



St Anne's CofE VA Primary School

HEALTH & SAFETY POLICY ORGANISATION

This policy should be taken and used as part of St Anne's Church of England School overall strategy and implemented within the context of our vision, instrument of government aims and values as a Church of England School.

St Anne's CofE VA Primary School recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school. St Anne's CofE VA Primary School understands the Health and Safety at Work etc Act 1974 places overall responsibility for health and safety with the Employer which is the Governing Body in this school. The following is a summary of individual responsibilities, their consequent structure and accountability:-

Governors

The Governors, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters in the school. The aim is to ensure a positive health and safety culture is established and maintained.

They must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

Governors must ensure:

- that in co-operation with the Head teacher, the Health and Safety Policy reflects the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary;
- to ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school; (maintenance, training, provision of personal protective clothing for example);
- to ensure that when awarding contracts, health and safety is included in specifications & contract details;
- that regular Health and Safety inspections of the premises are carried out at least 3 times per year;
- that the Governing body appoint a Health and Safety Governor and receive an annual audit of health and safety systems and standards from the head teacher;
- a positive health and safety culture is established and maintained;
- ensuring that health and safety keeps on the agenda by including it intrinsically with business discussions.

All staff employed at St Anne's CofE VA Primary School

All employees have a legal duty under Health and Safety legislation. All staff must

- be responsible for their own Health and Safety;
- make sure that their actions will not put at risk the safety of other employees, pupils or visitors;
- be alert to observe, correct, or report any unsafe practices or conditions;
- maintain a healthy and safe place to work and co-operate with managers in the implementation of all Health and Safety matters;
- make suggestions to improve any areas of health and safety especially with their specific working knowledge of an area or task;
- maintain an active interest in health and safety;
- learn and follow the safe operating procedures and health and safety rules for safe operation and performance of their roles;
- follow the established procedure if accidents occur.

Specific duties for staff are outlined below:

Head Teacher

The Head Teacher is responsible and accountable for the implementation of this policy and compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- ensure a positive health and safety culture is encouraged and developed within the school;
- ensure that a health and safety culture is also developed with the pupils
- ensure that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices
- ensure all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training
- if deemed necessary, appointing one or more members of staff to undertake specific duties in relation to health and safety.
- communicate the policy and other appropriate health and safety information to all relevant people including contractors;
- act as co-ordinator for the school on health and safety matters affecting the school. (This post is not to be confused with union appointed safety reps. This is an extra role to enable the Governing Body and Head Teacher to effectively manage health and safety.)
- ensure that risk assessments are carried out on any activity that has significant associated hazards.
- is responsible for making sure inspections of the school premises, plant, equipment and working practices on three times per year. Where necessary implement any changes and improvements. (Some inspection/monitoring can be delegated)

- will also consult regularly with the Safety Representative on health & safety matters.
- co-operate with the governing body to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures are implemented and complied with;
- carry out health and safety investigations;
- provide regular updates to the Governors of the school regarding safety performance and reporting to the governing body any hazards which cannot be rectified within the establishment's budget;
- make recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced
- ensure that effective first aid provision and accident reporting procedures exist in accordance with the current best practice.
- ensure consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- be represented on the Finance, Personnel & Premises Committee.

The Head teacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the school. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Head teacher from the overall day-to-day responsibilities for health and safety within the school.

Business Manager

The Business Manager is responsible and accountable for delivering the schools health and safety strategic plan, as detailed by the Governing body and the Head teacher. He/she must also ensure the school meets and adheres to the UK Statutory Instruments, as well as any future national or European Union health and safety legislation, as advised by the schools competent Health and safety provider.

