Walton Primary Academy

Health and Safety Policy

Date	Review Date	Lead	Nominated Governor
September 2023	September 2024	B Fahy	H Swainson B Woods

Contents

1 Introduction

The Successful management of health & safety in Walton Primary Academy is a key priority of both the head teacher/senior managers and governors in order to demonstrate;

- our schools commitment to the well-being of employees, pupils and visitors
- safe working practices in the activities and tasks undertaken by staff and pupils
- compliance with legal requirements and the enhancement of the school's reputation.

This framework document provides a practical guide for our head teacher, managers, health and safety professionals, employee representatives and governors who want to improve and enhance health and safety in our school. Our school is committed to managing health and safety with the same degree of expertise and to the same high professional standards as we do for all other areas of school life. Our framework is based on guidance provided by the Health & Safety Executive (HSE) document HSG65.

This framework outlines the broad principles and key management practices Walton Primary Academy will work within to provide the basis of an effective and consistent health and safety management system. In addition it aims to address our schools legal obligation to safeguard the health, safety and welfare of everyone in our school.

2 The Key Elements for Successful Health & Safety Management

Walton Primary Academy is committed to the effective management of health and safety by its duty holders, managers, safety representatives and employees. Together with legal requirements, this framework outlines the basis for the approach our school will take with regard to our overall organisation wide management of health & safety.

This section sets out our school's key principles and management practices which form;

- the basis of an effective health and safety management system,
- the methodology we will use to identify and address health and safety issues,
- the tools we will use to further develop health and safety improvements and assess our performance.

Policy – An effective health and safety policy sets the clear direction our school will follow and will contribute to business efficiency and continuous improvement. Our policy will not only demonstrate senior manager's commitment and involvement but will also set out the key roles and responsibilities of everyone within our school along with organisational aims, objectives and targets.

Organising – Our school will have an effective management structure and arrangements in place to ensure we can proactively deliver our policy. There will be a shared understanding across our school of the values and beliefs relating to health and safety which will actively promote a positive culture.

Our school will encourage staff participation; promote effective communication, empowerment and competence of all our staff.

