

Health and Safety Policy



ADOPTED BY THE GOVERNING BODY

Autumn 2019

Policy Number 4

Health and Safety Policy Index

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HEADTEACHER'S STATEMENT

As Headteacher of Rossmere Primary School I am committed to providing a working environment for staff, pupils, students, volunteers and visitors that is safe and healthy as far as is reasonable and practicable. I recognise that accidents and ill health to staff, pupils and all visitors must be reduced to ensure effective management of the school, to enhance its good reputation, and to improve the physical and mental well-being of everyone at Rossmere Primary School.

I will promote a high standard of health and safety performance by providing active leadership, credible short, medium and long term planning linked with the *School Development Plan* for improvement, achievable targets to monitor progress, appropriate delegation, high levels of training, adequate resource, and firm but fair discipline. I will encourage a positive and open approach to health and safety, and show appreciation of effort and desire to improve.

I will embrace fully the school's Health and Safety organisation, and provide regular reports through the *Finance and General Purposes Committee* to the Governing Body of Rossmere Primary School in Hartlepool.

ROSSMERE PRIMARY SCHOOL

STATEMENT OF INTENT

The Governing Body of Rossmere Primary School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors.

The Governing Body will ensure that effective consultation/information sharing takes place with all employees on health and safety matters and that individuals are consulted/informed before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

Headteacher - Mrs C Reed



.....Headteacher's Signature

Chair of Governors -



.....Chair of Governor's Signature

.....26/09/2017..... Date

.....Autumn 2019..... Review Date: (or 24 months from approval)

AIMS AND PRINCIPLES

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Rossmere Primary School.

The LA Health and Safety Policy has been taken into consideration in the formulation of this policy.

Aims

Our aims for Health and Safety are to:-

- ✓ Provide a safe and healthy environment for children, teaching, volunteers or visitors who come onto the premises of our school
- ✓ Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a health and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents, pupils, governors and visitors) work towards the school's aims by:-

- ✓ Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- ✓ Being familiar with all instructions and guidance of safety within the school
- ✓ Using common sense at all times to take responsible care for their own safety and that of others
- ✓ Reporting any unidentified hazards to the Head Teacher without delay.

Role of School Governors

School Governors have individual and collective responsibility for the safe operation of their schools and will:

- ✓ Ensure that one or more of the Governors of their school maintains a knowledge of health, safety and welfare legislation and good practice, which is sufficient to enable that Governor or Governors to give general advice to their colleagues on the setting of priorities and the allocation of resources in relation to health and safety;
- ✓ Adopt and ensure the implementation of a school health and safety policy, which will encourage high standards of performance by individuals at all levels and the development of a culture of health and safety throughout the school's operations;
- ✓ Ensure consultation (if required) is made with the Local Authorities Health, Safety and Wellbeing Team in connection with the writing and periodic review, revision and implementation of the school's health and safety policy
- ✓ Allocate, at strategic level, sufficient human and financial resources to permit their school's safety policy to be fully implemented;
- ✓ Ensure that organisations and persons engaged to carry out work for, or deliver services on behalf of their department or division, as contractors, partners or otherwise, are assessed to be competent in terms of health, safety and welfare for the work concerned, in compliance with statutory and the Council's procurement procedures;
- ✓ Receive reports, recommendations and other communications from the Health, Safety and Wellbeing Team and ensure that appropriate action is taken on these through governing body committee meetings.
- ✓ Review their school's safety performance, consider and ensure that appropriate action is taken on reports concerning safety;
- ✓ Facilitate, encourage and commend high standards of safety and set a personal example of good safety practices;

