



Health & Safety at Work Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Date Approved by Governing Body:	November 2018
Review Period:	Annual
Next Review Date:	November 2019

Chair of Governors:	
---------------------	--

TABLE OF CONTENTS

- 1. Statement of General Policy
- 2. Organisation and Responsibilities
- 3. Safety Advisory Group
- 4. Other Sources of Information

1. STATEMENT OF GENERAL POLICY

Whilst acknowledging that overall responsibility for health and safety rests with Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children’s Services), the Senior Leadership Team and the Governing Body of Uffculme school are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of staff, pupils and visitors to the school.

This commitment includes ensuring that:

- the relevant policies and procedures developed by BCC are fully understood and implemented within the school
- the school premises, plant and systems of work are safe;
- methods of using, handling, storing and transporting articles and substances safely are developed and implemented;
- suitable and sufficient Information, instruction, training and supervision is provided for staff, pupils and visitors
- a safe working environment is maintained, and that staff, and where appropriate, pupils, are consulted and involved in the development and implementation of health, safety and welfare provisions
- safe access to, and egress from all of the school sites is maintained, together with the development and implementation of procedures for evacuation in an emergency.

This policy shall be formally reviewed by the Headteacher and the Governing Body on an annual basis.

Signed	Date
<hr/>	
Headteacher	
Signed	Date
<hr/>	
Chair of Governors (on behalf of GB)	

2. ORGANISATION AND RESPONSIBILITIES

Birmingham City Council

Birmingham City Council and the Directorate of Children, Young People & Families (Directorate for Children's Services), have overall responsibility for health, safety and welfare of staff, pupils and visitors at the school. BCC provides the following in relation to discharging their overall responsibility:

- Policies, procedures
- Technically competent advice and expertise from BCC Safety Services

The Governing Body

The Board of Governors role is to ensure clarity of vision, ethos and strategic direction. They are not the employer.

Responsibilities:

- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at Governor meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the headteacher and senior management team to support sensible health and safety management and to challenge as appropriate.

The Governing Body have a key part to play in tackling risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

Headteacher

The Headteacher, supported by the Senior Leadership Team is responsible for the day-to-day running of the school, in line with BCC's policies, procedures and standards.

Responsibilities

- Ensure that the school is following the BCC's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with BCC, Governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal

with risks in their areas of responsibility.

- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Strategic Business Manager (SBM)

The SBM takes the lead for health and safety on site. They provide the focal point for the school's health and safety management arrangements. Their school wide roles includes:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed
- advising contractors of site specific risks and overseeing their activities on site
- ensuring staff and visitors are aware of the onsite procedures and the precautions to follow
- accident and incident reporting
- implementation, monitoring and review of training procedures
preparation of reports and returns for the school leadership team

Health and safety is not there to constrain learning or to entangle staff in bureaucracy and excessive paperwork. Concentrate on the real risks and involve staff in the process of finding practical and sensible solutions.

Site Manager

The Site Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Headteacher. The Site Manager is responsible for the overseeing cleaning staff who are employed directly by the school or liaising with the contracted cleaning company and its staff where this provision is in place.. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff his work may affect.

This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Site Manager will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

All Staff

All of the school workforce play an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

Health and safety representatives, whether trade union appointed or employee representatives, also have specific functions and can make a vital contribution to maintaining and improving health and safety in the workplace.

Responsibilities:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do.
- Cooperate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe
- Raise health and safety concerns in line with local arrangements.

When developing learning opportunities, the focus should be on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

General

The final level of responsibility for implementing the Uffculme School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

They will take part any directed training which will help support them in carrying out their duties.

3. SAFETY ADVISORY GROUP

The SLT consider that the most effective management of day-to-day health and safety is through the Safety Advisory Group. The key issue is consultation, continuous improvement, review of approach to realistic assessment of risk. The role of the Group is to act as a communication link between the Governing Body, Headteacher, trade union appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Provide a forum for members to raise health and safety issues, and identify training and resource requirements
- Raise any safety issues for new equipment, during building work or organisational change.
- Identify opportunities for further improvement to safety arrangements

- To review accidents and near misses
- Report back to the HT Buildings and Health and Safety Committee

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

The Safety Advisory Group will meet on a termly basis:

- Governor representative
- Strategic Business Manager
- Headteacher
- Site Manager
- Teaching representative or TU staff representative

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work.

The Governor representative will report back to the Resources Committee on a termly basis.

4. OTHER SOURCES OF INFORMATION

- Fire evacuation procedures
- School risk assessments document
- COSHH folder
- Fire risk assessments
- Other inspections
- Property log book
- Legionella risk assessment
- Asbestos management plan
- Risk assessment procedures (in progress)
- Risk register
- Smartlog

The school subscribes annually to BCC's Safety Services who provide health and safety advice and expertise.