Planning and Implementing – Our school will have a planned and systematic approach to implementing the health and safety policy through an effective health and safety management system. Our planning will involve the setting and implementing of performances standards, targets and priorities. We will base our planning process on risk assessment methodologies to ensure that we set clear objectives for the effective control or elimination of hazards and the mitigation of risks. We will set performance standards against which we can measure our achievements.
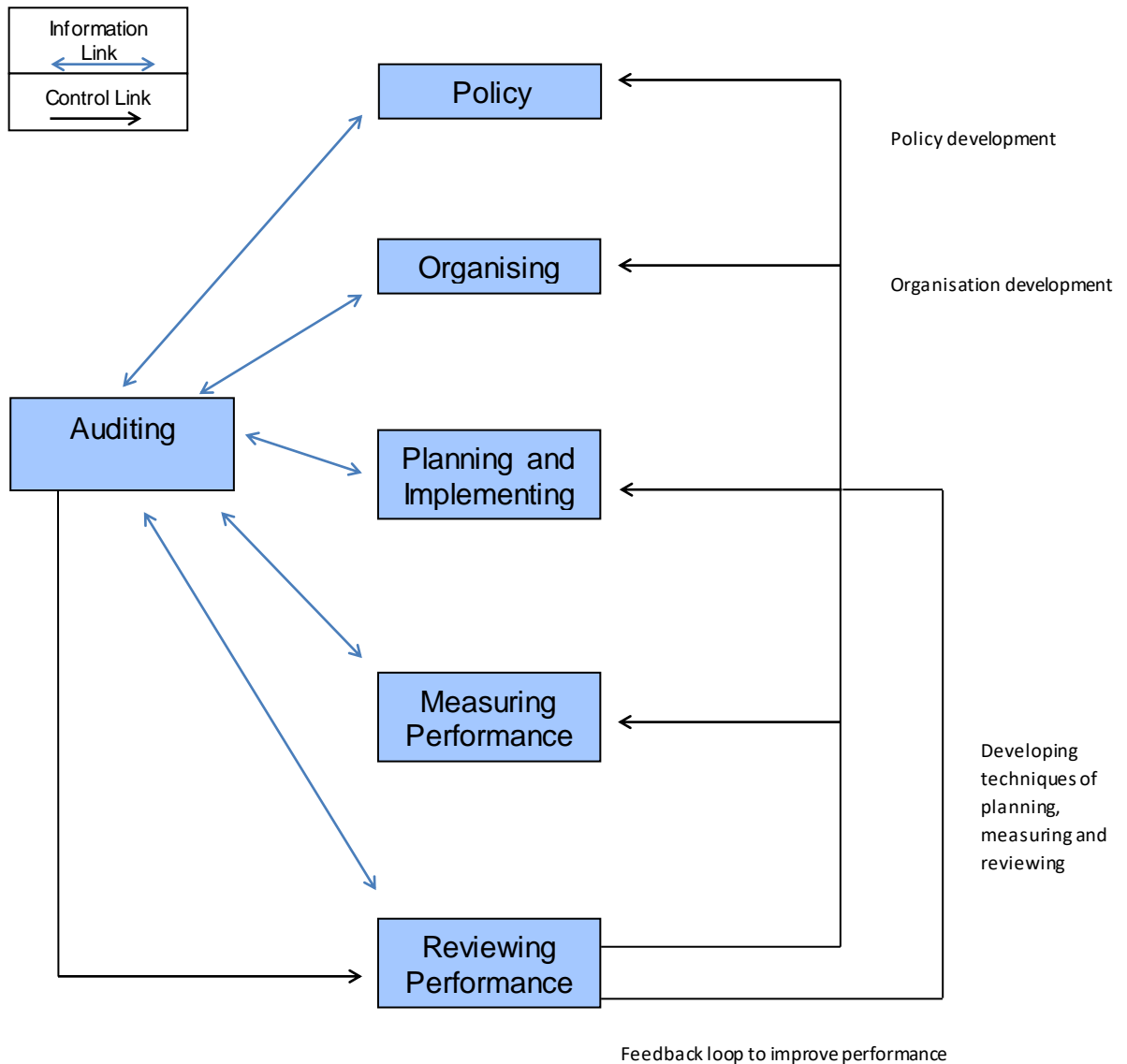
Measuring Performance – Our school will measure performance against agreed standards so we can clearly identify when and where improvement is needed. We will undertake active monitoring through the provision of internal and external reviews of premises, people, activities, equipment and procedures as well as reactive monitoring by reviewing accident and incident reports and undertaking investigations if things do go wrong.

Auditing and Reviewing Performance – Our school will learn from relevant experiences and apply the lessons learnt to future planning. An independent and structured auditing programme will reinforce our review process. The results of monitoring and independent review will be systematically evaluated against expected performance, objectives and targets to ensure continuous improvement in our commitment to health and safety across our organisation.

Reporting – Our school will report the findings of internal and external review which not only identify weaknesses in our systems and or identify unrealistic or inadequate objectives or targets but also which highlight good working practices and positive contributions to the health and safety management of our organisation. A detailed report to staff and governors will be provided every 12 months with an executive summary style report made available to parents and other stakeholders every 12 months.

The diagram below (figure 1) represents the key elements of a successful health and safety management system and is based on the HSE HSG65 model.

Figure 1

Information Link	←→
Control Link	→

Policy

Policy development

Organising

Organisation development

Auditing

Planning and Implementing

Measuring Performance

Developing techniques of planning, measuring and reviewing

Reviewing Performance

Feedback loop to improve performance

3   Practical implementation of the Framework

This section sets out how our schools will in practical terms implement the core requirements of our health and safety framework, the approach we will take and the hierarchy of documentation we will use to support duty holders, managers, staff, governors and others in ensuring health and safety management is intrinsic in our day-to-day activities and decision-making processes.

