



Saint Pierre School,  
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

## Health and Safety Policy

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Headmaster	Peter Lane	1 <sup>st</sup> August 2024	1 <sup>st</sup> July 2025
<b>Read in Conjunction with:</b> First-Aid Policy Fire Safety Policy Risk Assessment Policy			

(COVID change: [please read COVID risk assessment for adjustments](#))

### INTRODUCTION

The school believes that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment on and off site.
- Preventing accidents and work-related ill health.
- Providing safe premises (including access and egress), plant and equipment.
- Maintaining safe systems of work among staff (including teaching and non-teaching staff, peripatetic workers and students undertaking work experience) and pupils.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe means of use, handling, storage and transportation of articles and substances.
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the school.
- Providing adequate information, instruction, training and supervision to staff and pupils.
- Consulting with staff, pupils and their representatives on health and safety matters.
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement.
- The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records and health and safety related issues and complaints etc).
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

#### HEAD WILL ENSURE:

- The promotion of a health and safety culture within the school and on off-site visits in order to prevent accidents, work-related ill health, and damage to property.
- That a clear written health and safety policy is developed, implemented, and communicated in accordance with legal obligations, relevant HSE and DfE and other appropriate guidance.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors, and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of the school's activities.
- The provision and maintenance of safe premises, plant, and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and pupils and others such as contractors, where appropriate.
- The establishment of a school H&S Committee which is representative of the operation and structure of the school, and which meets at least Termly.
- That arrangements are in place for the effective consultation with staff, and pupils regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the school.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.
- The school complies with its reporting and record keeping obligations.
- Accidents, incidents, absence, and complaints pertaining to matters of health and safety are properly investigated, if required, and that the school co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- The school's health and safety policy and performance are reviewed and monitored regularly and at least annually.

#### SCHOOL H&S CO-ORDINATOR (currently Headmaster) WILL ENSURE:

- The promotion of a positive health and safety culture within the school.
- The implementation of a clear, written School Health and Safety Policy which is communicated and regularly updated in accordance with legal obligations.
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the school are included.
- The co-ordination of the School's H&S Meetings.

- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out.
- Liaison with all staff to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, HPA, local authority and fire authority, as required.
- Systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the school identified Training Co-ordinator.
- Prompt evaluation and, where appropriate, act on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- Routine monitoring is established at the school including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.

#### CLASS TEACHERS WILL ENSURE:

- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing, and guards where necessary and ensure they are used as required.
- Making recommendations to SLT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Integration of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Head or Head of Department.

#### NON-TEACHING STAFF WILL ENSURE:

- Co-operation with the Head on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the school.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.

- Observation of all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school.
  - Implementation of safe working practices which comply with school policies and procedures and set a good example personally.
  - Acting in accordance with any specific health and safety training received.
  - Exercising good standards of housekeeping and cleanliness.
  - Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
  - Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
  - Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head and ensure that defective equipment is immediately taken out of use until it has been made safe.
  - Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
  - Provision of instructions, warning notices and signs as appropriate.
  - Reporting of all accidents in accordance with current procedure.
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- Any accidents or incidents, dangerous occurrences or near misses are reported to the Head.
  - Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
  - Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
  - If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
  - Minimisation of the occasions when an individual is required to work or study in isolation.
  - No interference with or misuse anything provided to safeguard their health and safety.
  - Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

PUPILS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE) WILL ENSURE:

- Co-operation with the Head and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the school.
- Observation of the school rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

VISITORS AND CONTRACTORS: -

All visitors and other users of the school premises (to include contractors, delivery people and visitors to the school) must:

- Co-operate with the school on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Observe the rules of the school.
- Ensure that they comply with the school's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the school site and the host arrangements whilst on site.
- Ensure that they are familiar with the school's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

Signed:

A handwritten signature in blue ink, appearing to read 'P. Spencer-Lane', written in a cursive style.

Peter Spencer-Lane (Headmaster)