



THE STONEHENGE SCHOOL

HEALTH & SAFETY POLICY

March 2023

Ver 3.2

Review Frequency	Annual
Approving Authority	FGB
Published On School Website	YES

ACTION	DATE	COMMENT
Last Approved	Mar 2023	
Next Due Review	Mar 2024	

i. Amendment Record

VERSION	AMENDMENT	DATE
Version 1	Approval	April 2019
Version 2	Update Table 2 Add paragraph numbers to existing content 14.1, 14.2 & 14.3. Insert new paragraph at 14.4	Nov 2020
Version 3	Updated to the most recent version of the Wiltshire Council Model Policy Reference added to the Lettings Policy in 6.4 New Section added to include first aid arrangements Changes to Table 1 Written Procedures Clearance Marshal table removed – can be found on staff intranet COVID Clearance Marshal detail removed	March 2022
Version 3-1	FGB Approval – change from Head Approval, to align with Scheme of Delegation	Nov 2022
Version 3.2	Amendment to para 6.4, inclusion of para 14 and FGB Approval	Mar 2023

Health & Safety Policy

1.0 Statement of Intent

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, students and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of students, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 The Duties of the Governing Body

- 2.1 In the discharge of its duty the Governing Body through the Pupil, Parents and Premises Committee, in consultation with the Head teacher, will:
 - (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 – Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;
 - (ii) take account of that policy and scheme within budget and other policy considerations;
 - (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
 - (vi) bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Head teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Head teacher

3.1 As well as the duties which all members of staff have (see 5.0), the Head teacher has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;
- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools;

And specifically –

- (iv) To assess and record all significant risks to staff, students, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;

- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practice emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply an annual health and safety performance report of standard indicators to the LA upon request.

3.2 The Head teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 The Duties of Supervisory Staff, including School Maintenance staff

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Head teacher, or the member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.4 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, students and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Head teacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Head teacher or as necessary.
- (vii) all plant, and equipment in their area is adequately guarded, in safe working order and restricted to authorised persons only;
- (viii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;

- (ix) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (x) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (xi) hazardous and highly flammable substances kept in their area are correctly stored and labelled, and exposure is minimised;
- (xii) they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety;
- (xiii) all health and safety information is communicated to the relevant persons;
- (xiv) they report any health and safety concerns to the Head teacher.

5.0 The Duties of all Members of Staff

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have a responsibility to:
 - (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - (ii) follow agreed working practices and safety procedures;
 - (iii) report any accident, near miss, incidents of violent including verbal abuse or any hazard;
 - (iv) ensure health and safety equipment is not misused or interfered with.

6.0 Hirers, Contractors and Others

- 6.1 The Head teacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. Hirers and Contractors must notify the Head teacher of any situation in which the health and safety of others affected by their activities is or maybe significantly compromised.
- 6.2 When the premises are used for purposes not under the direction of the Head teacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 4.2 of this document.

- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities, that they will:
- (i) make themselves familiar with this policy;
 - (ii) comply with all safety directives of the Governing Body;
 - (iii) follow the Stonehenge School Lettings Policy available on the school website.
 - (iv) NOT introduce equipment for use on the school premises, without the prior consent of the Governing Body;
 - (iv) NOT alter fixed installations;
 - (v) NOT remove fire and safety notices or equipment;
 - (vi) NOT take any action that may create hazards for persons using the premises or the staff or students of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 Staff Consultative Arrangements

- 7.1 The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 Emergency Plans

8.1 The Head teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life
- (ii) prevent injury
- (iii) minimise loss

This sequence will determine the priorities of the emergency plan.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

9.0 First Aid

9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. Details are set out in the school's First Aid Risk Assessment and First Aid Policy.

9.2 Supplies of first aid materials will be held at key locations in the school. These locations will be determined by the Head teacher. They will be prominently marked and all staff will be advised of their position via prominent notices and details in the First Aid Policy. The materials will be regularly checked and replenished if necessary.

