



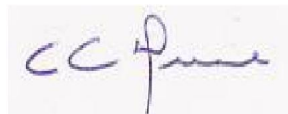
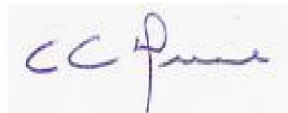
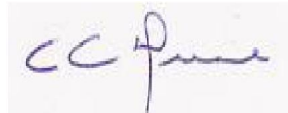
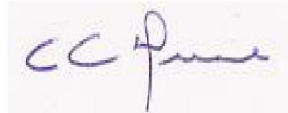

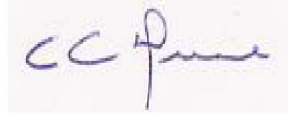
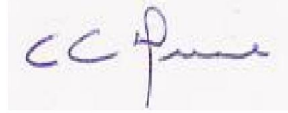
Health and Safety Policy

Part 1

Issue 09 / October 2023





Date	Issue	Comment / Amendment	Reviewed By	Signature
September 2015	01	HSMS Creation	C. Turner	
September 2016	02	Periodic Review	C. Turner	
September 2017	03	Periodic Review	C. Turner	
September 2018	04	Periodic Review	C. Turner	
September 2019	05	Periodic Review	A. Herron	
October 2020	06	Periodic Review	C. Turner	
October 2021	07	Periodic Review	C. Turner	
October 2022	08	Periodic Review	R. Cavanagh	
October 2023	09	Periodic Review	M. Rayner	

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Foreword

Giffards Primary School recognises and accepts the responsibilities within its undertaking to provide a safe environment for all of its employees, pupils, contractors, visitors and members of the public. Every aspect of Giffards Primary School must have a responsible and thorough approach to safety, with safety being integrated into all aspects of its work.

Giffards Primary School, through its management team, strives to provide a safe and pleasant environment for pupils, staff, visitors and contractors. Throughout all projects to improve and develop Giffards Primary School, continuous improvement in safety performance will remain a priority. Giffards Primary School will work and co-operate with all parties to develop and maintain a positive safety culture.

We encourage all to safeguard their own and others safety by evaluating the risks encountered and to adopt sensible precautions to remove or minimise risk. With regard to Giffards Primary School employees, as your employer, Giffards Primary School must carry out assessments of the risks that you may face. I encourage you to engage fully with this process and so subsequently be pro-active in informing your manager of any safety concerns that you may have.

1.0 The Philosophy of the Board

The Board of Giffards Primary School is responsible, within the terms of the appropriate legislation, for the safety of its employees, visitors and customers. It accepts that the avoidance of accidents involving injury and the consequential human suffering is a common interest to all. Great importance is attached to safety with the commitment to play an influential role in providing a safe working environment.

Safety should be an integrated function of management and each manager/employee should be accountable for the safety performance of his/her department/work area. The active co-operation and understanding of all employees and/or sub-contractors is a vital aspect of the organisation's safety element. The Board believes that all accidents are preventable and that their occurrence demands investigation and timely action. In particular the Board seeks to comply with the spirit as well as the letter of current safety legislation, approved codes of practice and authoritative guidance literature.

Giffards Primary School Governors will also actively ensure that it discharges its duties with regard to health and safety management by:

- Accepting formally and publicly their collective role in providing safety leadership within the organisation.
- Each member of the Board accepts their individual role in providing safety leadership for their organisation.
- All decisions will reflect its safety intentions, as articulated in the safety policy statement of intent.
- The Board recognises its role in engaging the active participation of employees in improving safety.
- The Board will ensure that it is kept informed of, alert to, relevant safety risk management issues.
- The Board agree that safety is a key area of management demanding the control and application of modern management techniques.

2.0 General Statement of Intent

2.1 Health, Safety and Welfare

Giffards Primary School recognises that high standards of health, safety and welfare are an integral element of a successful and efficient organisation. The management of this key performance indicator is therefore central to our strategy for the wellbeing of the organisation, its employees, and our pupils.

We acknowledge Health, Safety and Welfare are a management responsibility and are of equal importance to all other parts of the organisation. It is to be actively pursued through the continuing development of employee competence and the provision of expert advice to achieve progressive improvements in Health, Safety and Welfare performance.

