



**Corporate Health and Safety Policy - General Statement**

**Corporate Health and Safety Aims**

So far as reasonably practicable, Moorside Community School aims to:

* Effectively control health and safety risks to our employees, service users, and others affected by the way we conduct our activities and services.
* Comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and all other relevant health and safety and fire safety regulations.
* Work with partners and contractors to control health and safety risks.
* Prevent work related accidents, ill health and serious incidents such as fires or disturbance of asbestos containing material.
* Continuously improve our health and safety performance.
* Ensure our health and safety arrangements are balanced, proportionate and sensible.
* In these aims Moorside Community Primary School is motivated not just by the need to comply with statutory requirements, but also because good health and safety (H&S) management contributes to high standards in other aspects of the business such as: customer service, performance management, health and well-being, attendance, risk management, asset management, corporate governance etc.

To achieve these aims, Moorside Community Primary School will ensure, so far as reasonably practicable, that:-

* Effective H&S governance, leadership and performance management arrangements are in place.
* H&S responsibilities at all organisational and managerial levels are understood and effectively managed.
* Systems of work, premises, plant, vehicles, equipment and substances are safe and risks effectively controlled.
* Activities involving significant risks are assessed and appropriately controlled.
* H&S arrangements are monitored and reviewed to ensure they are fit for purpose.
* Appropriate training, instruction, guidance and supervision are provided.
* Competent persons are appointed to support the Council to effectively manage all aspects of H&S, including occupational health.
* Trades unions and employees are consulted regarding H&S arrangements.
* H&S requirements are appropriately considered in contracting, commissioning and partnership arrangements.
* Financial and reputational losses arising from work related accidents, incidents or ill health are avoided.
* Adequate resources are made available.
* The policy statement is reviewed on an annual basis and other policies, procedures and arrangements are reviewed at regular intervals.

**Policy Commitment**

* Moorside community Primary School recognises that as an employer conducting business, commissioning & delivering public services, owner and occupier of premises; it carries statutory responsibilities to ensure compliance with H&S and fire safety legislation.
* Moorside Community Primary School is committed not to place requirements on managers and other officers which could compromise legal compliance or proportionate H&S arrangements.
* The Chief Executive and Directors’ Team along with Moorside Community Primary School are committed to discharging their ultimate organisational and management responsibilities for implementing this policy at both corporate and directorate levels.
* The Trades Unions have given full support to this policy statement. The Council and Directors’ Team require the active support of all managers and employees in achieving its aims.

Signed

Linda Hall

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Head Teacher

Signed on Behalf of Moorside Community Primary School

* Adapted from the Newcastle City Council Policy Statement signed by Pat Richie (Chief Executive) on 27.2.17 and David Hall Assistant Director of Building & Commercial Enterprise 6.3.17

**CORPORATE HEALTH AND SAFETY STATEMENT OF ORGANISATIONAL ROLES AND RESPONSIBILITIES**

This statement covers broad roles and responsibilities with the purpose of delivering, so far as reasonably practicable, compliance with the aims of this policy and the relevant statutory requirements. Specific roles and responsibilities will be assigned under local arrangements within directorates and divisions as required.

**Chief Executive and Director’s Team**

The Chief Executive (H&S Champion), supported by the Assistant Director of Building & Commercial Enterprise (Deputy H&S Champion) has ultimate responsibility for ensuring the aims of the Corporate H&S Policy statement are fulfilled.

The Chief Executive, Assistant Director of Building & Commercial Enterprise and Directors Team will provide visible leadership in delivering compliance with the aims of this policy and will:-

* Ensure effective H&S Governance arrangements are in place, to set H&S direction and effectively drive improvements.
* Provide cross directorate peer challenge and seek appropriate assurances to confirm that H&S Governance arrangements are effective.
* Give due consideration to H&S issues in decision making, including the need to adequately resource effective H&S arrangements.
* Appoint competent health and safety support to assist the Council
* Make appropriate corporate arrangements to consult with employees and the trades unions and to facilitate trades union safety representatives in the exercise of their functions.

