training and instruction provided, or in accordance with the manufacturer's instructions;
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or welfare;
- Draw to the attention of the senior team as soon as possible, any work situation, safety system failures, accidents or near misses which may present a serious and imminent danger to people or the environment to co-operate in any investigation into such incidents;
- Report any unsafe conditions, working methods, practices, plant, tools, machinery or premises, as soon as possible to the senior team, health and safety officer or their trade union appointed health and safety representative, as soon as possible;
- Conform to all instructions, safe systems of work or safe operating procedures provided to ensure the safety of people;
- Conduct themselves at all times in an orderly and professional manner in the workplace;
- Attend training courses deemed necessary to attain or maintain levels of health and safety competence;
- Do not use equipment or materials provided by their employer for purposes other than that for which they have been provided;
- Enter the details of any injury or incidents of work related ill health are entered into the local accident book and the corporate accident / assault reporting forms available in each place of work as soon as practicable;
- Seek advice on health and safety matters and best practice where necessary.

Ensure that where any safeguarding concerns are identified, where children or vulnerable adults are in a position where they could be at risk of harm, that those concerns are brought to the attention of the Children's Hub on 01642 130080 / 01429 284284.

#### Facilities Managers/ Caretakers

In addition to the Manager's responsibilities detailed above, people appointed as administrator and caretaker have the following additional general health and safety responsibilities:

- Control contractors working on the premises, ensuring that hazard information has been exchanged and suitable risk control measures have been put in place;
- Ensuring adequate security arrangements are maintained;
- Ensuring general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible;
- To monitor that workplace health and safety standards are in effective working order;
- Ensuring the safe means of access to, working within, and emergency egress from the place of work, to a place of safety is maintained without the intervention of the Fire Service, particularly with regard for people presenting with a mobility or sensory impairment;
- Ensuring that plant and equipment is adequately maintained;

- Arranging for regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment cyclical maintenance tests and fire evacuation drills;
- Ensure that all premises related hazards are adequately identified, their associated risks assessed and that suitable and sufficient control measures are established, implemented and monitored;
- Ensure a thorough investigation of all premises related accidents or incidents;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996;
- Ensuring that a copy of the current Health and Safety Law poster is on display in an accessible location and the information on the poster is kept up to date;
- Ensuring that adequate systems are in place for the management of asbestos containing materials, the control of legionella bacterium and excessive water or surface temperatures;
- Ensuring premises and work stations for people who have disability are compliant and reasonable adjustments are put in place if and when required.

#### Director of Finance, Development and Business Services – Local Authority

Director of Finance, Development and Business Services is responsible for:

- Structural surveys which extend to any dangerous building issues reported to the Council

#### Director of Community Services and Transport – Local Authority

The Director of Community Services is responsible for ensuring that facilities management obligations relating to Council premises are upheld, including:

- Reducing the risk associated with legionella bacterium;
- The management of risk associated with asbestos containing materials;
- The management of term contracts for the inspection of installations (fixed wiring, portable appliance testing and gas safety inspections) and servicing and where necessary, thorough inspections, of plant and equipment (boiler plant, lifts, fire alarm systems and air conditioning units) in accordance with the requirement of statute and or relevant standards.

#### Director of Public Health – Local Authority

The Director of Public Health is responsible for working with the Health and Safety Team when there is a public health risk that threatens the workforce, including:

- Issuing advice and guidance;
- The monitoring of identified control measures;
- The investigation of incidents, disease outbreaks, occupational exposure;
- The reporting of incidents within the organisation and to external partners (eg HSE).

#### Control, Co-operation, Communication and Competence

Organising for health and safety focuses on four key areas that together promote positive health and safety outcomes.

**Control within the organisation:** The role of Head Teacher – Control is the foundation of a positive health and safety culture.

Staff at all levels should demonstrate commitment, providing clear direction and strong leadership ensuring everyone knows the importance of health and safety and that it is everybody's business, what is expected of them and how they will be held accountable. In order to achieve this, realistic objectives should be set.

**Co-operation:** Participation by employees supports risk control by encouraging ownership of health and safety matters. Employees and or their representatives must be consulted on health and safety matters and be involved in planning and reviewing performance, writing procedures and solving problems.

