Kendrick School

Health and Safety Policy

Approval Date October 2026
Date of next review: September 2027

Version: H&SV1 2017	
Version: H&SV2 2020	
Version: H&SV3 2022	
Version: H&SV4 2024	
Version: H&S V5 2025	
Version: H&S V6 2026	Minor changes only

Kendrick School
Health and Safety Policy Statement

It is the policy of the Trust Board of Kendrick School to ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees, students and others including members of the public who may be affected by our activities. We aim to accomplish this by:

1) Providing and maintaining plant and systems of work that are safe and without risks to health.

2) Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances

3) Providing such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.

4) Maintaining any place of work under our control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.

5) Providing and maintaining a working environment for our employees that is without risks to health and adequate as regards the arrangements and facilities for their welfare at work.

6) Bringing to the attention of all employees that they as individuals have a legal responsibility to take care of the Health and Safety of themselves and others, such as members of the public, who may be affected by their acts or omissions at work.

7) By consulting with employees, others, such as members of the public and their representatives on all matters that may directly affect their Health and Safety,

The Trust Board of Kendrick School will strive to achieve these aims by integrating safety management into all levels of service planning and delivery. To achieve its aims, we will set Health and Safety targets and monitor its performance. We recognise that high standards in Health and Safety are of equal importance and complementary to delivering a value for money service.

ORGANISATION AND ARRANGEMENTS FOR HEALTH AND SAFETY

2.1 The Trust Board

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the Trust Board. The Trust Board will delegate to the Headteacher responsibility to report any notifiable accident or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to the LA, HSE and the DFE as appropriate.

Specifically, the Trust Board is responsible for:

- Reviewing the school's Health and Safety policy annually and implementing new arrangements where necessary.
- Provide strategic guidance
- Providing appropriate resources within the school's budget to meet statutory requirements and the school's Health and Safety policies, procedures and standards.
- Seeking specialist advice on Health and Safety matters which the school may not feel competent to deal with.

At school level, duties and responsibilities have been assigned to staff as laid out below.

2.2 The Headteacher

The Headteacher has overall responsibility for the application of this policy but may delegate duties to the Senior Leadership Team (SLT).

The Headteacher shall:

a. Take a lead role in the health and safety management and take appropriate action immediately when any hazard is reported and stop the use of any plant, tools, equipment, machinery, etc. which are considered unsafe until satisfied as to their safety.
b. advise the Trust Board of necessary measures to ensure Health & Safety standards are maintained and reviewed regularly.
b. inform the Trust Board of any Health & Safety issues, working with the trustees to enable Health and Safety policies and procedures to be implemented and complied with.
c. Ensuring adherence to statutory requirements and school Health and Safety policies, procedures and standards.
d. Ensuring effective Health and Safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the trustees where necessary.
e. Communicating the Health and Safety policy, and other appropriate Health and Safety information, to all relevant people, including contractors.
f. Carrying out Health and Safety investigations
g. Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
h. Reporting to the trustees any significant hazards which need rectifying.
i. Monitoring purchasing and contracting procedures to ensure compliance with school policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for Health and Safety within the school.

2.3 The Premises Lead – (Member of the SLT)

The Premises Lead has responsibilities delegated by the Headteacher to:

a. be the focal point for day-to-day references on Health and Safety and give advice or indicate sources of advice; in their absence, the Premises Lead will deal with urgent issues.
b. ensure that all relevant health and safety legislation and good practice are continually implemented
c. co-ordinate the implementation of safety procedures and carry out risk assessments.
d. maintain contact with outside agencies able to offer expert advice.
e. carry out regular inspection of the school and check working practices in it.
f. ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.
g. review the policy and its implementation annually.
h. devise and implement safety procedures
i. ensure there is a programme of site and H&S inspections, and that monitoring and annual audits are carried out
j. ensure a risk assessment schedule is in place and that it is monitored and reviewed
k. ensure effective procedures are in place in case of fire and evacuation
l. ensure accident and emergency procedures are in place
m. ensure practice emergency evacuation and / or invacuation procedures are undertaken three times per academic year, with recorded results
n. ensure working conditions take account of statutory and advisory requirements and codes of practice
o. ensure relevant staff have access to appropriate training
p. liaise with the Premises Manager and Head Caretaker and delegate duties to ensure H&S compliance

q. ensure that all health and safety and maintenance checks and reviews are undertaken and appropriately documented.
r. effectively monitor the condition of the premises, following up defects and ensuring remedial work is undertaken.
s. ensure appropriate communication and training, relating to health and safety is in place throughout.
t. ensure that contractors on site follow safe working practices.