As an organisation we are committed to ensuring compliance with the requirements of The Health and Safety at Work Act etc 1974 and other such relevant Health and Safety legislation that may from time to time be introduced. We will therefore ensure, so far as is reasonably practicable that: -

- All relevant statutory requirements are observed and are treated as the minimum standards to be applied to any working activities.
- Health, safety and welfare considerations are included in our business planning and decision making. Thus ensuring a safe and healthy working environment along with safe methods of work and conditions are provided, adopted and managed.
- Adequate information, instruction, training and supervision is to be provided so that through the use of formal risk assessment and the communication of the control measures to be adopted, to eliminate or reduce risk, individuals are made aware of the potential hazards they may face as a consequence of their work and work of others.
- Plant, equipment and materials provided for work that is to be undertaken will be fit for purpose and adequately maintained so as to be free from unnecessary risk.
- Employees and Sub-Contractors are actively encouraged to participate in health and safety, raise safety concerns and submit ideas and suggestions for improving standards, thereby facilitating co-operation between individuals, groups and the management team.
- The immediate and underlying causes of work related injuries and near misses will be identified and the necessary preventive action implemented to prevent a re-occurrence. This will include, as a last option, the provision and use of the correct personal protective equipment to ensure employees health and safety.

To assist in the promotion of a positive Health, Safety and Welfare culture the organisation will establish objectives; develop, implement and maintain management controls; instigate sound communication of information on safety and health; monitor; audit and review matters of Health and Safety & Welfare. In pursuance to that Health, Safety and Welfare will therefore be regularly reviewed at a senior level.

This Policy will be reviewed and developed periodically to ensure it remains effective and any necessary amendments will be communicated to all employees.



Chair of Governors
October 2023

2.2 Worksafe Policy

Giffards Primary School actively encourages any employee or sub-contractor to decline to carry out any working activity, if they feel it is unsafe or likely to cause injury to themselves or to others.

Giffards Primary School shall ensure that no employee or sub-contractor shall be penalised for highlighting safety concerns, or refusing to work on the grounds of health and safety.

Joint consultation will be held between management and employees including any appointed safety representatives, to resolve any problems which may arise.

Information will be provided to employees on subjects relevant to any consultation that they will be involved with such as the planning of health and safety training; and risk and hazards involved during the course of their work.

To resolve problems both parties, if necessary, will jointly seek expert impartial advice.

Employees who feel that problems are not being satisfactorily resolved by line management should highlight such concerns through the normal lines of communications. However this does not affect employee's rights to contact the Health and Safety Executive independently.

Consultation will be undertaken if a decision is to be made involving work equipment, processes or organisation that could affect the health and safety of employees. Information will be provided and a chance will be given to the employees to express their views on the subject. These will all be taken into account before a decision is reached.

If any Giffards Primary School employee or sub-contractor has any concern with regard their health and safety, or that of others, they should inform their line manager immediately (or as soon as it is safe to do, dependent upon the circumstances) and if he or she is not available, then they must report to an alternative person in authority. The process for dealing with all health and safety concerns is illustrated in the H&S Concerns Flow Chart (HS37).



Chair of Governors
October 2023

2.3 Ethical Code of Conduct Policy

This Code of Conduct has been approved by the Board of Giffards Primary School and applies to all businesses and to all staff (permanent, temporary or on contract) engaged to work within or on behalf of the organisation. It applies in all jurisdictions in which the organisation operates regardless of local laws or culture.

A Code of Conduct is a “statement of principles and values that establishes a set of expectations and standards for how an organisation, government body, company, affiliated company or individual will behave, including minimal levels of compliance and disciplinary action for the organisation, its staff and volunteers.”(Source: Transparency International 2009).