**Communication:** The Head Teacher will ensure the maintenance of effective systems of communications on health and safety matters. Employees, contractors and others shall be provided with information about risks and preventative measures.

The Head Teacher will encourage effective staff involvement, consultation and collaboration to ensure strong partnerships and transparency for the effective management of health and safety risks.

**Competence:** The Head Teacher shall ensure that staff have the skills, knowledge and experience to carry out their duties safely, particularly:

- when people are new to the job.
- on being exposed to new or increased risks.
- where existing skills or knowledge may require updating.

Training may be carried out in a number of ways, for example, by informal 'on the job' training, by written instruction, on-line information or simply by telling someone what to do.

Sufficient financial and physical resources will be provided to implement this policy. It is the duty of the senior team to ensure that all processes and systems of work are designed to take account of health and safety.

The Head Teacher is committed to making sure that any work carried out, is done with the risk to the health and safety of its employees and others to at least as low a level as is reasonably practicable, or as otherwise directed by statute.

Headteacher and Business Manager will plan, co-ordinate, monitor and review the activities of contractors to effectively minimise the risks presented by the contracted work to employees and others.

The Head Teacher will cooperate and co-ordinate with staff to secure a safe and healthy workplace and working environment for school employees.

Contractors and their sub-contractors must co-operate with Business Manager and the Head Teacher to enable the requirements of this policy and statutory and civil obligations to be met. The Business Manager and the Head Teacher will ensure that contractors selected are competent to manage the safe execution of their work, and that contractors and their sub-contractors have systems in place to ensure that hazards and their associated risks are identified, assessed and suitable control measures are planned and implemented before work commences and their activities are monitored and reviewed appropriately and proportionately during the course of the work.

The health and safety capabilities of staff will be taken into account when entrusting work to them, ensuring they are competent to do their tasks, providing training and refresher training where necessary to enable them to attain the required standards of performance. Individual's health and safety performance will be taken into account during appraisals.

The Head Teacher and all staff have a legal duty to take reasonable care of their own health and safety and for the health and safety of other people who may be affected by their acts or omissions. All staff must co-operate to ensure all statutory duties are complied with.

The Head Teacher is committed to the effective communication, consultation and collaboration on health and safety matters with employee and trade union representatives, reporting regularly to committees on health and safety matters and performance.

The Council's health and safety management system is based upon The Management of Health and Safety at Work Regulations 1999 and the Health and Safety Executive's guidance document, HSG 65 Managing For Health and Safety.