**Directorate Management Teams, Directors, Assistant Directors, Heads of Service and Service Managers**

For those activities and operations which carry significant H&S risks, these directors and senior managers will:

* Provide leadership to ensure effective H&S performance management & monitoring arrangements are established.
* Implement H&S governance and assurance arrangements to facilitate effective and proportionate H&S planning, delivery, monitoring and review, including the assessment of significant risks.
* Give due consideration to H&S issues in decision making, including the need to adequately resource H&S arrangements.
* Engage appropriate levels of competent health and safety support.
* Take steps to achieve proportionate, continuous H&S performance improvement.
* Make arrangements to provide relevant training, instructions, guidance and supervision for managers and employees where required to effectively control H&S risks.
* Establish consultation arrangements to engage the support of trades unions and employees in achieving effective and proportionate H&S standards.
* Ensure that appropriate cooperation is given to trades union safety representatives in the exercise of their functions.
* Appropriately consider H&S requirements in contracting, commissioning and partnership arrangements.

**Team Managers and Other Lead Officers**

The extent of managers’ and lead officers' H&S responsibilities are commensurate with their responsibilities for the organisation or control of any activity, operation or function and the extent of any associated H&S risk.

Managers or other lead officers responsible for activities or functions will:

* Manage H&S in accordance with statutory requirements and relevant Council policies, procedures and standards.
* Where there are significant risks, manage, monitor and review H&S standards and performance.
* Investigate record and report any accidents, violent incidents, dangerous occurrences or incidents of work-related ill health in accordance with the Council's procedures.
* Consult employees and trades unions' safety representatives on H&S matters
* Seek competent advice and support where necessary from the Corporate Health and Safety Team.
* Make arrangements so that :
* Work operations are safely planned conducted and risk assessed.
* Employees are provided with appropriate information, instruction, training and supervision.
* Employees are provided with any necessary H&S equipment and welfare facilities.
* H&S risks associated with premises, plant, vehicles, equipment and substances are minimised.
* Contractors and providers are appropriately vetted and monitored.
* Records are kept to demonstrate H&S requirements are met.
* H&S controls are proportionate and sensible.

**The Corporate Health and Safety Team**

The Corporate Health and Safety Team will:

* Operate as the Council's appointed 'Competent Person' in accordance with the organisation's duties under the relevant regulations. The purpose of this role is to assist the Council, Chief Executive, its directors and managers to fulfil their statutory obligations.
* Ensure, so far as reasonably practicable, that the Council's H&S management systems and standards: adequately protect employees, service users and others, operate in accordance with statutory requirements, deliver the aims of this policy, protect the Council's interests and are proportionate.
* Support corporate and directorate management teams to provide appropriate H&S leadership and governance.
* Represent the Council in dealings with the Health and Safety Executive, Fire Authority and other regulators.
* Support the Council to fulfil its legal obligations in relation to H&S consultation with employees and Trades Unions.

**Corporate Health and Safety Consultation Group**

The Corporate Health and Safety Consultation Group is the forum for corporate level consultation with trades unions. It covers a wide range of H&S issues including:-

* Proposals for new or revised corporate H&S standards and systems.
* Corporate implications of new legislation, guidance or other significant developments.
* Corporate H&S performance.
* Directorate H&S issues which have corporate implications.

**All Employees**

Every employee has a part to play in helping the Council achieve its H&S aims.

In particular, all employees have responsibilities to:-

* Follow any relevant guidance, instructions, training and procedures.
* Take reasonable care of themselves and others during the course of their work.
* Report to their manager any H&S concerns in relation to methods of work, premises, sites, plant, equipment, vehicles, substances or any other work related matter.
* Report to their manager any ill health effects which they consider may be caused or exacerbated by work, including where they consider they may be affected by work-related stress.
* Not interfere with or misuse anything provided in the interests of health and safety.
* Properly use any personal protective equipment or clothing, and report any defects in, or loss of, such equipment or clothing.
* As soon as possible, report to their manager or supervisor any work related accident or significant ‘near-miss’, including those involving members of the public, contractors or other non-employees.
* Report to their manager any incident related to work where they felt threatened or were assaulted.
* Follow any emergency procedures, such as fire evacuation procedures.

