



# LOCKERS PARK SCHOOL

## HEALTH AND SAFETY POLICY

### PART ONE

Date Last Updated	By...	Date of next review
September 2019	DG	September 2020
September 2020	DG	September 2021
October 2021	DG	October 2022
October 2022	JMS	October 2023
September 2023	JMS	September 2024
September 2024	JMS	September 2025

#### Lockers Park School Health & Safety Statement of Intent

The Governors & staff of Lockers Park School are committed, through all levels of its management and operation, to take steps to ensure:

- **All pupils (of every age including those in EYFS), staff, parents, visitors and contractors are safeguarded in respect of health, safety and welfare whilst they are on the school site or otherwise performing the business of the school.**
- No work is carried out by the school or its contractors which is liable to expose pupils, staff, parents, visitors or contractors to hazards to health, without first having made suitable and sufficient assessments of the risk and having instituted necessary measures to prevent or adequately mitigate any risks.
- All contractors working on the school site or otherwise employed by the school provide suitable undertakings, and can demonstrate, that they have suitable arrangements for securing proper health and safety including insurance policies to cover public liability and, where necessary, the provision of a written statement of policy.

The School recognises its responsibility for the implementation of the Health & Safety Policy and, through the appropriate Committee, will seek to ensure that the requirements of all health and safety legislation are established (i.e., the provisions of the Health and

Safety at Work Act 1974 section 2(3), the Management of Health and Safety at Work Regulations 1999 and all subsequent regulations, including those implementing EC Directives). The Headmaster and Bursar are responsible for overseeing the implementation of the policy within the School.

**The school's health and safety objectives are to:**

- Provide adequate conditions and work arrangements for its pupils, staff, parents, visitors and contractors which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards to be identified thereby enabling appropriate standards of safety to be adopted and enforced.
- Keep the health, safety and welfare of pupils, staff, parents, visitors and contractors under review by management at all levels throughout each academic year.
- Provide adequate information, instruction, training and supervision for its employees, including temporary staff and contractors, to enable them to adopt good safety practices.
- Cooperate actively with local authorities, public services and statutory bodies in the interests of health and safety.
- Seek to ensure that all items of plant and equipment operated on the school premises, or in the furtherance of school business, are maintained properly and used only when proper risk assessments and training have been carried out.
- Seek to ensure that safe arrangements are made for the storage, handling and transportation of articles of equipment and substances.
- Seek to ensure that all fire prevention measures, and documentation are kept up-to-date.

This policy requires the full co-operation of every person whenever they are on the school site or carrying out School business. All pupils, staff, parents, visitors or contractors operating on the school site or otherwise performing the business of the school therefore have an obligation to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Health and Safety is a line management responsibility within the school and will be exercised through the school's management structure under the direction of a Health and Safety Committee, appointed by the Head, which is chaired by the

Bursar and attended by a member of the Governing body and is required to meet at least termly.

This policy will be reviewed at least annually and revised earlier if necessary, to ensure it remains fully effective.



Christopher Lister  
Chair of the Board of Governors

Signed

Reviewed	Date:	September 2021
Reviewed	Date:	October 2022
Reviewed	Date:	September 2023
Reviewed	Date:	September 2024





## **Management Responsibilities**

Health and Safety law lays down specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and others (Visitors & Contractors) who might be affected by their undertakings.

To help the organisation comply with these duties we have assigned specific responsibilities to Managers and others. Any employee failing to satisfactorily discharge the Health and Safety responsibilities could face disciplinary action.

### **Headmaster**

The Headmaster, with support from the Bursar, and academic and non-academic staff, has responsibility for overseeing the maintenance and development of safe working practices and conditions for all employees, visitors and contractors using the school's premises.

The Headmaster will pay regard to the hazards associated with the School's activities, in consultation with members of staff concerned, and will seek, so far as is reasonably practicable, to reduce the risks associated with such hazards to the safest possible level.

The Headmaster will seek to ensure that all hazards are controlled by utilising the various services and control measures available.

### **Main Responsibilities**

The Headmaster will, so far as is reasonably practicable and with support as appropriate:

- Actively encourage the School's policy for the prevention of injury and ill-health.
- Take advice on the requirements of appropriate legislation using external sources where relevant.
- Monitor effectiveness of the Safety Policies and seek to ensure that any necessary changes are made and maintained in line with development and legislation.
- Seek to ensure that assigned duties for implementing health and safety requirements are carried out.
- Instigate and maintain liaison with other management and external advisers and encourage the distribution of relevant information throughout the School.
- Seek to ensure all requirements defined in the School's Safety Policies are sufficiently funded and adequately trained.



- Seek to ensure that safety is integral to the business planning process.
- In conjunction with the Bursar, arrange for adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
- Seek to ensure that approved representatives undertake risk assessments for tasks and activities, so that written assessments are done for significant risk areas. Seek to ensure copies of each risk assessment are sent to the Health and Safety Officer for inclusion in School files.
- Set a personal example as regards commitment to Health and Safety.
- Seek to ensure that the School has at least one designated competent person (internally or an external consultant) who provides assistance in health and safety in order to comply with the law.
- Seek to ensure that employees are provided with relevant information on risks together with preventive and protective measures and that they are consulted on health and safety issues.
- Seek to ensure that building, equipment and systems of work are safe and there is a healthy working environment.
- Seek to ensure safe arrangements for the handling, storage and transport of items/substances.
- Seek to ensure health and safety policies are provided in the form of information, instruction, training and supervision as are necessary to all employees.
- Arrange adequate welfare facilities.