2.4 Obligations and responsibilities of all employees

Under the Health and Safety at work Act (1974) all employees have general Health and Safety responsibilities. Employees must be aware that they are obliged to take care of their own Health and Safety whilst at work, along with that of others who may be affected by their actions.

Health and Safety at Work etc. Act 1974 states:

"It shall be the duty of every employee whilst at work:

a. to take reasonable care for Health and Safety of themselves and any other persons who may be affected by their acts or omissions at work, and

b. as regards any duty or requirement imposed on their employer or any other person by or under any relevant statutory provisions, to co-operate with them so far as it is necessary to enable that duty or requirement to be performed or complied with.

Also that:

"No person shall intentionally recklessly interfere with or misuse anything provided in the interests of Health and Safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the law be observed and responsibilities to students and other visitors to the school are carried out, all employees are expected:

c. to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied.

d. to observe standards of dress consistent with safety and hygiene.

e. to exercise good standards of housekeeping and cleanliness.

f. to know and apply the emergency procedures in respect of fire and first-aid; any member of staff wishing to attend appropriate courses should see the PREMISES LEAD and CPD coordinator.

g. to use and not willfully misuse, neglect or interfere with things provided for their own health, safety and welfare and the health, safety and welfare of others.

h. to co-operate with other employees in promoting improved safety measures in their school

i. Be part of their faculty/key stage risk assessment review procedure, signing that they have read the assessments relative to their work.
j. Undertake any training provided, read relevant documents and implement codes of practice and instructions.
k. Refer any health and safety issues to their line manager.

l. to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

m. Comply with the school's Health and Safety policy and procedures at all times.

n. Apply the school's Health and Safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements

o. Report all accidents and incidents in line with the reporting procedure including the reporting of all defects in condition of premises or equipment, and any Health and Safety concerns immediately to the Premises Team. Report immediately to the school's Premises Team about any shortcomings in the arrangements for Health and Safety.

p. Ensure that they only use equipment or machinery that they are competent / have been trained to use and make use of all necessary control measures and personal protective equipment provided for Health and Safety reasons

q. Leave the classroom / areas of work in a reasonably tidy and safe condition

r. ensure that toxic, hazardous and highly flammable substances are correctly used, stored away after use and labelled in all areas of the school

s. Put up signs when a radiation practical is being undertaken, and not enter a room whilst these signs are displayed on all entry doors to the room. If you must enter the room, either return later when the practical is finished, or knock twice and wait for the teacher to indicate it is safe to enter

t. For pregnant staff to never enter a room where radiation practicals are in progress

2.4 **Staff who have responsibility for specific departments or areas of** work (e.g. Teaching and Learning Coordinator of a Subject (TLS), Teaching and Learning coordinator of a Key Stage, Teaching and Learning coordinator of a Cohort (TLC), , Premises Lead, Caretaker, Canteen Manager, etc.)

Staff holding these positions, in so far as they are reasonably able:

a. are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the Trust Board and headteacher, according to Health and Safety regulations.

c. should establish and maintain safe work procedures as appropriate to their area of work (e.g. use of chemicals, guillotines, boiling water etc.).

d. should resolve any Health and Safety problems any member of staff or student may raise and refer to the Premises Lead any problem for which there is not satisfactory solution within the resources available.

e. should carry out regular risk assessments and safety inspections of the department of activities for which they are responsible and submit reports to the Premises Lead each school year or more frequently if necessary.

f. should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees, visitors and students to avoid hazards and contribute positively to their own safety and health at work.

g. should propose to the Premises Lead changes and additions to plant, equipment or machinery which are necessary for maintenance of safety.

h. ensure that all donated equipment is safe and, where appropriate, seek specialist advice that this is so.

i. may refuse to work if in so doing they reasonably believe they present a risk to themselves and to others, without fear of retribution.

j. carry out risk assessments for curriculum activities referring to the model risk assessments, and the Premises Lead or School Business Manager for advice if required.