The Business Manager is also required to:

- be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance services agreements carried out on the school premises;
- develop and implement relevant action plans based on risk assessments, outcomes of meetings/ audits and inspections, emergency arrangements and to review existing health and safety policies and procedures in the school, to ensure all staff pupils and contractors adhere to them;
- be responsible for emergency procedures and evacuation of school premises;
- ensure that the school asbestos register and the asbestos management plan is maintained and available as required;
- investigate all serious incidents and liaise with appropriate authorities as necessary;
- monitoring purchasing and contracting procedures to ensure compliance with the schools policy;
- ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.

Site Supervisor / Caretaking staff / Site Services Team

The Site Services Team are responsible and accountable to the Business Manager for all matters relating to health, safety and welfare within the sphere of his/her duties.

The Site Services Team responsibilities are to:

- report to the Business Manager any defects and hazards that are brought to his/her notice;
- inform the Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work. Ensure relevant information is communicated and shared to third parties or contractors;
- in conjunction with the Business Manager ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes;
- ensure that all site staff and cleaning staff are equally aware of the schools Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances;
- implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school;
- ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.
- highlight any training needs (initial or refreshment) deemed necessary to fulfil their role to their line manager or head of department;
- establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

Deputy Head / Assistant Head / Line Managers

Deputy Head / Assistant Head / Line Managers are responsible to the *Headteacher* for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following: -

- develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students;
- apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements to all staff and students;
- maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all staff are aware of and make use of such guidance;
- ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff;
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control;

- resolve any health, safety and welfare problems members of staff refer to them, and inform Headteacher / Business Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- carry out regular, or termly inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe;
- check the adequacy of fire precautions and procedures in liaison with the Head teacher. Ensure that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible;
- 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;
- establish acceptable housekeeping and safe storage standards, in all areas of their responsibility;
- develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Making known to the Head teacher any identified training needs;
- ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

Teaching Staff, Nursery staff, PPA Cover and Supply Teachers

Teaching Staff, staff, Cover Supervisors and Supply Teachers are responsible to their (Headteacher / Line managers), or heads of departments for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include the following:

- ensure that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students;
- implement the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood;
- carry out safety briefings, refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to;
- ensure that all students, probationers and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them;
- 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;

- Exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting;
- set an example by personally following safe working practices;
- ensure that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented;
- ensure that all electrical equipment is visually checked before use;
- report to the Head teacher or Business Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced;
- integrate all relevant aspects of Health and Safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons;
- highlight any training needs deemed necessary to fulfil their role to their line manager or head of department;
- establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

Employee Duties

Under the Health and Safety at Work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- comply with the school's health and safety policy and procedures at all times;
- report all accidents and incidents in line with the reporting procedure;
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- report immediately to their line manager any shortcomings in the schools arrangements for health and safety;
- co-operate with the schools management on all matters relating to health and safety.
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- inform the schools management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant;
- ensure that they only use equipment or machinery that they are competent / have been trained to use;
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Nursery Staff will have Paediatric first aid qualifications. See separate First Aid Policy for more information.

Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Business Manager and Head teacher to fulfil his or her duties as well as being released for any appropriate training. The will also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

Priory Community School Enterprises Ltd - Health and Safety Department

Priory Community School Enterprises Ltd. have been contracted to provide an effective health and safety service, as published within the Service Level Agreement, for St Anne's Church of England VA Primary School.

Jo Crickson, Health and Safety Manager and Guy Littlemore, Health and Safety Advisor are responsible for providing this service to the school.

A summary of the Service Level Agreement is to: -

- provide timely health and safety advice, support and training to the school and their staff. Ensure that all governors and staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect;
- undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the school;
- advise on the risk assessment process and encourage the recording of risk assessments and control measures. Provide a review of risk assessments, or areas that could influence changes to policies guidance and working practices;
- manage and report all major accidents under the requirements of RIDDOR, (The Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995);
- assist and advise on investigation of all reportable accidents and changes to systems to prevent a re-occurrence. Identify trends and advise on concerns and training needs;
- liaise with any enforcing authority, the HSE, insurance organisations, or other agencies on the schools health and safety arrangements;