Springwell



Bringing learning to life

Health and Safety Policy

Last review: September 2026

Next review: September 2027

Name: **David Scott-Batey**

Position: **Head of Business & Operations**

Signed:
Lisa Needham
Headteacher

Hinkler Road, Thornhill, Southampton, SO19 6DH
023 80 445 981

Principles

INTRODUCTION

Springwell School is responsible for the effective implementation of this Health and Safety Policy.

The governing body has developed local arrangements for delivering effective health and safety management, this will set out in detail the roles, responsibilities, and duties of named individuals, who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Headteacher, and within this Health and Safety policy.

POLICY STATEMENT

Springwell School is committed to ensuring the health and safety of staff, pupils, visitors, and contractors and to providing a safe environment for all those attending the school's premises.

Springwell is committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, provision and maintenance of safe plant and equipment, ensuring the safe handling and use of substances, consulting with staff and providing appropriate information, instruction, training, and supervision and taking steps to prevent accidents and cases of work-related ill health.

Springwell will take reasonable steps to fulfil these responsibilities within the framework of The Health and safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, other Regulations, Approved Codes of Practice, Guidance, etc. made under the primary legislation. Springwell will ensure that appropriate policies are in place, reviewed regularly and kept up to-date.

To this end, Springwell will procure the services of appropriate Health and Safety Consultants to advise the staff of the school on all health and safety related matters and to provide the school with up-to-date information in relation to its Health and safety responsibilities.

Every member of staff of Springwell School must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also must co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under the Springwell Health and Safety Policy.

Springwell will ensure that sufficient resources are allocated to ensure as far as is reasonably practicable that employees, pupils, and visitors are kept healthy and safe.

All members of staff are required to read this Health and Safety Policy and its appendices and confirm that they have done so.

STATEMENT OF INTENT

Springwell School recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation, and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the school to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Groups/Organisation’s premises (“the Premises”) and to that intent :

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Take steps to ensure compliance with all relevant health and safety legislation.
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety, and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction, supervision and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy considering new legislation, incidents, and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety in the school in writing and communicate these to all employees.

Aims

Springwell aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of Health, Safety and Welfare whilst at work.
- All pupils and members of the public, including parents/carers, visitors and contractors and employees who enter school's premises, are not exposed to any health and safety risks during their business.
- All managers (Headteacher, Deputy Head, Head of Business and Operations (HB0), and Site Manager) are suitably trained in health and safety matters.
- Sufficient resources are provided to enable suitable and sufficient safeguards to be put in place, and for the training of relevant staff.
- No work is carried out by the school or contractors that is liable to expose employees, pupils, or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors can demonstrate, prior to commencement of work, that they have suitable risk assessments and arrangements for securing proper Health and safety, including, where necessary, a written statement of policy.

The school's objectives are to:

a) Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
b) Maintain and keep under review a health and safety management system.
c) Set up and maintain a Health and Safety Committee representing staff and management as part of the Leadership structure.
d) Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public.
e) Provide means of access and egress which are safe and without risks to health.
f) Provide comprehensive information, instruction, training, and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
g) Ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels.
h) Ensure safe arrangements are made for the storage, handling and transport of articles and substances.
i) Ensure that the school will have and maintain up-to-date fire procedures and documentation and that all employees and pupils are familiar with them.
j) Develop safety awareness among all employees and pupils and to promote individual responsibility for Health and safety at all levels.

k) Ensure that procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place prior to commencement of work, and arrangements for securing proper health and safety of employees and anyone on the school site affected by their work.
l) Ensure all contractors who hold a support contract, or in regular attendance at school, must be DBS certified and details held on school central record. For any procured works that will be delivered outside of school and/or term time, a DBS will be expected but not preclude them from consideration.
m) Ensure that managers (Headteacher, Deputy Head, HBO, and Site Manager) in the school are suitably trained.
n) Ensure that sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school site or outside the school if engaged in school business.
o) Ensure that sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

Procedures

RESPONSIBILITIES

This policy is largely dependent upon the total co-operation of every person who works at Springwell. The school expects all employees to co- operate in ensuring the health and safety of all staff, pupils, and visitors.