- Staff must not offer or make any bribe, unorthodox or unauthorised payment or inducement of any kind to anyone.
- Staff must not solicit business by offering any bribe, unorthodox or unofficial personal payment to customers or potential customers
- Staff must not accept any kind of bribe, unorthodox or unusual payment or inducement that would not be authorised by Giffards Primary School in the ordinary course of business
- Staff must clearly refuse any bribe or unorthodox payment and must do so in a manner that can lead to no misunderstanding or false expectation; and to report any such offers to Line Management immediately
- Staff must report any breaches of this policy or of any applicable law even if by doing so they have to disclose their own wrongdoing. Such reports must be passed to Line Management
- Giffards Primary School requires managers to maintain a working environment where staff can make reports of breaches of this policy in confidence and without fear of reprisals
- Giffards Primary School expects its business partners, suppliers and contractors to act with integrity and without thought or actions involving bribery and corruption and will, where appropriate, include clauses to this effect in contracts offered to any such third parties
- Giffards Primary School will not channel improper payments through agents or other intermediaries
- Giffards Primary School undertakes properly documented due diligence
- Giffards Primary School will actively investigate all reported allegations of fraud corruption or abuse of position for personal gain involving the Company and its staff, wherever they might occur
- Giffards Primary School undertakes that, except for knowingly reporting false accusations, every employee may report allegations without fear of retaliation
- Giffards Primary School and its staff will not make direct or indirect contributions to political parties, organisations or individuals engaged in politics, as a way of obtaining advantage in business transactions. Giffards Primary School will publicly disclose all its political contributions
- Giffards Primary School will ensure that charitable contributions and sponsorships are not used as a subterfuge for bribery. Giffards Primary School will publicly disclose all its charitable contributions and sponsorships
- Compliance with this Ethical Code of Business Conduct (and the policy that it forms an integral part of) is mandatory for all staff (including Governors) and Giffards Primary School will apply appropriate sanctions for violations of this Code and the policy
- Giffards Primary School conducts due diligence before entering into a joint venture or consortium. For the avoidance of doubt, this includes intra-company outsourcing
- before appointing agents and other intermediaries
- All agreements with agents and intermediaries require the prior approval of the Board of Governors.

- Compensation paid to agents and other intermediaries must be appropriate and justifiable remuneration for legitimate services rendered
- Agents and other intermediaries must contractually agree to comply with this policy and are provided with appropriate advice and documentation explaining this obligation
- Giffards Primary School contractually requires its agents and other intermediaries to keep proper books and records available for inspection by the organisation, auditors or investigating authorities
- Giffards Primary School monitors the conduct of its agents and other intermediaries and has a right of termination in the event that they pay bribes or act in a manner inconsistent with this policy
- With regards to contractors and suppliers, Giffards Primary School conducts its procurement practices in a fair and transparent manner.
- Giffards Primary School avoids dealing with contractors and suppliers known or reasonably suspected to be paying bribes. Giffards Primary School undertakes due diligence, as appropriate, in evaluating prospective contractors and suppliers to ensure that they have effective anti-bribery policies
- Giffards Primary School makes this policy known to contractors and suppliers and requires their acceptance and adherence to this policy
- Giffards Primary School monitors significant contractors and suppliers as part of its regular review of relationships with them and has a right of termination in the event that they pay bribes or act in a manner inconsistent with this policy
- Giffards Primary School makes it clear that no employee will suffer demotion, penalty, or other adverse consequences for refusing to pay bribes, even if such refusal may be potentially detrimental to the organisation.
- Giffards Primary School has established and maintains an effective system of internal controls to counter bribery, comprising financial and organisational checks and balances over the organisation's accounting and record keeping practices and other business processes related to this policy

Giffards Primary School has established feedback mechanisms and other internal processes supporting the continuous improvement of this policy. Governors and Senior Management within the organisation monitor the policy and periodically review the policy's suitability, adequacy and effectiveness, and will implement improvements as appropriate.



Chair of Governors
October 2023

2.4 Equal Opportunities Policy

- As an equal opportunities employer we base our employment decisions solely on merit and suitability.
- No job applicant or employee will be discriminated against or disadvantaged on the grounds of race, colour, nationality, ethnic or national origins, sex, sexual orientation, marital status, age, disability or religion.
- Any behaviour by a member of staff resulting in unfair discrimination will be a matter for disciplinary action.
- A flexible approach to working arrangements for disabled employees is taken where possible, including offering flexible hours and working arrangements.



Chair of Governors
October 2023

3.0 Organisation

Organisations need to define the responsibilities and relationships, which promote a positive safety culture, and secure implementation and continued development of the safety policy. Structures and processes are required to:

Establish and maintain management control within an organisation; Promote co-operation between individuals and groups so that safety becomes a collaborative effort. Ensure the communication of necessary information throughout the organisation. Secure the competence of employees.

Giffards Primary School maintains control of its business by;

- Obtaining the commitment of its employees
- Allocation of safety responsibilities to all employees
- Sufficiently resourcing the organisation to manage safety
- The setting of standards for performance
- Monitoring performance, by inspections and audit
- Investigating incidents and implementing improvements to prevent recurrence

3.1 Control

The Board of Governors has the ultimate responsibility for the safety of its undertaking.