9.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

9.4 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity.

10.0 Sources of Advice and Technical Assistance

10.1 Whenever required, the Governing Body, Head teacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used to carrying out this policy.

11.0 Review

11.1 The Governing Body and Head teacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and students.

12.0 Specific Advice and Guidance

12.1 The Governing Body and the Head teacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations, These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

12.2 The written procedures required within the school are as follows:

Ser	Written Procedure	Can be located in:
1	Storage and provision of medicines	Intranet\ Staff handbook, Section 6 Ref P22
2	Provision of first aid	Intranet\Staff handbook Ref 6.3
3	Fire and other emergency evacuations	Intranet \Staff handbook Ref 6.4
4	Trips and Visits Procedure	Intranet\Staff handbook Ref 7.1
5	Site Security	Intranet Risk Register
6	Reporting of accidents, incidents, hazards and near misses	Intranet\Staff handbook
7	Accident and Reporting Incident Policy	WCC Ref (HS046s) June 2021
8	HSE Incident Reporting in Schools	Education Information Sheet No1 (Rev 3)
9	Use of dangerous tools, equipment, machinery	Intranet Risk Register
10	Use of or exposure to any hazardous substances or materials	Intranet Risk Register
11	Maintenance of dangerous plant and equipment and electrical systems	Premises Directory
12	Working at Height	Intranet Risk Register
13	Lone working	Intranet\Health and Safety Ref 6.6
14	Use of contractors	Premises Directory
15	Out-of-hours use of school buildings and facilities	Lettings Policy
16	Vehicular movements on site	Intranet \Staff handbook, Section 7 Ref V3
17	High risk activities associated with the curriculum or sponsored events	Intranet\Staff handbook Ref 7.1 use of Evolve and department risk assessments

Table 1 – Written Procedures

12.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and is accessible through Right Choice. This school adopts all of the guidance within the Manual as applicable with the school and to all staff.