Our school's practical approach to the management of health and safety is summarised as; Plan, Do, Check, Act and illustrated in the diagram below (Figure 2).
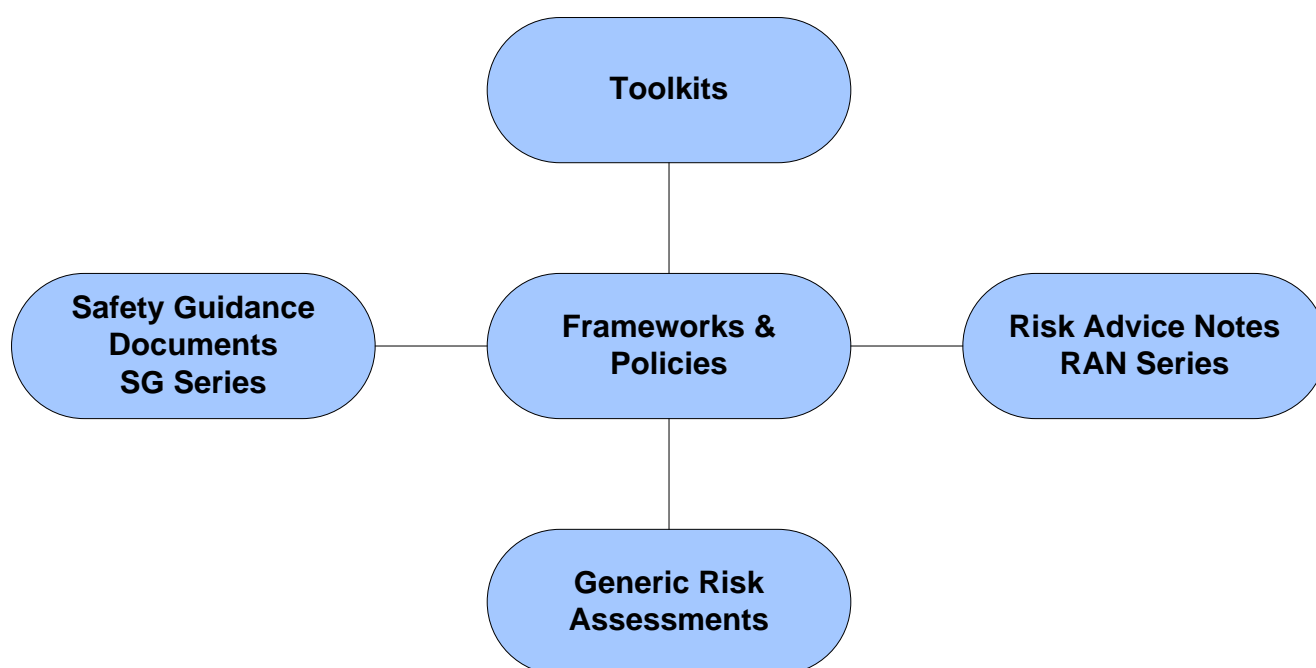
Figure 2
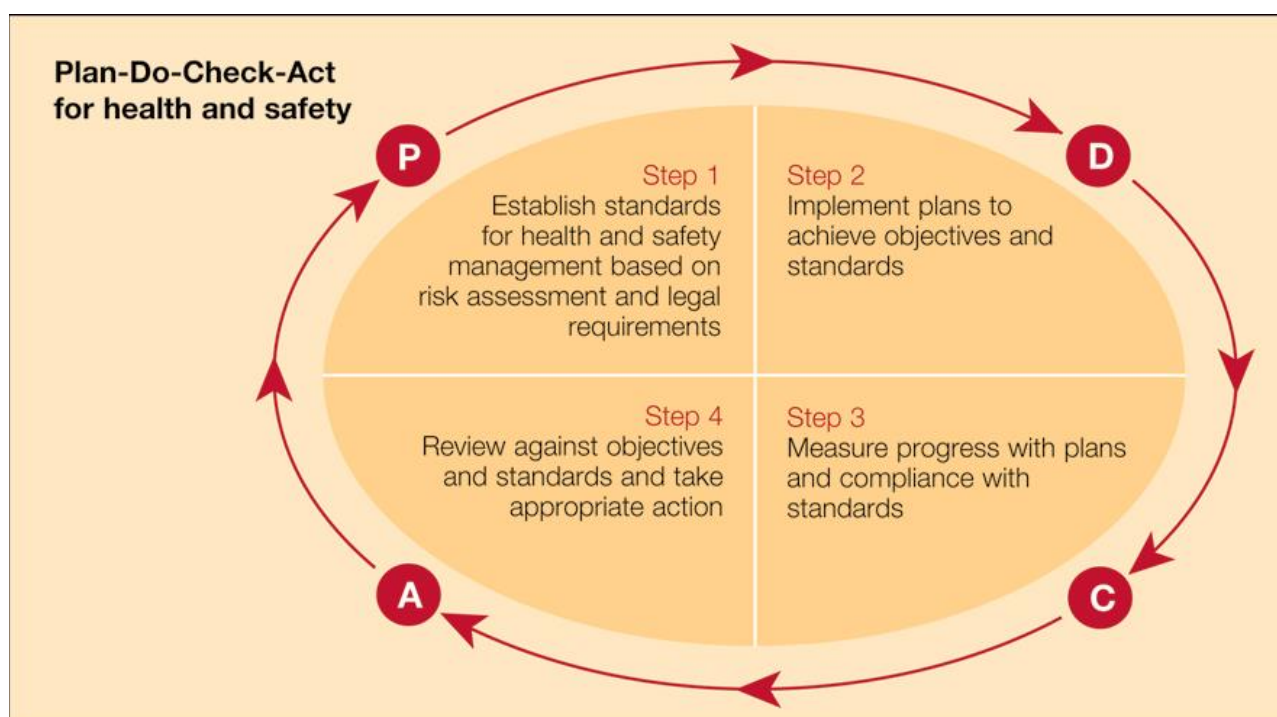
Our school will devise and develop appropriate documentation and procedures which supports our policies and this framework, the interconnectivity of our key documentation with this framework is illustrated in the diagram below, we will also facilitate suitable training, supervision and instruction of staff and promote two-way communication to ensure the implementation of health and safety across our school is fully supported and integrated.