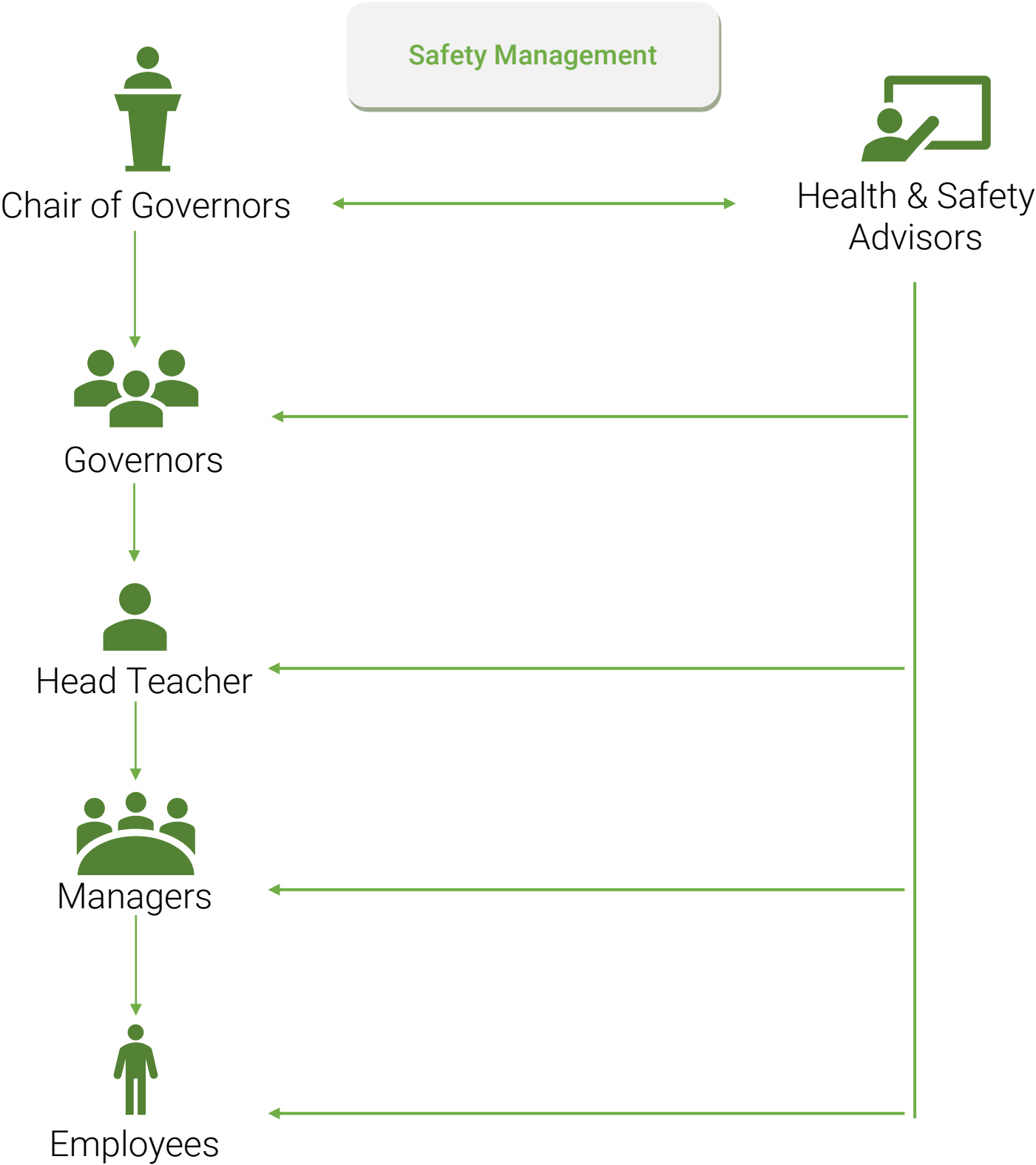
Giffards Primary School operates a Finance, Audit and Premises Focused FCB (FAP) to specifically to assist the Board in discharging its responsibilities. It does this by monitoring and co-coordinating all safety issues affecting its undertaking, and liaising with management organisation.

The FAP will meet at least termly and it will be chaired by the Chair of Governors (or his/her designated deputy).

