



### Rationale

It is a legal requirement of the Health & Safety at Work etc Act 1974 that all employers employing more than five people, must prepare a written health and safety policy. The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees. A health and safety policy also demonstrates the employer's commitment to Health and safety and how those issues can be managed.

### Purpose

- ⊙ To provide adequate control of the health and safety risks arising from our work activities
- ⊙ To consult with our employees on matters affecting their health & safety
- ⊙ To provide and maintain machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded.
- ⊙ To ensure safe handling, use, storage and transport of articles and substances
- ⊙ To provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others..
- ⊙ To ensure all employees are competent to do their tasks
- ⊙ To prevent accidents and cases of work related ill health
- ⊙ To make arrangements within the school for the reporting of accidents/incidents to the LA
- ⊙ To make positive arrangements for fire evacuation, first aid and other emergency situations
- ⊙ To provide and maintain a safe and healthy school building with safe access and egress.
- ⊙ To provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation
- ⊙ To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings

### Guidelines

#### Responsibilities

Overall and ultimate responsibility for Health and safety in school is that of the employer, i.e. the Governing Body

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher.

The Headteacher will;

- ensure that in his/her absence, health and safety duties are delegated as appropriate

- ensure there is an annual appraisal of the school's health and safety performance ensuring that the school's H&S policy is adhered to at all times
- ensure adequate first aid treatment is available by the provision of a First Aider or appointed person
- ensure accidents are recorded and, where necessary investigated and reported to the LA. In the event of a major injury, the Chairman of the Governing Body shall be informed
- ensure that fire procedures are planned and rehearsed at least one per term
- ensure that periodic fire and safety inspections of the school are carried out
- ensure that risk assessments are undertaken and reviewed as appropriate
- review and update policy as appropriate

All teaching and non teaching staff are responsible for the health and safety of the pupils they supervise;

Teachers and non teaching staff will;

- ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher, in writing, so that equipment can either be repaired or disposed of.
- In the event of a fire, ensure that all pupils know the fire procedures and are evacuated safely
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the incident/accident log
- Ensure that all classroom and playground activities are supervised and carried out in a safe and healthy manner
- Ensure that any agreed security provisions are carried out
- Cooperate with the Headteacher on all aspects of health, safety and welfare
- Undertake risk assessments to identify hazards and control measures and to communicate this information to all people who need to know.
- Know that further support and advice on H&S is available through the designated conference on First Class

Pupils must:

- Co-operate with teachers and school staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to a teacher

Arrangements

- ✓ Regular Risk Assessments will be undertaken by all staff.
- ✓ The findings of the risk assessments will be reported to the Headteacher
- ✓ Action required to remove/control risks will be approved by the Headteacher
- ✓ The Headteacher will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks
- ✓ The Health and Safety Law poster is displayed in the main office
- ✓ Induction training for all employees will be provided by the Headteacher
- ✓ List of First Aiders and appointed persons displayed in Staffroom

- ✓ Names of pupils who have specific medical requirements e.g. asthmatics will be kept in Main Office and Staffroom
- ✓ Written parental consent for the administration of any form of medication is kept in office (Emma)
- ✓ Medication may only be administered if it is an emergency situation, if it is critical to life and if the Head has prior knowledge about the child's medical condition.
- ✓ All serious accidents/incidents must also be recorded on the Authority's internal report forms located in the Main Office.
- ✓ The Headteacher is responsible for ensuring the Fire risk assessment is undertaken and implemented
- ✓ Mrs Codling , Miss Woolfenden and Mrs Pursey have been appointed as Fire Wardens and have been trained in this role
- ✓ Fire extinguishers are maintained and checked by Chubb annually
- ✓ Alarms are tested by Automatic Alarms annually
- ✓ Fire drills are carried out termly and records are kept in the main office.
- ✓ On entering the premises, visitors must go to the main office and sign the visitors book
- ✓ On departure, visitors must sign out.
- ✓ All educational visits must be in accordance with the EVC policy. EVC coordinator; Mrs S. Binks
- ✓ Staff and visitors should park their vehicles in the designated car park
- ✓ Security of the school is maintained by; perimeter fencing, external doors being locked during school hours
- ✓ Occupational Health services are provided by National Britannia- any individual requiring their services will be referred in the first instance to HR services, Personnel Officer
- ✓ Any individual suffering from work related stress should follow the guidance set out by the LA(see H&S manual)
- ✓ If a manager suspects that an individual may be suffering from stress, he/she should follow guidance set out in the policy

#### Conclusion

This Policy will be reviewed and updated annually

Signed..... Headteacher Date.....

Signed..... Chair of Govs. Date.....

Received and contents acknowledged by

Name.....(Staff Member) Date.....