The diagram below illustrates the interconnectivity of the key school document types within our health & safety framework (figure 3).

Figure 3

Health and Safety Document Interconnectivity

Toolkits

Safety Guidance Documents SG Series

Frameworks & Policies

Risk Advice Notes RAN Series

Generic Risk Assessments

Definition of Our School Key Health and Safety Documentation

Frameworks & Policies – These schools specific documents provide clear organisation wide structure and intent, setting aims and objectives for our school, identifying key systems and procedures within our organisation, along with those individuals with specific roles and how they will discharge their health, safety and risk responsibilities.

Toolkits – These comprehensive holistic documents provide advice, guidance and documentation to manage and or mitigate significant areas of health, safety and risk in school, in a structured way (for example Premises & Facilities Management, Lettings & Hire of Premises, Events on School Premises, Management of Volunteers in School etc).

Safety Guidance Documents – Provide guidelines and recommended action on a range of key health, safety and risk issues, interpreting legislation where appropriate, and offering common sense solutions to manage health and safety in a practical and proportionate way.

Risk Advice Notes – These less detailed documents offer best practice and a professional opinion relating to specific issues, which do not necessarily require the detail contained within a Safety Guidance Document or Toolkit.

Generic Risk Assessments/Safe Systems of Working (SSOW) – Risk assessment documents highlight commonly identified hazards (i.e. things with the potential to cause harm) and standard control measures/precautions (i.e. ways of reducing the likelihood of the hazard causing harm) associated with general locations, events or activities (e.g. Slips, trips & falls, litter picking, lunch time supervision etc). These documents are provided as helpful tools when assessing health & safety risks and should be personalised where appropriate to take account of individual abilities, tasks/activities and situations. Where appropriate these are supported by generic Safe Systems of Working documents, these define a safe way of undertaking a task or activity and can be personalised to meet individual school/site requirements.

4   Further Support & Guidance

Further support, advice and guidance on health and safety for our school is available from A Harpham who has day to day responsibility for health & safety management on site, from our dedicated Health and Safety Consultant who provides support and advice on request, or by visiting the Health & Safety Executive (HSE) website www.hse.gov.uk