The Chair of Governors has overall management responsibility and is ultimately accountable for the safety within Giffards Primary School. The Chair of Governors of Giffards Primary School has delegated the responsibility for implementation to the Head Teacher.

The flow chart (Figure 1) details the functional safety management within Giffards Primary School, with specific relation to its own employees, agency personnel, sub-contractors and visitors.

Figure 1: Management Flow Chart



3.2 Co-operation and Communication

Giffards Primary School employees can and are encouraged to report any near misses, incidents or concerns they have on safety whilst on Giffards Primary School premises (or when out on work related activities outside of school) to their Line Manager and/or the Caretaker for appropriate action. Any resulting action from such reports will be fed back to the originator of the report.

Giffards Primary School employees will be notified when policies and procedures have been produced or updated, and where necessary they will be provided with any training that may be required.

Further internal communication takes place in relation to safety matters in the form of;

- Staff Meetings
- Safety Bulletins
- Dedicated and managed safety notice boards.

Safety information comes into the organisation from a number of sources, including;

- Health and Safety Executive (HSE)
- Health and safety publications
- Competent health and safety advisor
- Attending relevant conferences and seminars.

3.3 Competence

There is an ongoing requirement for safety related training for Giffards Primary School employees to be undertaken. The Senior Leadership Team will ensure that an induction for all new Giffards Primary School employees is undertaken and subsequently recorded.

This induction will include relevant health and safety information and arrangements. The safety training plans for individuals will be developed via a training/skills matrix which is produced by Giffards Primary School in conjunction with the Health and Safety Advisor and the employee's line manager.



4.0 Planning and Implementation

Planning is essential for the implementation of safety policies and procedures. All members of the organisation can only achieve adequate control of risks through co-ordinated action. An effective planning system for safety requires organisations to establish and operate a safety management system which:

Controls risks by;

- Reacting to changing demands;
- Assisting in developing and sustaining a positive safety culture

Giffards Primary School will compile a safety plan and/or objective on an annual basis, with the implementation being delegated to relevant individuals. The progress of the plan and/or objectives is monitored and is discussed at the monthly senior management meetings.

5.0 Measuring Performance

Measurement is essential to maintain and improve safety performance. There are two ways to generate information on performance:

Active systems, which monitor the achievement of plans and the extent of compliance with policy and safety procedures. Reactive systems which monitor accidents, ill health and incidents;

Effective procedures are needed to capture both sorts of information.

Giffards Primary School monitors safety performance in a number of ways;

Proactive;

- Office and site safety inspections
- Work equipment inspections
- Means of escape inspections
- Audit of policy compliance

Reactive;

- Following up reports of dangerous occurrences
- Accident and incident statistics
- Incident/accident investigation
- Near miss reporting

Regular reports on employee matters including any safety issues are presented to Health and Safety Committee meeting and reviewed with actions being allocated if and when necessary to rectify any shortcomings identified.

Performance against safety responsibilities identified in the below appendices, these are reviewed on a regular basis (within performance review) between the employee and line manager and corrective action taken if necessary.

Performance objectives are updated annually and may include a safety related objective.

6.0 Audit and Review

Organisations can maintain and improve their ability to manage risks by learning from experience through the use of audits and performance reviews. The audit provides a systematic and independent check of compliance with the system and can also provide a comparison with “best practice”.

Giffards Primary School will undertake an independent audit (at least annually) of its performance against its policy on a regular basis and instigate appropriate actions against recommendations.

This policy will also be reviewed to take into consideration the findings of relevant audits, relevant changes in legislation, and relevant changes within the business organisation or any other circumstances that would suggest review is required.

7.0 Roles and Responsibilities

Individual safety responsibilities are detailed within Appendix 1.

8.0 Training

Giffards Primary School monitors the competency of its staff regularly to highlight any training needs.

Below is the process for the identification of a training need and the subsequent implementation of this training

01

Employee recognises a training need and reports this need to their Line Manager/ The Line Manager recognises the need.

The Line Manager recognises the training need during the induction process.

02

03

Administration is made aware of this need and highlights the need on the Safety Training Matrix. The need is then brought to the attention of the Head Teacher

Once the Head Teacher is happy for the training to be implemented, he/she then instructs Administration to arrange for the training to be carried out

04

05

The training is arranged by Administration.

The Employee then attends the training course with the Safety Training Matrix kept updated.