The Governing Body

The governing body has the overall responsibility within the school for:

- Ensuring the implementation of Springwell School policies.
- Establishing, maintaining, monitoring, and reviewing the school Health and Safety Policy to meet the health and safety requirements in the Springwell policy.
- Agreeing and maintaining any necessary health, safety, and security contracts with contractors.
- Appointing a member of the governing body to be responsible for liaison on Health and safety issues with the Headteacher and Staff.
- Ensuring that there is a system for appropriate risk assessments to be carried out, recorded, and regularly reviewed.
- Ensuring that standards of welfare are established and maintained for staff, pupils, and visitors.
- Ensuring that staff are trained in Health and safety as appropriate.
  Ensuring adequate resources to enable the Health and Safety Policy to be carried

out.

- Ensuring that health and safety issues are put on the agenda of all appropriate governing body meetings (and shared committees / working groups) in the school – this includes having health and safety as an agenda item.
- Ensuring that appropriate arrangements are in place for effective liaison with health, safety, and security contractors.

Designated Member of the Resources Committee with responsibility for Health & Safety

The designated member of the Resources Committee is responsible for:

- Liaising with the Headteacher to ensure that the Springwell policies are carried out.
- Ensuring that proper oversight of any contract with contractors is maintained.
- Participating in a site inspection at least once a year.
- Inspecting the accident / incidents books on a regular basis and at least once a term; and
- Carrying out site inspections with members of the Health and Safety Committee on behalf of the Governing Body.

The Headteacher

The Headteacher (or, when absent, Deputy Head Teacher) will be responsible for the overall implementation of the Health and Safety Policy.

The Headteacher is responsible for:

- The health, safety and welfare of staff, pupils, visitors, and any other person using the premises.
- Ensuring safe working conditions for all the above (staff, pupils, visitors etc.).
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus.
- Ensuring that liaison with contractors is maintained and that regular reports are obtained.
- Ensuring that the welfare of staff and pupils is seen as a priority by all staff.
- Consulting with members of staff and TU Safety Representatives on health and safety issues.
- Arranging for appropriate supervision of pupils.
- Carrying out periodic safety reviews and audits.
- Identifying the training needs of all staff and pupils, and ensure, within the financial resources available, that adequate and appropriate training is provided.
- Encouraging staff, pupils, and others to promote health and safety and to suggest ways of reducing risks.
- Ensuring that sufficient and appropriate risk assessments are carried out and

effective control measures are determined and carried out in a timely manner.

- Delegating to the HBO appropriate tasks for the day-to-day implementation of the policy.
- Ensuring that parents/carers are kept informed on any health and safety issues and enlisting their support as appropriate.
- Ensuring that an Accessibility Plan is in place and is appropriately reviewed at any time that a particular pupil's needs may warrant such a review.
- Taking responsibility for fire safety arrangements as set out in the Fire Safety Regulations.
- Keeping the Resources Committee informed of the progress of the implementation of the policy and informed about changes to the law and guidance - this includes, working with the Chairs of the governing body and Resources Committee to have health and safety as an agenda item.

<u>The Head of Business & Operations (HBO)</u>

The HBO will be responsible to the Headteacher for:

- Managing, co-ordinating and monitoring health and safety matters within the school.
- Ensuring that the school's Health and Safety Policy are implemented.
- Reporting directly to the Headteacher on health and safety issues.
- Participating in the work of the Health and Safety Committee.
- Liaising as appropriate with the member of the governing body with health and safety responsibility and working together to ensure that either the SBD or the designated governor for health and safety, reports back on health and safety to the governing body at least every second meeting (out of six meetings per year, depending how often they meet).
- Ensuring that suitable and sufficient risk assessment are carried out, that appropriate controls are implemented and be the 'competent' person as required under the Management of Health and Safety at Work regulations 1999.
- Liaising with the Site Manager and any other contractors and making reports to the Headteacher on the progress of the contractual requirements.
- Agreeing and maintaining any necessary health, safety, and security contracts with contractor.
- Engaging external health and safety experts as appropriate, receiving their reports, and taking any necessary action.
- Consulting staff health and safety representatives and committees as appropriate.
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the school).
- Ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the Health and Safety Policy that affect them.
- Ensuring that contractors and persons hiring any part of the premises are aware of the Springwell policy.
- Ensuring that all necessary safety signs and notices are displayed.
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users.

- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff.
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers, understand and implement the Health and Safety Policy as appropriate.

Site Manager will:

- Be responsible to the HBO for the implementation and operation of the policy as it affects their areas of responsibility.
- Familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility.
- Set up and implement safe methods of work.
- Effectively apply all relevant health and safety regulations, rules, policies, procedures, and codes of practice.
- Instruct all staff, pupils, and others under their jurisdiction in safe working practices.
- Carry out regular safety inspections of their areas and keep records of those inspections.
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks.
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use.
- Make available appropriate protective clothing and equipment, first aid and fire appliances.
- Ensure that all staff and pupils in their areas know the emergency evacuation procedures.
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled.
- Provide appropriate health and safety information to relevant persons; and
- Report any health and safety concerns to the HBO. The school will assign similar responsibilities to other staff as relevant.

All <u>members of staff</u> have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, and pupils in their care.
- Carry out all supervisory duties before the beginning of the day, at break times and at such times as set out in the school's staff duties requirement and duty roster.
- Take reasonable precautions in safeguarding themselves and others.
- Know and understand this health and safety policy.
- Observe all health and safety rules and procedures set out by Springwell and use all health and safety equipment provided.
- Alert members of LMT as appropriate to any potential hazard noticed.
- Report all accidents, incidents or near misses that have led or may lead to illness, harm, or damage.
- Report any concerns they may have about the health, safety, and welfare of any pupil in line with the school's Safeguarding Policy.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge of the machine.
- Ensure that they are familiar with fire drills, fire alarm systems, mean of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work.
- Participate in any relevant training.

All staff have a right to raise health and safety issues of concern at any time.

Springwell recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make common-sense decisions about risk assessment and control measures.

<u>The Health and Safety Committee (delegated responsibility to Resources Committee)</u>

- The school will appoint a Health and Safety Committee. The composition will be the responsibility of the Headteacher.
- Trade Unions (TU) have the right to appoint safety representatives to the committee.
- Staff who do not belong to a union have right to elect a member of staff to represent them on the committee if they so wish.
- The Health and Safety Committee has a duty to consider health and safety issues and to raise concerns and give advice as appropriate.

Trade Union Representatives

Trade union representatives may appoint their own representatives. Trade union representatives have the right to:

- Investigate potential hazards and to examine the causes of the accidents in the workplace.
- Investigate complaints by any employee they represent relating to the employee's health, safety, and welfare at work.
- Make representations to the Headteacher on general matters affecting the health, safety, and welfare of employees in the workplace.
- Carry out workplace health and safety and welfare inspections.
- Participate in the work of the Health and Safety Committee.
- Be consulted on health and safety issues that affect staff; and
- Have paid time-off to carry out their functions and to receive health and safety training.

City Catering

In addition to the above the City Catering will also be responsible for:

- Implementing the relevant Springwell School policies.
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas.
- Training and instructing all catering staff in the emergency procedures.
- Carrying out regular reviews of the procedures and informing the SBD of any issues of concern.
- Recording results of the monitoring and review of procedures.
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues.

CONSULTATION

Staff

- Staff and union representatives have the right to be consulted on health and safety and welfare issues that affect staff.
- Health and safety will be a standing item on the agendas of staff meetings. Any points raised will be captured in the minutes and reported promptly to the HBO or Assistant Head Teachers.

Pupils

Pupils also play a part in overall health and safety and welfare of the school and will be encouraged to discuss health and safety issues and raise concerns.

Structure

- Springwell Governing Body has overall responsibility for the policies and procedures in the School.
- A member of the Board who is a member of the Resources Committee with health and safety responsibility.
- The Headteacher with overall responsibility for the implementation of the policy and reporting to the Governing Body.
- Head of Business and Operations with responsibility for the day-to-day management, co-ordination and implementation of the policy and for liaising with any contractors and reporting to the Headteacher and Resources Committee.
- Assistant Head Teachers and Site Managers with responsibility for health and safety within their areas and for reporting to the HBO.
- Regular (at least termly) staff meetings with reports going to the HBO.
- A Health and Safety Committee will be appointed reporting to the Resources Committee.

