

**Core Consider Complex**

# **Health, Safety and Wellbeing Policy**

## 1. Success Indicators

The school has a Health, Safety and Wellbeing Policy which:

- Provides an overview of the school policy on health, safety, and wellbeing.
- Outlines the arrangements the school has in place for health, safety, and wellbeing.
- Assigns roles and responsibilities to key employees in the school.
- Is monitored and reviewed regularly by senior leaders.

## 2. Overview

Schools must have a Health and Safety Policy in place. This should be an integral part of the school's culture, values, and performance standards.

The School's Health and Safety Policy should be developed by the Headteacher, and members of the School Leadership Team in conjunction with the Governing Body.

The DfE Guidance [Health and safety: responsibilities and duties for schools](#) provides information on the elements of a Health and Safety Policy.

## 3. Employer responsibilities

In **community schools, community special schools and voluntary controlled schools** statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the headteacher and other school employees.

As the management body, the governing body must ensure that school employees and premises follow policies and procedures set by the Local Authority for health and safety (e.g., reporting accidents, first aid provision) irrespective of who provides their competent health and safety advice.

The governing body, and headteacher, must comply with any direction given to them by the Local Authority concerning the health and safety of persons on the school's premises or taking part in any off-site school activities.

It is recommended that schools use the Health, Safety and Wellbeing Policy template provided to develop their Health, Safety and Wellbeing Policy.

In **Academies, Free Schools, Trust Schools, Foundation and Voluntary Aided (VA) Schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and school employees.

Governing bodies may be constituted in one of the following formats:

- An Academy Trust

- The Governing body of a voluntary aided or a foundation school
- The owners or trustees of an Academy, foundation, VA or Free school

The school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

### **3.1. Day to day management of Health, Safety and Wellbeing**

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (day to day management of health and safety) are the responsibility of the Headteacher and the School Senior Leadership Team (supported and monitored by the Governing Body).

Schools must appoint one or more competent people to support their management of health and safety. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the health and safety risks at the school. This may be one or more of its employees or an external provider.

### **4. Employee Responsibilities (in any school)**

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a role of making sure that the governing body's health and safety policies and procedures are carried out.

### **5. Occupiers Liability**

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering, or accessing the premises at any time for any reason.

### **6. Template for Health, Safety and Wellbeing Policy**

A template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use is provided in a separate document.

## Version Control

Version	Date Approved	Changes	Reasons for Alterations
Issue 1	2008	Model Framework for a Schol Health and Safety Policy	
Issue 2	2011		Update of layout
Issue 3	2014		Review
Issue 4	2017		Review and HSW branding
Issue 5	2023	Change of branding. Template separate document. Increased responsibilities section.	Review to ensure reflects updated HSW Policy.