06

9.0 Arrangements

Details of the arrangements that allow for implementation and management of safe working practices are detailed within Part 2 of the Giffards Primary School Health & Safety Policy.

Appendices

10.0 Employee Safety Responsibilities

10.1.1 Chair of Governors

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership for Giffards Primary School on H&S issues.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to, and engages all employees in, continuous improvement in H&S performance.
- c) Ensure that personal contributions to Board decisions take proper account of H&S policy commitments.
- d) Champion H&S risk management issues at Board level and have overall line management responsibility for the H&S management system.
- e) Authorise the Giffards Primary School H&S Policy Statements.
- f) Act as the sole Governor to have overall responsibility for leadership of H&S function.
- g) To ensure that sufficient resources are made available for implementation and management of H&S with Giffards Primary School.

10.1.2 Governors

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide individual and collective leadership for Giffards Primary School on H&S issues.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Ensure their personal contributions to Board decisions take proper account of H&S policy commitments.
- d) Ensure implementation of Giffards Primary School H&S policy, plans and objectives in their areas of responsibility.
- e) Review H&S performance by receiving and considering H&S reports to the Board
- f) Commit/contribute to the identification of risks and the raising of health and safety related concerns.

10.1.3 Head Teacher

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership on H&S issues within relevant areas of operation.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Implement the H&S Policy. In particular:

<ul style="list-style-type: none"> ■ Identify H&S training needs and have the necessary training arranged. When arranged, release those who require training ■ Make arrangements for H&S induction training for all new starters at the workplace under their control ■ Implement operating procedures, including risk assessment procedures, for the 	<ul style="list-style-type: none"> planning and control of activities associated with identified risks ■ Appoint appropriate employees to undertake H&S duties ■ Ensure that suitable arrangements are in place for the effective control of changes to planned methods of work.
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- d) Monitor and review the effectiveness of the H&S Policy and report deficiencies.
- e) Monitor that employees under their control comply with their individual responsibilities in H&S matters.
- f) Give employees under their control, including contractors, clear instructions as to their responsibilities to ensure correct working methods.
- g) Make adequate provision for dealing with H&S emergencies.
- h) Promptly alert line and H&S management to:

<ul style="list-style-type: none"> ■ Significant injury to employees or those working under our control ■ Reportable dangerous occurrences ■ Incidents that could lead to enforcement action 	<ul style="list-style-type: none"> ■ Enforcement notices served ■ Injury to a member of the public or a visitor ■ Serious environmental incidents
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- i) Where appropriate, be involved in the investigation and ensure that the findings are reported and recorded.
- j) Act immediately on any breach of policy or procedures, unsafe situation or potential threat to the environment that comes to their attention and, where necessary, report such breaches.
- k) Ensure that the disciplinary process to address breaches of the H&S Policy or management system is applied where necessary.

10.1.4 Managers

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership on H&S issues for the members of the work team for which they are responsible, including sub-contractors.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Completion of suitable and sufficient risk assessments
- d) Organise work to be carried out in accordance with relevant H&S risk assessments/method statements
- e) Monitor that personnel under their control comply with their individual responsibilities in H&S matters.
- f) Give personnel under their control, including contractors, clear instructions about the required methods of work
- g) Where appropriate assess and implement any additional H&S controls required to address the needs of new employees, young persons, non-English speaking workers, disabled persons and pregnant women etc.
- h) Ensure appropriate arrangements are in place for two-way communication and where appropriate deliver safety briefings to those under your control
- i) Assist with identification of H&S training needs, and monitor delivery and recording.
- j) Promptly alert line and H&S management to;
 - Significant injury to employees or those working under our control
 - Reportable dangerous occurrences
 - Incidents that could lead to enforcement action
 - Enforcement notices served
 - Injury to a member of the public or a visitor
 - Near miss incidents
- k) Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- l) Ensure that only competent individuals use relevant plant, equipment or machinery
- m) Ensure that the plant and equipment supplied is appropriate for the work and has any necessary certification. Ensure that plant and equipment is immediately put out of use if unsafe or presents a potential threat to the environment and records are kept and maintained in relation to its condition.
- n) Ensure that the disciplinary process for breaches of H&S procedures and rules applied where necessary.
- o) Ensure that suitable and sufficient records are kept and maintained with regard to attendance and hours worked of employees

- p) Make adequate provision for dealing with Health and Safety emergencies
- q) Ensure that all hazardous substances present within their respective departments have accompanying COSHH assessments available for them.
- r) Ensure that all control measures noted within relevant risk and COSHH assessments are implemented throughout their department.