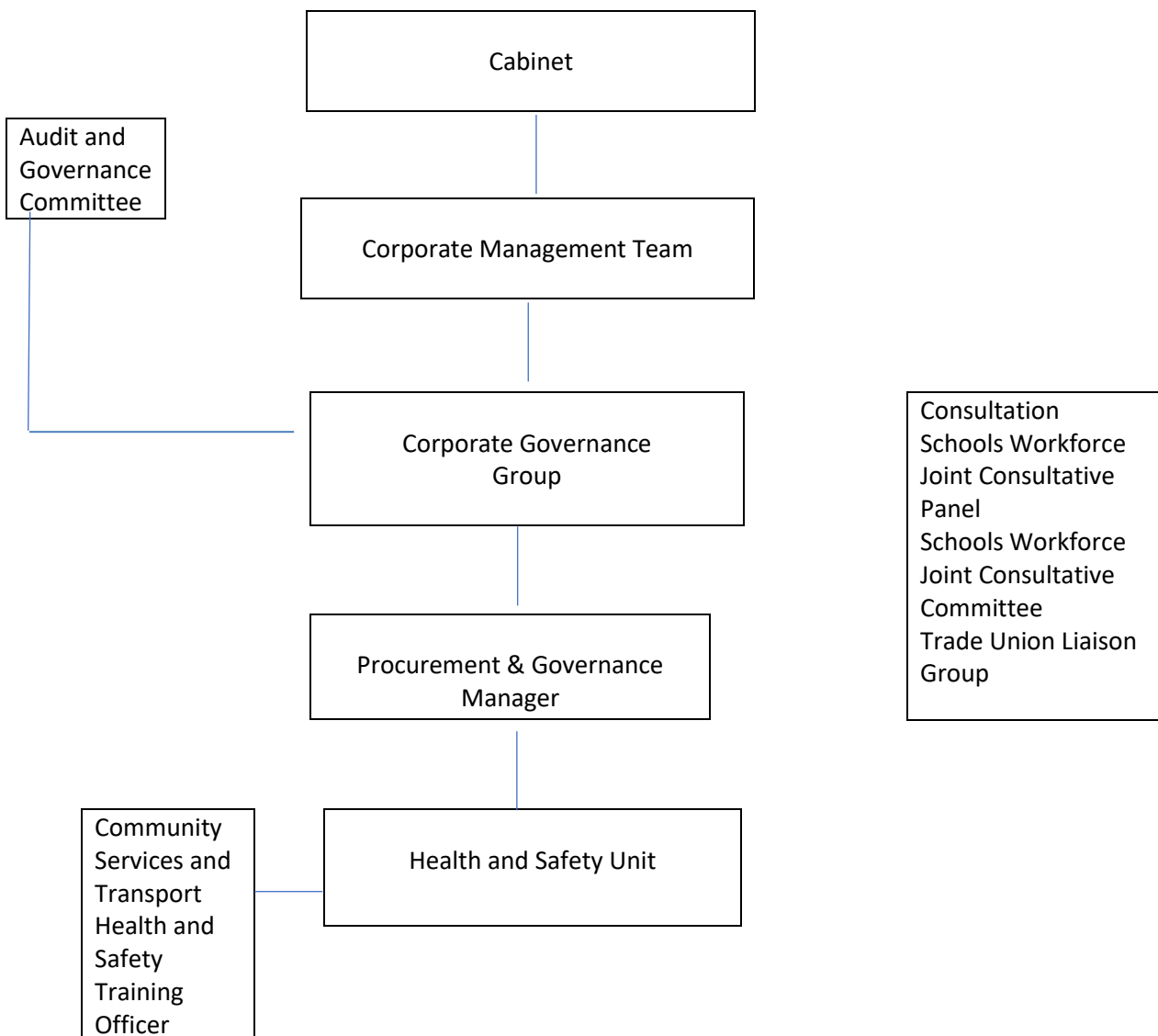
Adhering to the Equality Act of 2010 around accessibility and making reasonable adjustments under the Public Sector Equality Duties.

The Corporate Health and Safety Policy and its accompanying health and safety policies and procedures will apply to all Stockton-on-Tees Borough Council's activities and workplaces.

Compliance with this range of policies and related standards is mandatory and will be subject to periodic audit.

This policy will be reviewed every three years or more regularly if required. A copy of this policy and any revisions will be made available to all employees.

### Organisational Management of Health and Safety Structure for Effective Management of Health and Safety



## Organisational Arrangements

Ingleby Mill Primary Health and Safety Policy is supported by other policies, procedures and safe working arrangements.

These arrangements reflect the commitment to the strong and effective management of occupational health and safety. These arrangements are 'living documents', and will be the subject of regular review and revision in the light of changes to evolved current best practice, new legislation, active and reactive monitoring or in response to assessments of risk:

- Health and safety training – programmed and bespoke;
- Lone working arrangements;
- The procurement of competent contractors and service providers;
- Control of contractors;
- The management of asbestos containing materials;
- Control of substances hazardous to health;
- Personal protective and respiratory protective equipment;
- Display screen equipment provisions for eye care;
- Occupational health provisions;
- Accident recording and reporting;
- The provision of first aid arrangements and emergency evacuation arrangements;
- Manual and client handling arrangements;
- Premises management arrangements;
- Employee welfare and counselling arrangements;
- Fire or other emergency arrangements.

## Legal Duties

The Management of Health and Safety at Work Regulations 1999 require measures to be put in place to control health and safety risks. These risks are wide ranging and the HSE recommends a common sense and practical approach, one that is pragmatic and proportionate and part of the everyday process integral to workplace behaviours and attitudes.

