

Whitestone Infant School

Health and Safety Policy

‘Striving for excellence in health, safety and wellbeing management and performance’

Date created: September 2025

Review date: September 2026

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.

Introduction

All schools' employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how Whitestone Infant School will manage occupational health and safety.

1. Statement of Intent

Whitestone Infant School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare, and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff, and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable Whitestone Infant School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees.
- Having an occupational health and safety management system which sets clear health and safety standards, roles, and responsibilities.
- Identifying significant risks to health, safety, and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks.
- Promoting the principles of sensible and proportionate risk management.
- Having a competent workforce through the provision of information, instruction, training, and supervision.
- Effectively communicating, consulting, and cooperating with employees on all relevant health and safety matters.
- Providing a safe and healthy place to work.
- Providing access to competent health and safety advice, guidance, and support.
- Requiring our contractors to cooperate with us.
- Ensuring resources are available to ensure the successful management and implementation of health, safety, and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees, and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing, and either eliminating, reducing, or managing the risks that arise from activities, processes, or operations through the risk assessment process. Monitor our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed

Name Mrs Nicola Green

Headteacher

Date:

Signed

Name Mr Dean Robinson

Chair of Governors

Date:

2. Organisation

This policy establishes our school's occupational health and safety management system. It describes how we will plan, organise, implement, monitor, review, and audit our health and safety practices. While legal compliance is the minimum standard Whitestone Infant School aims to meet, our health and safety management framework will seek to achieve higher standards and best practices wherever possible, ensuring continuous improvement.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision-making process.
- Maintaining awareness and attention on significant health and safety issues.
- Ensuring the school has appointed competent individuals to provide health and safety assistance and advice for implementing measures that meet legal requirements.
- Ensuring decisions comply with health and safety legislation and this policy. Promoting a positive health and safety culture.
- Ensuring that adequate resources are provided to effectively manage health and safety and comply with all relevant statutes.
- Ensuring health and safety matters are considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing, and auditing of health and safety to the Headteacher.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the **'Responsible Person'** for health and safety within the school. The Headteacher is responsible for ensuring effective health and safety in the school. They must make sure all employees understand and are accountable for their health and safety duties. The Headteacher can delegate responsibilities to specific employees but must ensure those employees are competent and understand their duties. The Headteacher will still be accountable for those activities. If the Headteacher delegates operational responsibilities to senior management, they must ensure those individuals are competent and understand their duties. The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Ensure health and safety is adequately and properly considered by all employees within the school. Attend relevant health and safety management or leadership training as needed, and complete any required refresher training, when necessary.
- Present a report to the Governing Body on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspections
 - Training
- Monitor and address major risks in the school, ensuring they are thoroughly assessed, controlled, and managed through effective risk management. Ensure that health, safety, welfare, and wellbeing issues are fully considered and addressed when making decisions or planning new projects. Ensure that adequate health and safety communication channels exist within their area of control.
- Ensure that adequate resources are provided to maintain health, safety, and welfare, and manage these resources on a risk priority basis.
- Ensure that procedures are in place and effectively implemented to identify and provide the necessary information, instruction, training, and supervision for maintaining health and safety
- Ensure procedures are established for reporting and recording accidents, incidents, and near misses, and that investigations are conducted and appropriate actions are taken to prevent recurrence within the required timeframes. Review and monitor accidents and incident statistics to identify trends and high-risk areas. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement;
- Ensure that senior managers and all employees (including agency staff) are made aware of, understand, and accept their individual health and safety responsibilities, and are adequately trained fulfil these duties.
- Collaborate with staff to monitor and review health and safety targets and priorities in line with the overall school objectives, and ensure that adequate resources are provided to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored, and reviewed at least annually.
- Ensure that the competent health and safety person (SBM and School Caretaker) is consulted, along with employees' representatives, prior to changes in working practices.

- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; as well as immediately notified of any involvement by the Health and Safety Executive (HSE). Additionally, if the Governing Body has assigned responsibility to the Headteacher, ensure that they respond promptly to any legal notices received from the HSE or other enforcing bodies.
- Ensure that formal health and safety workplace inspections and audits are undertaken, and appropriate action implemented.
- Ensure consultation takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Senior Leadership Team)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy and any relevant departmental policies if applicable;
- Ensure that risk assessments are undertaken and recorded for work activities, processes, and operations. Risk assessments must identify significant risks and establish controls that will eliminate the risk or reduce it to the lowest possible level through, sensible and proportionate risk management. Involve employees in this process and implement necessary controls in accordance with legislative and school policy requirements.
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place.
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress, and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment.
- Ensure arrangements are in place for the health and safety of agency workers (as the host employer) and for volunteers. This includes detailing the responsibilities of both the host employer and the agency.
- Ensure that relevant information, instruction, training, and supervision programmes are in place, maintained and monitored to help ensure all employees are competent.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated as necessary and take appropriate action to prevent a recurrence.
- Monitor the activities of contractors and others in your area and raise any concerns with the appropriate person promptly. Support all employees, including safety representatives, in fulfilling their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document the safety of the work environment and identify necessary actions.
- Ensure that communication channels are in place to keep employees informed and updated on health and safety matters as needed.

- Facilitate cooperation and consultation between organisations and relevant employees' safety representatives, when sharing premises.
- Take appropriate action following external audits and inspections.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy the term 'employees' includes work placement and experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care while at work to ensure that they do not endanger themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or relevant authorities (line manager, senior management) regarding health and safety duties. Follow all relevant arrangements, instructions, control measures, training, procedures (both written and verbal) to protect their own and other's health and safety. Additionally, consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety, and welfare (such as safety equipment and/or protective clothing).
- Check that any equipment, plant, or substances used at work are in a safe condition before use. Familiarise themselves with all relevant processes, materials and substances and use them only as advised. Report any defects, loss, or damage to their manager via the defect reporting system.
- Immediately inform their manager of any work situation that might present a serious or imminent danger to themselves or others, or any other issues in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising, or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases, and dangerous occurrence) and near misses.
- Be familiar with all relevant health and safety policies, procedures, risk assessments and other documentation, applicable to them and their work. Follow all provided induction, information, instruction, and training, whether verbal or written.
- Be aware of the first aid provision at their workplace.
- Understand the fire and emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Participate in health and safety training and development as required.
- Cooperate with health surveillance programmes and other control strategies to protect their health and wellbeing, as required.

- Lead by example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect Whitestone Infant School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at school.
- Follow all health and safety instructions given and cooperate with teaching and support staff.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety, and welfare.
- Report any health and safety concerns that they may have, to a teacher or other member of school staff

2.7 Shared site users

Where multiple employers share a workplace, each must cooperate with the others to ensure compliance with health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate and collaborate with the school on health and safety matters.
- Provide information of any new or additional risks or procedures, relating to work activities, which may be new or unusual to those of the school.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards of the school, to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with the school's health and safety arrangements, and ensure they are communicated, to their employees and service users.

The school will ensure that, where not forming part of the shared site, users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Collaborate with shared site users on matters of health and safety.
- The school's health and safety arrangements are made available for dissemination.