

Health and Safety Policy

2016-17



**Bratton Primary School
Carpenter's Lane
Bratton, Westbury, Wiltshire BA13 4RL
www.bratton.wilts.sch.uk**

HEALTH and SAFETY POLICY

Aims and Objectives

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The Governing Body accepts that it has to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school sponsored activities.

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The Governing Body will take reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

Organisation

EMPLOYER - W.C. – (L.A.)
DAY TO DAY CONTROLLER – HEADTEACHER

GOVERNORS

SUPERVISORY STAFF - CLEANER IN CHARGE
SENIOR M.D.S.A.
KITCHEN SUPERVISOR

INDIVIDUAL EMPLOYEES - ALL ADULTS WORKING IN SCHOOL
(INCLUDING VOLUNTEERS AND CONTRACTORS)

All those in the organisation will comply with statutory duties.

The importance of co-operation between employer, Headteacher, Governors, Supervisory staff and employees is acknowledged.

All in the organisation accept that they have a role to play to ensure safety.

Roles and Responsibilities:

Duties of the Governing Body

In the discharge of its duties the Governing Body will:

make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the L.A.

identify a governor to be responsible for monitoring this policy.

Identify and evaluate all risks relating to:

- the premises
- school activities
- school sponsored events

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits;
- plant, equipment and systems of work which are safe;
- safe arrangements for handling, storage and transport of articles and substances;
- Supervision, training and instruction so that all governors, staff and pupils can perform their school related activities in a healthy and safe manner.
- All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities.
- Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided.
- Pupils will receive such training as considered appropriate to the school related activities that they are carrying out.
- All training will be regularly updated.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on a fixed term contract, to receive comprehensive information on:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The duties of the Headteacher.

As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;

- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements & Young People) and Governing Body following the annual Health and Safety Audit.

In particular, the Headteacher will, on a day-day basis be responsible to:

- ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities;
- ensure safe working conditions on the school premises and facilities;
- ensure safe working practices and procedures throughout the school so that all risks are controlled;
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and ensure that the Governing Body and the L.E.A. are made aware of the findings;
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- collate accident and incident information and, when necessary, carry out accident and incident investigations;
- monitor standards of health and safety throughout the school, including all school based activities;
- consult with members of staff, including Trade Union safety representatives, on health and safety issues;
- encourage staff, pupils and others to promote health and safety.

The duties of members of Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff have a responsibility to :

- take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- follow agreed working practices and safety procedures;
- report any accident, near miss, incidents of physical or verbal abuse and any hazard;
- ensure health and safety equipment is not misused or interfered with.

The duties of the supervisory staff

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the schools' health and safety policy within their departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulation, rules, procedures and codes of practice are being applied effectively;
- staff under their jurisdiction are instructed in safe working practices;
- new employees working within their area are given instruction in safe working practices;
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- they report any health and safety concerns to the Headteacher.
- new employees working within their area are given instruction in safe working practices;
- risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- all health and safety information is communicated to the relevant persons;

All other adults, including Hirers, contractors and others

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are hired to persons outside the employment of the LA, it will be a

condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices.

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

Staff consultative arrangements

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

Emergency plans

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life,
- prevent injury,
- minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by the staff and pupils, results of all rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

Supplies of first aid materials will be held at various locations throughout the school. These locations will be prominently marked and determined by the Headteacher, all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.

Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity. A nominated member of staff will be responsible for ordering and maintaining first aid resources.