The Headteacher will:-

- ✓ Taking responsibility for the day-to-day operations of the Health and Safety policy.
- ✓ Maintain outline knowledge of the current statutory requirements and principles of good practice for health and safety which are relevant to all operations and activities involving their school;
- ✓ Ensure, by direct action or delegation to suitable employees of the school and with assistance and guidance provided by the Health, Safety and Wellbeing Team, that a school safety policy and safety procedures are prepared, approved by the Governors and reviewed and revised periodically;
- ✓ Ensure, at operational level, the allocation of sufficient financial and human resources to fully implement the requirements of their school safety policy;
- ✓ Ensure that suitable and sufficient assessments of risk are carried out in relation to their school's operations, activities and security, and that control measures which they identify are adequately communicated and implemented;
- ✓ Ensure that educational visits, out of school activities, and other trips are appropriately planned, organised and supervised to protect health and safety
- ✓ Ensure the full implementation of the Hartlepool Local Education Authority's procedures in relation to all educational visits;
- ✓ Ensure that training plans for their school's employees fully reflect requirements for the provision of adequate training and instruction, as necessary for health and safety, and that these plans are periodically reviewed, to ensure their effectiveness;
- ✓ Take into account the capabilities of employees as regards health and safety, including the pressures and demands imposed, when entrusting them with tasks;
- ✓ Ensure that organisations and persons engaged to carry out work for, or deliver services on behalf of, their school, as contractors, partners or otherwise, are assessed to be competent in terms of health, safety and welfare for the work concerned, in compliance with statutory procurement procedures;
- ✓ Ensure co-operation with the Head of Property Services, the Health, Safety and Wellbeing Team and others as required, to ensure the safety of their school premises, in relation to the management of asbestos, control of legionella, use and maintenance of gas appliances and other relevant matters;
- ✓ Ensure that procedures are developed and maintained for use in their school in the event of serious and imminent danger, including the appointment of fire wardens and the periodic practising of the procedures;
- ✓ Co-operate fully in the carrying out of safety inspections by the Health, Safety and Wellbeing Team, Health and Safety Executive, fire authority or other appropriate agencies and act appropriately on the findings of these inspections;
- ✓ Ensure that the Council's accident and safety incident reporting procedure is operated fully in relation to their school;
- ✓ Receive, from safety representatives, members of health and safety committees and other employees, representations concerning safety, co-operate and consult with them and take appropriate action as a result;
- ✓ Receive representations concerning safety from pupils and their parents, other service users and persons affected and take appropriate action as a result of the information received;
- ✓ Report periodically to their school's governors on the management of safety and the school's safety performance;
- ✓ Monitor the performance of their employees in terms of safety, encouraging excellence, taking effective remedial action if required and setting a personal example of good safety practices.

Role of Teachers/ Support Staff

Teacher and support staff will work towards the school's aims by:-

- ✓ Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- ✓ Being good role models – vigilant and careful
- ✓ Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- ✓ Providing opportunities for children to discuss appropriate health and safety issues
- ✓ Making sure risk assessments are carried out before any off site visits
- ✓ Taking reasonable care of their own health and safety, and to consider acts and omissions that may affect other's health and safety
- ✓ Not interfering with items provided for health and safety
- ✓ Co-operating with their employer and allow them to fulfil their statutory duties in terms of health and safety
- ✓ Bringing their employers attention to anything that is a risk to health and safety
- ✓ Using equipment in accordance with instructions from the employer.

Role of Pupils

Pupils will work towards the school's aims by:-

- ✓ Developing a growing understanding of health and safety issues.
- ✓ Contributing to the development of codes of practice.
- ✓ Conducting themselves in an orderly manner in line with these codes.
- ✓ Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Role of Parents/Carers

Parents and Carers will work towards the school's aim by:

- ✓ Ensuring that children attend school in good health
- ✓ Providing prompt notes/phone calls to explain all absences
- ✓ Providing support for the discipline within the school and for the teacher's role
- ✓ Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- ✓ Allowing children to take increasing personal and social responsibility as they progress throughout the school
- ✓ Accepting responsibility for the conduct of their children at all times
- ✓ Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

Site Manager and Senior Administrator will work towards the school's aims by:-

- ✓ Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to
- ✓ Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use
- ✓ Ensuring that all waste materials from the school is disposed of in accordance with the LA policy
- ✓ Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary
- ✓ Maintaining a high standard of housekeeping
- ✓ Reporting to the Head Teacher any problem, or imminent danger associated with his/her responsibilities, as soon as it is practicable to do so
- ✓ Liaising with Health and Safety representative to carry out regular inspections of school premises.

Responsibilities of Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent.

The Risk Assessor will:

- ✓ Attend appropriate training before carrying out any risk assessments
- ✓ Carry out risk assessments as directed by the Headteacher / Leadership Team
- ✓ Make a written record of the risk assessment using corporate documentation
- ✓ Communicate the findings of the risk assessment to the relevant Manager
- ✓ Where risks are not adequately controlled, develop an action plan with the appropriate Manager
- ✓ Conduct inspections of the workplace as part of the Premises Committee at least once per term to ensure that the working environment and equipment are safe and adequately maintained
- ✓ Inform Managers of any additional hazards they become aware of
- ✓ Seek further advice/support and expertise where required
- ✓ Support the Lead Visits Co-ordinator in the completion of an educational visits risk assessment
- ✓ Carry out a risk assessment with a member/s of staff who has identified any health and safety risk
- ✓ Ensure all risk assessments will are kept in a central file in the main office.

As part of the two year rolling programme this policy will be reviewed in **Autumn 2018**.
Reviewed by Mrs C Reed (Headteacher).



Signed 26/09/2017