### **Department Managers / Teachers**

Each of the above acts for and on behalf of the Headmaster with specific responsibilities for ensuring the implementation of the Safety Policy, that its aims are consistently met, and that management and employees satisfactorily discharge the health and safety responsibilities allocated to them.



## Main Responsibilities

- Ensure that management and employees throughout the organisation satisfactorily discharge the health and safety responsibilities allocated to them.
- Ensure that all activities are carried out to the required standard, with minimum risk to employees, carers, children and young people, visitors, contractors, equipment and materials or others who may be affected.
- Ensure that should any modification or change to the working environment/equipment be necessary all changes are discussed with the Health and Safety Officer, where necessary.
- In conjunction with the Health & Safety Officer, monitor the effectiveness of the policy to include safe working procedures, safe systems and practices by way of a formal audit.
- Seek to ensure that the policies or procedures are amended accordingly, and the appropriate personnel have been notified of such amendments and fully understand them.
- Be advised of the broad requirements of the relevant legislation and statutory duties.
- Take measures to ensure, so far as is reasonably practicable, in respect of each new project that adequate financial provision is made and adequate time is allowed for each project to be completed without risk of injury to employees, or others who may be affected.
- Set a personal example as regards commitment to Health and Safety.
- Oversee the training of, and information to, staff as regards the undertaking of risk assessments to ensure that assessments are undertaken for each task or activity and that written assessments are done for significant risk areas.
- Ensure staff are provided with comprehensive information on risks plus preventive and protective measures and consult with them on health and safety issues.
- To organise the workplace so that operations are carried out to a safe system of work, resulting in there being a minimal risk to persons, equipment and materials.
- To plan and maintain a tidy working area, including safe access to and egress from the work site.
- To ensure that all persons under their control are trained and competent to carry out their jobs in a safe manner.



- To ensure that arrangements are made to protect employees from risks associated with lone working.
- To ensure that the location of fire extinguishers is known to employees and that they understand the procedure to be followed in the event of a fire.
- To ensure that the location of first aid equipment and personnel are known to employees.
- To report all accidents and occurrences.

### **Health and Safety Officer/Bursar**

This post assumes a cross-organisation role whose main activity will be to provide advice, support and the development/maintenance of a Health and Safety Management System.

### **Main Responsibilities**

The Health and Safety Officer/Bursar will, so far as is reasonably practicable and with support as appropriate:

- Liaise with the Headmaster / Department Managers and Teachers to ensure accident report co-ordination across the School is undertaken, record keeping and producing as necessary statistical information/graphic representation detailing trends, causes.
- Understand when all statutory inspections are to be undertaken in each department and co-ordinating feedback.
- Report relevant accidents to the Health and Safety Executive (HSE) as and when necessary.
- Be able to provide advice, if necessary, to Social Services or other bodies to aid with insurance issues/compensation claims.
- Seek to ensure that management and employees throughout the organisation satisfactorily discharge the health and safety responsibilities allocated to them.
- Seek to ensure that all activities are carried out to the required standard, with minimum risk to employees, carers, children and young people, visitors, contractors, equipment and materials or others who may be affected.





- Seek to ensure that should any modification or change to the working environment/equipment be necessary, all changes are discussed and considered as necessary.
- Monitor the effectiveness of the policy to include safe working procedures, safe systems and practices by way of a formal audit.
- Seek to ensure that the policies or procedures are amended accordingly, and the appropriate personnel have been notified of such amendments and fully understand them.
- Be advised of the broad requirements of the relevant legislation and statutory duties.
- Take measures to ensure, so far as is reasonably practicable, in respect of each new project that adequate financial provision is made and adequate time is allowed for each project to be completed without risk of injury to employees, or others who may be affected.
- Set a personal example as regards commitment to Health and Safety.
- Oversee the training of, and information to, staff as regards the undertaking of risk assessments to ensure that assessments are undertaken for each task or activity and that written assessments are done for significant risk areas.
- Seek to ensure staff are provided with comprehensive information on risks plus preventive and protective measures and consult with them on health and safety issues.
- Seek to ensure that the workplace is organised so that operations are carried out to a safe system of work, resulting in there being a minimal risk to persons, equipment and materials.
- Seek to ensure that working areas are kept tidy, including safe access to and egress from the work site.
- Seek to ensure that all persons are trained and competent to carry out their jobs in a safe manner.
- Seek to ensure that arrangements are made to protect employees from risks associated with lone working.
- Seek to ensure that the location of fire extinguishers is known to employees and that they understand the procedure to be followed in the event of a fire.
- Seek to ensure that the location of first aid equipment and personnel are known to employees.



## All Employees

Employees have specific duties and responsibilities. These are:

- a) To make themselves familiar with and understand the School's Health and Safety Policy, procedures and safety rules.
- b) To take all reasonable care for their own Health and Safety and for that of others who may be affected by their acts or omissions at work.
- c) To follow safe working practices and obey safety rules at all times.
- d) Not to intentionally or recklessly interfere with, or misuse any equipment, materials or facilities provided in the interest of health, safety and welfare, or in fulfilment of any legal obligation by the School.
- e) To maintain a tidy working area, thereby not creating hazards to self and others.
- f) To co-operate with the Headmaster and the Health and Safety Officer/Bursar on all aspects necessary to provide a healthy and safe working environment, including the participation in any training.
- g) To keep organisation vehicles and equipment in their use in good order at all times and to report any faults.
- h) To know the location of fire extinguishers within the areas in which they are working and the action to be taken in the event of a fire.
- i) To know the location of first aid boxes within the areas in which they are working and the action to be taken in the event of an accident.
- j) To report any accident, dangerous occurrence or hazardous condition.

Employees could face disciplinary action if they do not adhere to H&S policies/legislation.