

# HEALTH AND SAFETY POLICY

**SCHOOL NAME** Archdeacon Griffiths CIW (VA) Primary School

## PART 1 - 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 and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Chair of Governors)

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Headteacher)

---

## **PART 2 - Responsibilities and Organisation**

### **INTRODUCTION**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

### **THE GOVERNING BODY**

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

### **THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
  - b) Ensure that a clear written local health and safety policy is created.
  - c) Ensure that the Policy is communicated adequately to all relevant people.
  - d) Ensure appropriate information on significant risk activities is given to visitors and contractors
  - e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
  - f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
-

- g) Arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body annually on the school's health and safety performance.

### **SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To coordinate and manage the annual risk assessment process for the school.
  - b) To coordinate performance monitoring processes.
  - c) To make provision for the inspection and maintenance of work equipment.
  - d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
  - e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
  - f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
-

## **Teaching and support staff holding positions of special responsibility**

This includes Deputy/Assistant Headteachers, Curriculum Coordinators, Class teachers, Teaching Assistants and Administrative staff.

They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under they manage are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
  - b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
  - c) Give clear oral and written instructions and warnings to pupils when necessary.
  - d) Follow safe working procedures.
  - e) Require the use of protective clothing and guards where necessary.
-

- f) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) 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 for safety education.
- h) Report all accidents, defects and dangerous occurrences to their Head of Department.

### **Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
  - b) Cooperate with school management in complying with relevant health and safety law.
  - c) Use all work equipment and substances in accordance with instruction, training and information received.
  - d) Report to their manager any hazardous situations and defects in equipment found in their work places.
  - e) Report all incidents in line with the incident reporting procedure.
  - f) Act in accordance with any specific health and safety training received.
  - g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
  - h) Exercise good standards of housekeeping and cleanliness.
  - i) Co-operate with appointed Union Health and Safety Representative(s).
-

## **Pupils**

Pupils, allowing for 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 and in particular the instructions of staff given in an emergency.
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
-

## **PART 3 - PROCEDURES AND ARRANGEMENTS**

### **INTRODUCTION**

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

At this point you should record the school specific arrangements for the following activities:

- Administration of Medicines
- Annual Review of Policy
- Asbestos
- Consultation with Employees
- Control of Contractors
- Educational Visits
- Emergency procedures:
  - Fire
  - First Aid
  - Accident Reporting
  - Bomb Hoaxes
  - Gas leaks
- Inspection and Testing of Equipment e.g.
  - Portable Electrical Appliances
  - Hoists
  - Pressure Vessels
  - Outdoor and Indoor play equipment
  - Ladders and Access Equipment
  - Fume Cupboards
- Risk assessments
  - General
  - Curriculum
  - Fire
  - Computers and Workstations
  - Manual Handling
  - Hazardous Substances
- Site Security
- Traffic on School Sites
- Training
  - General
  - Role Specific
  - Curriculum Specific

Please note the above is not an exhaustive list, nor will everything above apply to all schools.

---