10.1.5 Health and Safety Advisor

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership for Giffards Primary School on H&S issues and promote the adoption of the H&S best practice.
- b) Monitor the effectiveness of the H&S management system and make recommendations for improvement as appropriate.
- c) Provide assistance and advice to all Giffards Primary School employees.
- d) Produce reports on H&S performance, where required.
- e) Ensure that there are appropriate processes in place for promptly alerting the business to significant accidents and incidents. Where appropriate, be involved in the investigation and ensure that the findings are reported and recorded.
- f) Review accident and incident reports and investigation reports, identify any trends and ensure that there is an appropriate response to prevent future recurrence.

10.1.6 Managers with Specific Responsibilities for Recruitment*

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Ensure that arrangements exist to deliver the following:
 - All potential recruits receive pre-employment questionnaires which address all relevant H&S issues.
 - On appointment, an appropriate H&S induction is given to all employees.
 - Employees are issued with the H&S policy together with their individual responsibilities under the H&S policy.

Note: These responsibilities are specific to this role and are in addition to the other relevant responsibilities contained in this document

10.1.7 Managers with Specific Responsibilities for

Individual Responsibilities in Health & Safety (H&S) Matters

a) Ensure that arrangements exist to deliver the following:

- Orders to suppliers for materials, plant and equipment etc. include relevant H&S requirements notified by the specifier
- Suppliers of materials, plant and equipment etc. are requested to provide all necessary information and operating instructions so that their products can be used safely without risk to persons or the environment.
- Where such information is received by the procurer that it is passed on to the persons who will use the materials, plant and equipment etc.
- Orders to suppliers for employees include sufficient detail to adequately describe the work for which they are required
- Contractors and Labour Agencies are assessed as competent and adequately resourced for the work before contracts are placed.
- Tendering contractors have been provided with the Standard Rules for Sub-Contractors on Safety, Health and the Environment and that compliance with them is a condition of contract.
- No undertakings, either verbal or written, are given to any supplier relieving it of its H&S responsibility.
- Monitor that the above arrangements are effectively implemented.

Notes:

- Procurement includes those individuals managing the procurement of personnel
- These responsibilities are specific to this role and are in addition to the other relevant responsibilities contained in this document

10.1.8 Employees

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Set a good personal example on H&S issues within your area of operation.
- b) Take care of your own health and safety whilst at work; ensure your activities (or omissions) do not adversely affect the health and safety of others or damage the environment.
- c) Co-operate with the company in all matters of Health & Safety protection and make a contribution to reducing accidents.
- d) Ensure you have been fully briefed on, and have a good understanding of, the task at hand. Always work in accordance with the instructions given and any written H&S risk assessments/method statements. Report any conflict.

- e) Never deviate from an agreed method of working unless the or relevant manager has been notified and authorisation has been obtained.
- f) Ensure that you have been provided with, use and take reasonable care of the any access equipment, tools, work equipment and personal protective equipment for your work.
- g) Ensure that before any work is undertaken you check that the area of work is free from hazards and that you are aware of the surroundings and any changes that may occur (or have occurred) that would have an effect on the health and safety of you, or others around you.
- h) Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
- i) Maintain a tidy workplace with an appropriate level of cleanliness and organisation.
- j) Report to immediate manager any defects in plant or equipment or unsafe methods of work and ensure that plant, equipment and premises are left in a safe and secure state and place when unattended. Do not operate any item of plant or equipment that has become defective.
- k) Report to your immediate manager all potential hazards and incidents that have or could have resulted in personal injury or damage.
- l) Report any work-related personal injury or disease to your immediate manager and ensure that an entry is made in the accident book at your place of work.
- m) If you are asked to undertake a task that you feel is unsafe or for which you feel you do not have the appropriate knowledge or training, report this to your Line Manager.

10.2 Employee Safety Responsibilities Matrix

Policy Reference	Job Title
Chair of Governors	Chair of Governors
Governors	Governors / Board Members
Head Teacher	Head Teacher
Managers	Deputy Head Teacher Assistant Head Teacher Inclusion Manager Business Manager
Employees	Teachers Learning Support Assistants (LSAs) Administrative Staff Caretaker Cleaners Midday Assistants