

Health and Safety - Schedule of Duties

St Francis' Catholic Primary School

St. Francis'
Catholic Primary



Ensuring for all an excellent child-centred education within a Christ-centred philosophy

Approved by FGB on: November 2019

Committee Responsible: Premises

Next review due by: November 2020

Health and Safety: ORGANISATION

St Francis' Catholic Primary School

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

It is important to understand that the Health and Safety at Work Act 1974 places overall responsibility for Health and Safety with the Employer, which is the Governing body.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

Governors

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

Governors Must Ensure:

- a) That in co-operation with the Head teacher, an individual school Health and Safety Policy is produced that reflects the status of the school and who is the employer, and this policy is regularly reviewed and revised as and when necessary
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly
- c) That sufficient funding is allocated and authorised for health and safety issues e.g. major expenditure for maintenance issues, training, provision of personal protective clothing etc
- d) That regular health and safety inspections of the premises are carried out on a termly basis
- e) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Head teacher
- f) That a positive health and safety culture is established and maintained.
- g) That the Governing body appoint a Governor to the role of Health and Safety Governor

- h) That Health and Safety keeps on the agenda by including it intrinsically with business discussions.

Employee Duties

All Employees have a legal duty under Health and Safety legislation; in order to achieve this, their duties should include;

- a) Taking responsibility for their own Health and Safety
- b) Ensuring that their actions will not put at risk the safety of other employees, pupils or visitors
- c) Being alert to observe, correct, or report any unsafe practices or conditions
- d) Maintaining a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters
- e) Making suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task
- f) Maintaining an active interest in Health and Safety
- g) Learning and following the safe operating procedures and Health and Safety rules, for safe operation and performance of their roles.
- h) Following the established procedure if accidents occur.

Specific duties for staff are outlined below;

Head teacher

The Head teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include:

- a) Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety culture is also developed with the pupils.
- b) Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- c) Ensuring that risk assessments are carried out on any activity that has significant associated hazards. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.
- e) Undertaking inspections of the school premises, plant, equipment and working practices on a termly basis. Where necessary implement any changes and improvements. (Some inspection/monitoring can be delegated)
- f) Providing an annual report to the Governors of the school regarding safety performance. – e.g. how many fire drills have been carried out? How

- many accidents have occurred? Have any trends been discovered? What risk assessments have been carried out?
- g) Making recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced
 - h) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for school's (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995)
 - i) Acting as a member of the Schools Premises/H and S committee

Business Manager

The business manager will assist the head in implementing the policy and with compliance with relevant legislation. His / her operational duties include:

- a) Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control
- b) Reporting to the Headteacher situations which potentially pose a danger to any pupil or member of staff in the school
- c) Working with the head teacher to identify risks
- d) Working with contractors and school staff to rectify any identified health and safety issues
- e) Developing strong, positive health and safety attitudes among those employees reporting directly to them
- f) Checking the adequacy of fire precautions and procedures in liaison with the Head teacher.

Deputy Head

The deputy head will work in conjunction with the head teacher to implement policy and practice and will deputise for the head in his / her absence. In addition, his / her responsibilities will include:

- a) Ensuring that all probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity
- b) Actively encouraging the participation in health and safety and welfare matters of all pupils
- c) Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control
- d) Taking effective action and/or immediately referring to the Head teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate
- e) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that the Health and Safety culture developed within the school is further developed with the pupils, by way of enforcement of health and safety rules. Also by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities and lessons
- b) Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them
- c) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand
- d) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc
- e) Being aware of the Risk Assessments and seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to
- f) Setting an example by personally following safe working practices
- g) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use
- h) Reporting to the Head teacher or Head of Department any defects in equipment or identified inadequacies in procedures. N.B Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'
- i) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons
- j) Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager
- k) Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

The Local Authority

To provide a model Health and Safety policy, outlining the clear policy statement, roles and responsibilities and the arrangements necessary to implement the health and safety standards.

To provide advice to schools and Governors on complying with health and safety legislation.

Monitor performance of health and safety in schools.

HSE reporting on behalf of schools on RIDDOR reportable accidents. (For a full range of services refer to the Service Level Agreement)

Health & Safety Executive

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Education Safety Officer to make them aware of the reason for contact.