### Leading for Health and safety

*There is a need for a sensible and proportionate approach to risk management, in short, a balanced approach – this means ensuring that paperwork does not get in the way of doing the job, and it certainly does not mean risk elimination at all costs' Judith Hackitt, HSE Chair.*

### Documentation

Health and safety documentation should be kept concise, with emphasis directed towards effectiveness rather than quantity.

Focusing too much on paperwork detracts from addressing the human elements of its implementation – the focus becoming the process rather than actually controlling the real risks that cause harm.

## Attitudes and Behaviours

The effective management of health and safety extends substantially beyond the implementation of the health and safety management system. Success in delivering the health and safety policy still hinges on the attitudes and behaviours of the key influential people within the workplace - sometimes referred to as the safety culture.

## Monitoring

Good quality monitoring will assist in identifying problems and will help understand what has caused them and the sort of changes required to address them.

### Active monitoring (preventative)

Senior Leaders should routinely check the efficacy of arrangements to ensure their continued adherence, adequacy and currency:

- Being proportionate to the risk inherent;
- Monitor key risks and precautions more often and in more detail;
- Some monitoring and inspection frequencies are determined by law.

### Reactive monitoring

Following accidents, incidents, near-misses or incidences of ill-health, leaders should check performance against a range of pre-determined measures:

- To improve health and safety performance;
- To learn from human and organisational failures;
- To share lessons learned within services and with other organisations.

## Accident & Incident Investigation

Following any accident, incident or near-miss, The Head Teacher shall ensure that an initial investigation is conducted, proportionate to the level of risk identified to:

- Establish what happened;
- When;
- Where;
- And why.

The investigation should identify:

- Immediate causes (premises, plant, substances, procedures and human factors);
- Underlying causes (management arrangements and organisational factors, design, selection of materials, maintenance, management of change, adequacy of risk control, communications and competence);
- Root causes (cultural factors).

Lessons learned should be shared with need to know professionals.

## Accident Investigation Terms of Reference

The terms of reference below shall form the basis of a structured accident investigation conducted by a member of the Health and Safety Team:

1. To identify underlying causation in order to prevent reoccurrence;
2. To obtain evidence that allows legal advisers to assess criminal and civil exposure;
3. To assist within legal and professional parameters to assist the authorities in their enquiries;
4. To provide stakeholders with a clear understanding of the immediate and organisational factors that have led to the event and how their own systems may have contributed to the loss event.

## Delivering Effective Arrangements

Stockton-on-Tees Borough Council has adopted the HSE's Plan-Do-Check-Act framework, identifying the key actions needed in each part of the cycle and relating them back where appropriate to Leaders, Managers, worker involvement and competence.

The key actions are: **Plan, Do, Check and Act.**



This Plan, Do, Check, Act process is analogous with the Institute of Directors publication Leading Health and Safety at Work [HSE ind(g) 417 Rev1 06/13]

### Plan

- Think about where you are and where you need to be;
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims and how you will measure success;
- Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures, look for active and reactive monitoring indicators that are realistic and effective;
- Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them;
- Plan for changes and identify any specific legal requirements that apply to you.

### Do

Identify your risk profile.

- Assess the risks, identify what could cause harm in the workplace, who could it harm and how, and what will you do to manage those risk?
- Identify your biggest risks and decide what your priorities are? Organise your activities to deliver the plan. In particular, aim to:
  - Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours;
  - Provide adequate resources, including competent advice where needed. Implement your plan;
  - Decide on your preventative and protective measures needed and put them into place;
  - Provide the right tools and equipment to do the job and keep them maintained;
  - Train and instruct to ensure everyone is competent to carry out their work;
  - Supervise to make sure the arrangements are followed.

## Act

Measure your performance.

- Make sure your plans are implemented – ‘paperwork’ is not a good performance measure;
- Assess how well the risks are being controlled and if you are achieving your aims;
- In some circumstances formal audits may be useful.

## Act

Review your performances.

- Learn from accidents and incidents, ill health data, errors and relevant experience, including from other organisations;
- Revisit plans, policy, documents and risk assessments to see if they need updating;
- Take action from lessons learned, including from audit and inspection reports.