For those employees with additional H&S responsibilities specific to their jobs, these will be set out in local arrangements or management instructions.

**Roles and Responsibilities - Individual Legal Duties**

It should be noted that:

* Every employee and manager is legally required to co-operate with their employer on H&S matters, and to take reasonable care of themselves and others who may be affected by what they do, or fail to do, at work.
* Senior managers and directors are also subject to the above duties, but carry additional legal duties to ensure that H&S is properly managed, monitored and reviewed.

Failure to act in accordance with the roles and responsibilities set out in this policy or other relevant instructions or training may result in disciplinary action

**Additional Note: At Moorside Community Primary School**

The overall responsibility for health and safety in Local Authority schools (Community Schools, Community Special Schools, Voluntary Controlled Schools, Maintained Nursery Schools and Pupil Referral Units) rests with the City Council. This is due to the fact that the City Council are the employer of staff in these schools and as such are ultimately responsible for the health and safety of staff under health and safety legislation.

Head Teachers and the school management team are responsible for the day-to-day running of the school which includes responsibility for the health and safety of staff and pupils.

**Head Teachers should**:

* Ensure that the school has a health and safety policy.
* Ensure that there are effective arrangements in place for managing health and safety risks at the school.
* Manage H&S in accordance with statutory requirements.
* Ensure that all H&S controls are proportionate and sensible.
* Investigate record and report any accidents, violent incidents, dangerous occurrences or incidents of work-related ill health to the school's health and safety team.
* Consult staff and trades unions' safety representatives on H&S matters affecting their work or health etc.
* Ensure that the relevant precautions identified in the school's generic risk assessment for local authority schools (available from the forms section of this page) are in place.
* Ensure that staff are provided with appropriate information, instruction and supervision to enable them to carry out their duties safely. This includes the provision of induction information covering:
	+ Fire evacuation arrangements
	+ First Aid arrangements
	+ Accident/violent incident reporting requirements
* Provide staff with any necessary H&S equipment, including personal protective equipment (PPE), facilities and training to do their job safely. Keep records to demonstrate H&S requirements are met e.g. fire alarm maintenance tests, local exhaust ventilation, tests on lifting equipment such as passenger lifts and stair lifts etc. Seek competent advice and support where necessary from the school's health and safety team. Ensure where it's not appropriate or practical to avoid significant risks that they are adequately assessed and reviewed at appropriate intervals e.g. annually.
* Where activities are high risk and complex ensure that written procedures are available and reviewed and that staff have received adequate instruction and formal training.
* Ensure that instruction and staff training is refreshed at appropriate intervals.
* Minimise H&S risks associated with the use and maintenance of premises, plant, vehicles, equipment and substances. Ensure plant and equipment is subjected to appropriate inspection, planned maintenance and informal checking regimes where relevant.
* Ensure appropriate monitoring arrangements are in place to test and confirm that controls are implemented and working.  A suite of monitoring tools (covering [general H&S arrangements](https://365newcastle.sharepoint.com/sites/POC/HealthandSafety/Pages/MonitoringTools.aspx) and specific risk themed topics) are available from the H&S website to assist managers with this process.
* Carry out proportionate vetting and monitoring of Contractors and service providers.
* Provide assurance and feedback to the Governing Body around the assessment, management, monitoring and review of health and safety arrangements (using the H&S performance reports) that risks are being adequately assessed, managed, monitored and reviewed or where further improvements are required they are action planned on a prioritised basis.

 Further information is available from the school's [health and safety team](https://365newcastle.sharepoint.com/sites/POC/HealthandSafety/LASchools/Pages/Contacts.aspx).Right Hand Content

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