RISK ASSESSMENT

All members of staff in charge of safety areas are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. Springwell will offer training on risk and risk assessments to enable staff to be suitably qualified or experienced to carry out appropriate risk assessments.

The school's risk assessment pro forma must be used by all staff and completed assessments must be retained on the school's system and made accessible to all relevant staff through the system management. Anyone carrying out risk assessments will receive appropriate training to enable the risk assessments to be carried out.

Risk Assessments must be reviewed regularly, but **at the least** once a year, and after any serious incident, with a view to ensuring that the control measures have been effective.

SECURITY

The school's security arrangements are mainly the responsibility of the Site Manager and jurisdiction includes.

- The site
- The buildings
- Notices
- Control of visitors to the site
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and pupil property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at school in the morning and leaving in the afternoon.
- Responsibilities for security aspects
- CCTV monitoring

FIRE SAFETY

All members of staff will:

- Familiarise themselves with the fire safety procedures.
- Ensure that fire doors open as intended and that nothing impedes their opening.
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically.
- Know any special fire precautions for equipment and materials that they use.
- Check periodically that the fire notices are on display in their teaching areas.
- Ensure that pupils know the alarm and evacuation procedure and route from the area to the assembly area.
- Keep a register of pupils present in each teaching period.
- Report to the Site manager any hazards likely to cause a fire.
- Visitor hosts will have the responsibility for directing any visitors to the school to the assembly area in case of fire. But all staff must be aware that visitors will need to be properly directed.
- Training in action to be taken on hearing the fire alarm will be provided by the school.

MEASURING PERFORMANCE

Springwell School will support relevant staff in carrying out their responsibilities for health, safety, and security in their areas.

The HBO will ensure that the following are carried out as appropriate, logging the following:

- Regular documented audits
- Appropriate site inspections
- Review of risk assessments and the subsequent control measures
- Surveys by the Health and Safety Governor
- Attendance at Health and Safety as part of the Resources Committee
- Information coming out of meetings, and how it is dealt with.
- Results of any external reviews/investigations
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings, and good practice within the school.

REPORTING HEALTH AND SAFETY ISSUES

The school staff will complete a relevant HSMS form (known as HS1/2) for any injury of accident, or violence or abuse suffered at work. Staff should also complete the relevant form for any near miss incidents.

The forms are monitored and completed by both the SBD and Deputy Head. Any action will be recorded at the relevant management level meeting.

STATUS REVIEW

Springwell School will, at the end of each year or appropriate period, draw up a Status Report on health and safety management across the school.

The review will comprise:

- A review of the overall fulfilment of risk assessments and other health and safety tasks
- A review of the overall decrease/increase in risks
- A review of the overall decrease/increase in accidents/incidents
- Any other findings in the annual audit
- Changes in the organisation, policy, or structure
- New processes and new technology

- External influences - legislation/guidance/British Standards/auditors reports
- Proposals for improvements

The Headteacher will ensure that copies of the Status Review will be given to all members of the governing body, all staff, and to parents/carers where this is seen to be advantageous.

STAFF TRAINING AND INVOLVEMENT

All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.

The Headteacher will keep staff informed of any changes through Health and Safety Committee, minutes, communications with line managers, staff newsletters, staff meetings and briefings and e-mail messages.

The school undertakes to provide extra training for staff where a need is identified.

The SBD are responsible for involving external trainers where necessary.

EQUAL OPPORTUNITIES

This policy has been amended in the light of the Equality Act 2010.

In particular, the school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils, and visitors to make use of the school's facilities and curriculum as far as is reasonably practicable.

The Disability Accessibility Plan must be kept under review and implemented as appropriate.

MONITORING AND EVALUATION

The Governing Body's delegated member will oversee the implementation of the Springwell's policies.

Springwell will review this policy annually or as necessary if circumstances change. The school will ensure that they maintain, monitor, and review the Health and Safety Policy, procedures, and organisational arrangements.

The Headteacher has the responsibility for monitoring the implementation of the policy and for ensuring that the school's procedures are fit for purpose.

The Headteacher will keep the Governing Body up to date with changes in health and safety law, regulations and guidance and any changes in the school organisation that require a fresh look at health and safety.

The SBD is responsible for monitoring the implementation of the policy and reporting to the Headteacher.