2.5 Particular responsibilities for class teachers

a. The safety of students/students in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the head of department before any activities take place.

b. A class teacher is expected to:

i. know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.

ii. exercise effective supervision of students/students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.

iii. give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough).

iv. ensure that students/students' coats, bags, cases etc. are safely stowed away; and that no passageway, aisle etc. is obstructed at any time.

v. integrate all relevant aspects of safety into teaching processes and if necessary, give special lessons on safety;

vi. follow safe working procedures personally.

vii. call for protective clothing, guards, and special working procedures where necessary.

viii. make recommendations on safety measures to the head of department.

ix. carry out risk assessments for curriculum activities as required

x. ensure that cleaning products e.g. sanitizers, board cleaners suitable for the classroom are correctly used, stored away after use and labelled in all areas of the school

N.B. These rules apply to student teachers who must be made aware of their responsibilities by both the head of department and their professional tutor.

2.6 Students

a. Students are expected to:

i. exercise personal responsibility for safety of themselves and others, exercising common sense and due care at all times.

ii. observe standards of dress consistent with safety and hygiene (this prohibits unsuitable footwear, jewellery and other items considered dangerous).

iii. be aware of and observe the safety rules of the school and in particular the instructions of staff given in an emergency.

iv. use and not willfully misuse, neglect or interfere with items provided for safety.

v. ensure that students/students' coats, bags, cases etc. are safely stowed away; and that no passageway, aisle etc. is obstructed at any time;

2.7 The Health and Safety Representative

a. Health and Safety representatives are not liable in law and have no additional legal duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety At Work etc. Act 1974 (HASAWA) and do not carry legal liability for either their activities or omissions as a safety representative.

The functions of safety representatives are as follows:

(a) to liaise in the investigation of potential hazards and dangerous occurrences in the workplace (whether or not they are drawn to their attention by the employees he/she represents) and to assist in the examination of the cause of accidents, as appropriate, in the workplace.

(b) to report/investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work.

(c) to make representations to the employer on general matters arising out of (a) and (b) above.

(d) to make representations to the employer on general matters affecting the health, safety or welfare of the employees in the workplace.

(e) to carry out inspection of the school premises twice a year.

(f) to represent the employees they are appointed to represent in consultation at the workplace with Inspectors of the HSE and any other enforcing authority;

(g) to receive information from Inspectors in accordance with Section 28(8) of the 1974 Act; and

(h) to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, section 2(4) of the HASAWA places upon the safety representative the function of representing the employees in consultation with the employer. Duties of the employee representative are agreed and as recommended by HASAWA.

2.8 Training & Communication

All new employees shall receive training in health & safety aspects related to their role as part of their induction.

Staff training shall include but is not limited to manual handling, emergency procedures, health & hygiene, first aid, COSHH and working at height for all appropriate staff.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on SLT, ExSLT and trustee meeting agendas.
Training and briefing records shall be held in the school system.

The Headteacher or the Premises Lead ensure refresher training is completed within the prescribed time limits. Statutory health & safety posters have been completed and are on display around the school.

Staff are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Headteacher and Premises Lead and acted upon if deemed appropriate

2.9 Emergencies

In the event of an accident students and staff must contact Reception or General Office in the first instance where help and assistance will be provided.

All staff take part in first-aid training courses.

In the event of an emergency such as a pandemic, flood or adverse weather; business continuity plans and related procedures are in place to respond to such incidents. Reference should be made to the trust business continuity and critical incident Policy and Rainbow Pack.

2.10 Concluding statement

Suggestions by any member of staff and trustees to improve standards of Health and Safety are welcomed by the headteacher. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

This Policy will be reviewed every year or as and when changes to the school infrastructure or Health and Safety laws cause an earlier review. This policy is read and signed by all new members of staff. In the event of substantial changes to the policy all staff may be asked to read and resign the policy.

Please sign and return this tear off sheet to Amanda Emberson

Health and Safety Policy

I acknowledge that I have received and read the Health and Safety Policy

Signed.....

Name..... Date .....