13.0 Clearance Marshals

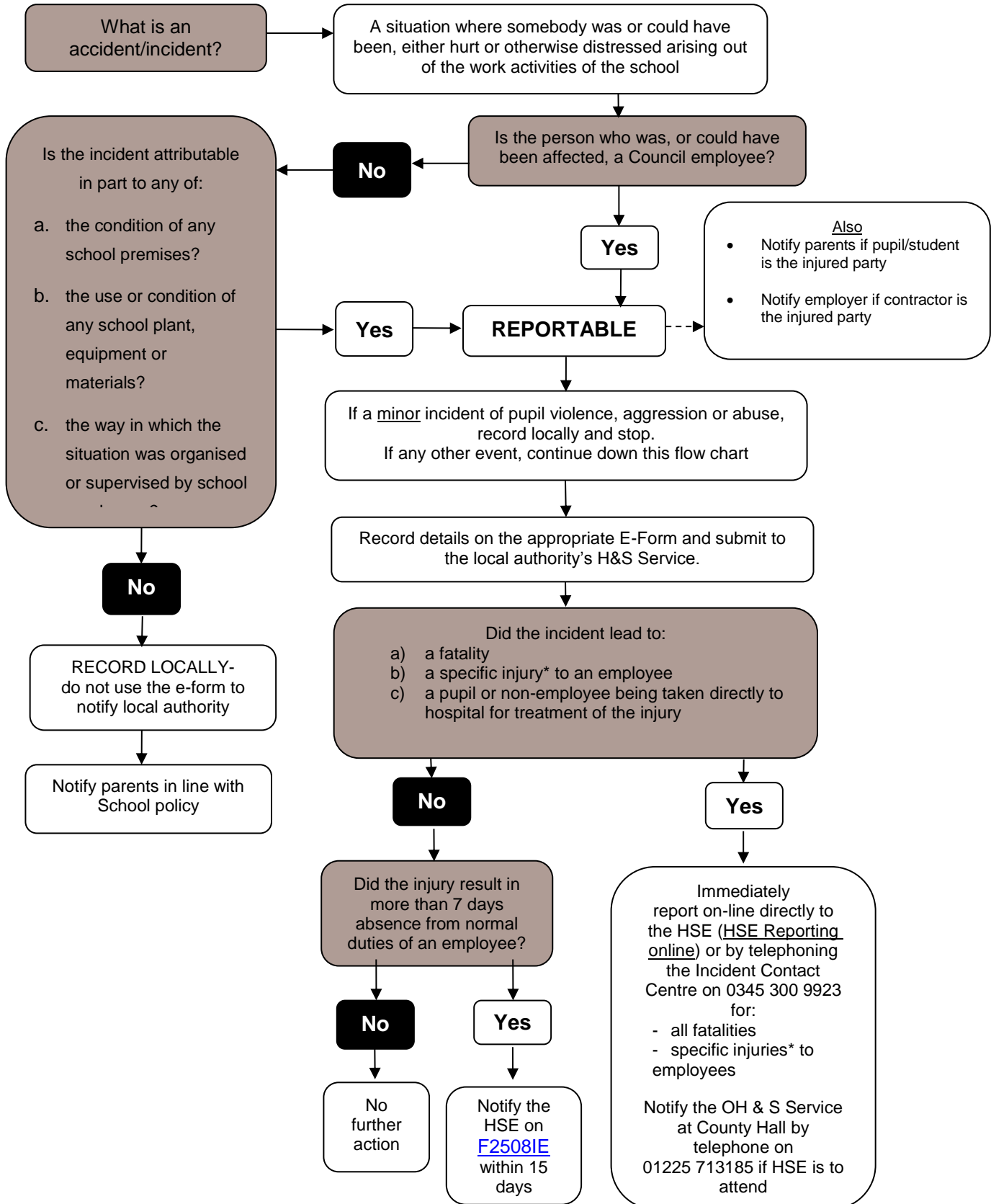
- 13.1 Clearance Marshals must react immediately and be authoritative when getting people to leave. A systematic sweep of the building must include all areas that are open and accessible to staff, pupils, visitors and contractors, which includes toilets. When carrying out the 'sweep', doors and windows should be closed as long as it is safe to do so – this is to prevent the spread of fire throughout the building and aid fire-fighters who may have to enter and deal with the fire.
- 13.2 Clearance Marshals to report to the overall leader to confirm their area is clear.
- 13.3 Overall leaders to report to the Headteacher.
- 13.4 No one in the building should delay their evacuation pending instructions from a Clearance Marshal. The absence of Clearance Marshals should have no effect on the evacuation, but could affect the reliability of information that is passed on to the Fire and Rescue Service when they arrive at the incident.
- 13.5 Further detail regarding the evacuation procedure can be found on the School Intranet.

14.0 Incident Reporting

- 14.1 The Roles and Responsibilities for accident and incident reporting are described in LA policy (see Table 1 serial 7) and these are applicable for either physical or psychological harm to an employee or non-employee (i.e. pupil, parent/carer, contractor, visitor or other member of the public). Near misses should also be reported, along with any incident in which an employee is subject to violence, threatening, intimidating or aggressive behaviour or is subject to excessive verbal abuse or anti-social behaviour, from a pupil or other person.
- 14.2 There is a Stonehenge School Accident, Incident, Near Miss or Violence & Aggression Reporting process (see Table 1 serial 6) and to support this there is an e-form which can be found via this [LINK](#).
- 14.3 Where appropriate, the detail entered into the e-form will be used to raise an online incident report to the LA (see Table 1 serial 7) and/or the HSE as required (see Table 1 serial 8). To assist the process, a flow chart is included in WCC Health & Safety Manual for Schools May 2019, and is included below for ease of reference.

Accidents & Incidents Flow chart

Is an Accident or Incident Reportable?



* Specific injuries as per HSE Guidance for Employers Revision 3 (see Table 1 serial 8)