

*"At Hilltop Infant School, everyone will work together in a nurturing environment to provide each child with challenging opportunities that encourage a desire for life-long learning."*



## Hilltop Infant School Health and Safety Responsibilities



## Hilltop Infant School

### 1. Responsibilities of School Employees

It is important that all school employees understand their responsibilities and what they have to do to meet them.

- **All school based employees** have the responsibilities laid down in Section 2.
- In addition, the **Head Teacher** has the responsibilities detailed in section 3.
- The **Educational Visits Co-ordinator** has the responsibilities detailed in Section 4.
- **Governors** have the responsibilities given in section 5.

All responsibilities are given under the following headings

1. Control
2. Co-operation
3. Communication and Consultation
4. Competence and Capability
5. Planning and Implementation
6. Monitoring and Review

**Full details are available on the Schools Infolink.**



## 2. All employees

All employees are responsible for:

### 1. Control

- Looking after their own safety and the safety of others affected by their work.

### 2. Co-operation

- Co-operating with the Local Authority and school, by following safe working practices and carrying out their health and safety responsibilities as detailed in the Local Authority's and school's policies and health and safety standards.

### 3. Communication

- Reporting to the caretaker and/or the headteacher any hazards they identify and any inadequacies in health and safety procedures.

### 4. Competence

- Taking part in any health and safety training and development identified as necessary by the LA, their Head Teacher or other suitable trainer.

### 5. Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.

### 6. Monitoring

- Reporting health and safety incidents, in accordance with the LA's and school's health and safety Incident Reporting Procedure.

### 7. Safety Education

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and teaching support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.



### **3. Head Teacher**

#### **1. Control**

- Ensuring there are appropriate arrangements in the school for implementing the Health, Safety and Wellbeing Policy for Schools, and ensuring that the Policy and arrangements are effectively communicated and implemented.

#### **2. Co-operation**

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

#### **3. Communication**

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards accessed via the schools Infolink are made available to relevant employees.

#### **4. Competence and Capability**

- Ensuring that all employees are competent and have the capability to carry out their role/function.

#### **5. Planning and Implementation**

- Ensuring the LA's health and safety standards for schools (available via the schools Infolink) are implemented
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by the Council's health and safety standards.

## **6. Monitoring and Review**

- Ensuring systems are in place for monitoring and review of health and safety in the school.
- Co-operating with health and safety investigations, internal monitoring and auditing carried out by the LA and ensuring actions arising from them are implemented.
- Regularly (at least annually) reporting school health and safety performance to the Governing Body.

## **7. Premises management**

- Management of premises related health and risks to employees and other premises users or visitors. Complying with responsibilities allocated to them in the Council's Health and Safety standards covering premises management.

Day to day premises management tasks can be delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

## **4. Responsibilities of School Educational Visits Co-ordinator**

Schools that carry out educational visits must appoint a senior manager as an Educational Visits Co-ordinator (EVC). (Smaller schools must have access to an EVC). **At Hilltop Infant School, the EVC is Karen Mackenzie**

The EVC is responsible for:

### **1. Control**

- Support the head and governors with visits approval and other decisions.

### **2. Competence and Capability**

- Assign competent people to lead or otherwise supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as visit planning, risk management, safeguarding as well as identifying and organising specific training e.g. first aid.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit. This includes holding a list of checked volunteers.
- Make sure that Criminal Records Bureau disclosures are in place as necessary.
- Maintain their own competence through attendance on EVC training and refresher training (every 3 years).
- Ensuring thorough understanding of the roles and responsibilities of the Council's Educational Visits Adviser, Governors, Head Teachers, EVCs, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.

### **3. Planning and Implementation**

- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;

- Check the organisation (e.g. preparation, roles, providers, activity, travel) as well as the risk management of each school visit
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.

#### **4. Monitoring and Review**

- Monitor all aspects of the planning of visits to ensure they meet the Council's requirements\*
- Submit electronically residential, overseas and adventurous visits to the County Educational Visits Adviser for approval before the project is financially committed
- Keep records of individual visits, including reports of health and safety incidents.
- Review systems and, on occasion, monitor practice.

\*Further details about the Council's requirements for educational visits are available at <https://educationalvisits.essexcc.gov.uk>. tel 01245 430942 or email [educational.visits@essex.gov.uk](mailto:educational.visits@essex.gov.uk)



## 5. Responsibilities of Governing Bodies

### 1. Control

Governors have legal health and safety responsibilities as controllers of the premises. They must:

- Take reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises;
- Comply with the Health, Safety and Wellbeing Policy for Schools and Essex County Council's standards for health and safety;
- Ensure that appropriate arrangements are made by the school to comply with statutory requirements, the Health, Safety and Wellbeing Policy for Schools and the Council's health and safety standards;
- Ensure that statutory requirements and the Council's health and safety standards are taken into account in determining the allocation of resources.

### 2. Competence and Capability

- Ensure that the policies and procedures for recruitment, induction, staff development, performance management and capability used by their school address the areas covered by the Council's health and safety standards for competence and capability and, as a minimum, achieve the same standards as the Council's HR Policies and Procedures.
- Ensure liaison with School Improvement Advisers and School Improvement Partners appointed to assist in the performance management of Head Teachers, to clarify the Council's standards relating to health, safety and wellbeing.
- Ensure that the Head Teacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Have regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities

### **3. Planning and Implementation**

- Ensure that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensure that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work to be undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work).

### **4. Monitoring**

- Play an active part in monitoring health and safety standards in the school, by requiring Head Teachers to provide regular (at least annual) reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
- School health and safety inspections, monitoring checks and incident investigations;
- Health and safety audits, internal monitoring and investigations carried out by the Council and action taken by the school to address areas for improvement.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme (see section 13)).