

Mount Street Junior School



Policy for Health & Safety

Reviewed July 2018

STATEMENT OF INTENT

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils. We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do.

We are committed to:

- Developing and maintaining a positive Health and Safety culture.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and equipment.
- Providing effective, relevant and up to date information, instruction and training.
- Consulting with employees on Health and Safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils play their part in its implementation.

Name: _____ Signature _____
(Chair of Governors)

Name: _____ Signature: _____
(Head-Teacher)

Organisation

The Governing Body and Senior Leadership Team of Mount Street Junior School have responsibilities with regard to the implementation and reviewing of this policy. They are outlined below.

The Governing Body

The Governing Body has the following responsibilities:

- a) A clear written policy statement is created which promotes the correct attitude towards safety of the staff and pupils.
- b) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- c) Governor with responsibility for Health & Safety to carry out an annual audit with the Head-teacher to identify any problem area or procedures and present these to Governing Body for action.
- d) The school's health and safety policy is reviewed on a regular basis.

The Head-teacher

The Head-teacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health & Safety.
- b) Ensure that the policy is communicated adequately to all relevant persons.
- c) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- d) Ensure that all staff are provided with adequate information, instruction and training on Health and Safety issues.
- e) Attend relevant County Council organised courses as required.
- f) Make or arrange for risk assessments of the premises and working practices are undertaken annually.
- g) Ensure that emergency procedures are in place.
- h) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- i) Ensure records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- j) Ensure arrangements are in place to monitor premises and performance.
- k) Ensure that all accidents are investigated and any remedial actions required are taken or requested as soon as possible.
- l) Arrange for the Governing Body to receive an annual Health and Safety report on the performance of the school.
- m) Ensure risk assessments are completed before off-site visits, new activities, etc.
- n) Make provision for the inspection and maintenance of work equipment throughout the school.
- o) Manage and keep records of all Health and Safety issues.

Special Obligations of Class Teachers

- a) Carry out regular risk assessments of activities for which they are responsible.
- b) Carry out regular inspections of their classroom/ playground areas to ensure equipment, furniture and activities are safe and notify Head-teacher of any problems.
- c) Ensure sufficient instruction and supervision to enable pupils to avoid hazards and contribute to their own health and safety.
- d) Exercise effective supervision of their pupils and know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- e) Give clear oral and/or written instructions and warnings to pupils as often as necessary.
- f) Follow safe working procedures personally.

- g) Make recommendations to the Head-teacher on Health and Safety equipment and on additions or necessary improvements to tools and equipment.
- h) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements.
- i) Avoid introducing personal items of equipment into school without prior notification.
- j) Report all accidents, defects and dangerous occurrences to the Head-teacher.

Obligations of all Employees

All employees must:

- a) Act in the course of their employment with due care for the Health, Safety welfare of themselves and other persons.
- b) Observe all instructions on Health and Safety issued by the County Council, school or any other person with responsibility for a relevant aspect of Health and Safety.
- c) Act in accordance with any specific Health and safety training received.
- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- f) Inform their Line Manager of potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they consider being in the School's Health and Safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the Health and Safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the Health and Safety rules of the school in particular the instructions of staff given in an emergency.
- d) Not wilfully interfere with things provided for their Health and Safety.

Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

- a) Emergency procedures for fire are displayed in each classroom area and other appropriate rooms.
- b) First Aid equipment is located in a central area which is known to all staff and is regularly re-stocked.
- c) Accidents are written in the log book and any serious matters are immediately reported to parents by phone.
- d) Medicines will be administered with the written permission of parents and details of dosage, etc in accordance with the Administration of Medicine Policy.
- e) Risk Assessments are to be made prior to any off-site educational visits or new activity. Other activities such as cookery, gardening and swimming may have generic assessments that are reviewed regularly.
- f) Teaching staff receive periodic training on object handling and lifting.
- g) Portable electrical, PE and play equipment are checked annually and certificates issued.
- h) The Head-teacher and Governing Body representative with responsibility for Health and Safety carry out an annual premises and grounds audit during the summer term.

- i) Children are supervised on and off school buses at the beginning and end of the day and are informed about safety issues regarding walking on footpaths away from traffic areas, etc.

Organisational Chart



