

Westbourne School

Educating girls and boys for life



HEALTH & SAFETY ORGANISATION CHART

In order to ensure that health and safety issues are dealt with in accordance with our Westbourne Schools' health & safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below. This policy is applicable to all pupils, including those in the EYFS.

1. **Governing Body** [*Chairman – Scott Hinchliffe*]

The Governing Body, as Trustees of Westbourne School Trust Limited, are ultimately responsible for all areas of Health & Safety within the School premises.

2. **Headmaster** [John Hicks]

Overall responsibility for the day to day management of health and safety in the school rests with the Headmaster. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headmaster will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;

- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a caretaker / site manager;
- 2.12 The provision of appropriate health and safety information to governors.

The Headmaster may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headmaster from the overall day to day responsibilities for health and safety within the establishment.

3. Heads of School/Bursar [Paddy Birbeck /Jon Clark /Vina Khan]

The Headmaster will delegate to the Heads of School/Bursar, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the postholder will:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Caretaker (depending upon the severity) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 3.8 Co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.9 Report to the Headmaster any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Oversee all arrangements for educational visits and school journeys.

4. Heads of Department

All Heads of Department are responsible to the Headmaster (via the Heads of School/Bursar) for ensuring the application of this policy to all activities undertaken by their department. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Head of School/Bursar of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 carry out (in conjunction with other members of staff) the annual health and safety checklist within their areas of responsibility and provide a report to the Head of School/Bursar;
- 4.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Lifelong Learning Directorate , CLEAPSS, DfE, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 identify specific staff health and safety training needs and inform the Head of School/Bursar accordingly;
- 4.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Head of School/Bursar;

- 4.16 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the School's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Head of Department;
- 5.9 investigate all accidents (in conjunction with Head of Department) which occur through activities organised/supervised by the Department;
- 5.10 propose for consideration by their Head of Department any improvements which they consider would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. Caretakers / Groundsman

The Caretaker and / or Groundsman is responsible to the Headmaster via the Bursar. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;

- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 being aware who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.4 participating in the annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.6 identifying any particular health and safety training needs;
- 6.7 not becoming involved in activities outside their limitations;
- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school.

7. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 7.1 to participate in the risk assessment process and comply with findings;
- 7.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 7.3 to report all accidents according to the procedures included in Part 3 of this document;
- 7.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 7.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 7.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 7.7 follow all relevant codes of safe working practice and local rules;
- 7.8 report any unsafe working practices to the Head of Department / Head of School

8. Pupils [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 8.1 follow all instructions issued by any member of staff in the case of an emergency;
- 8.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 8.3 inform any member of staff of any situation which may affect their safety.

9. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 9.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 9.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 9.3 to make representations to the Headmaster via the Head of School on general matters affecting the health, safety and welfare of employees;
- 9.4 to carry out workplace health, safety and welfare inspections;
- 9.5 to attend any safety committee meetings;
- 9.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of Trade Union appointed Safety Representatives

Name	Union	Area Covered

10. Health and Safety Committee

The school has established a Health and Safety Committee which meets termly. The

main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 10.1 Headmaster [John Hicks]
- 10.2 Governor [Scott Hinchliffe]
- 10.3 Health & Safety Co-ordinator [Vina Khan]
- 10.4 Science Department Technician [Adrian Wraith]
- 10.5 Safety Representative [Laura Brittle]
- 10.6 Cleaning Supervisor [Lilliana Korgul]
- 10.7 Caretaker [Glyn Dodds]
- 10.8 Catering Supervisor [Jackie Jemmott]

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.