

Marton Manor Primary School

Health & Safety Policy

Summer 2018

Review Summer 2019

HEALTH & SAFETY POLICY STATEMENT

PRINCIPLES OF THE SCHOOL'S HEALTH & SAFETY POLICY

The purpose of the Health and Safety Policy of the school is to define how the school will comply with its health and safety duties for all activities conducted by members of staff and involving pupils, students, members of the public and other persons.

The school will comply with the Council's Service's Health and Safety standards, policies and instructions, guidance and codes of practice which may be issued from time to time.

The Governing Body have duties as persons who are concerned with premises (under Section 4 of the Health and Safety at Work etc Act 1974) to ensure that the premises are safe and there are no risks to health. The Head Teacher and all members of staff are responsible for the policy being carried out in the school.

The Governing Body and Head Teacher will ensure that rules, regulations and Codes of Practice on health and safety are monitored, reviewed and updated as necessary in consultation with the Executive Director of Children, Families and Learning. The detailed responsibilities of the Governing Body, the Head Teacher and members of staff for health and safety are given in paragraph 2 of this policy statement.

ORGANISATION & RESPONSIBILITIES FOR HEALTH & SAFETY IN THE SCHOOL

The Governing Body

The Governing Body are responsible for:

- a) Developing and implementing a health and safety policy statement which gives details of how health and safety will be managed in the school and reviewing and updating the policy on a regular basis.
- b) Setting the remit for the Health and Safety Committee which includes the items given in paragraph 2.2 (a) to (e), page 5.
- c) Ensuring that the school implements an effective management system for health and safety by adopting policies and procedures for the school and reviewing and updating the policies and procedures on a regular basis.
- d) Ensuring that the school has systems to monitor the need for non-structural repairs in the school, to deal with potential hazards and to authorise the necessary work to achieve this.
- e) Advising the Authority of any observed structural defects that could adversely affect the health and safety of staff, pupils and the public.
- f) Ensuring that the school has systems for the safe condition, storage and maintenance of all equipment at the school and for ensuring that such equipment can be used safely in the normal running of school.
- g) Ensuring that the premises are effectively managed to ensure that the means of access and exit are safe and without risks to health.
- h) Ensuring that the plant, substances and equipment in the premises are safe and without risks to health.
- i) Ensuring that the school has systems to deal with potential hazards to health and safety and that contact is made, where appropriate, with representatives of the Authority and contracting organisation.

- j) Having a standard item relating to health and safety at work on the agenda of every ordinary meeting and receiving a report at the meeting on health and safety from the Head Teacher.
- k) Ensuring that safety rules, concerning the use of premises and equipment, are displayed in appropriate locations within the school and are enforced.
- l) Ensuring that safe working practices are adopted by staff and pupils and by contractors when on site.
- m) Taking all reasonable action to ensure that health and safety considerations (including safe storage and condition of equipment) are taken into account by outside contractors. Where a contractor chosen by the school is not on the Authority's approved list, the adequacy of the contractor's insurance cover must be established, in accordance with the Authority's requirements.

The Governing Body and school staff note that Inspectors from the Health and Safety Executive or appropriate officers of the Authority can, at any reasonable time, or immediately if there is potential danger, enter the school premises to carry out their duties.

The Governing Body recognise that if they fail to comply with the Authority's Health and Safety Policy or do not implement the Codes of Practice on health and safety of those who attend, work or visit the school premises, its members may incur liability under Health and Safety at Work legislation. In the event that omissions or actions by the Governing Body in such matters require the Authority to incur expenditure to rectify the position, the school's delegated budget may be charged with the costs.

Finance & General Purposes Committee

- a) Monitoring the organisation of health and safety in the school.
- b) Ensuring that detailed health and safety standards for the school are in line with the standards of the Council and the LA which are contained in policies and Codes of Practice which are issue from time to time by the Executive Director of Children, Families and Learning.
- c) Monitoring the effectiveness of the school's health and safety standards.
- d) Ensuring that the policies are fully implemented and the procedures are followed.
- e) Reviewing the health and safety training needs of the school

The committee meets as required and members include representatives of the Governing body and teaching and non-teaching staff.

Additional members of the group are: School Caretaker

The Head Teacher

The Governing Body of the school recognises that the Health and Safety at Work etc Act 2009 places duties on all Managers to ensure that the work of all employees under their control is carried out as safely as is reasonably practicable.

In order to achieve this objective the Head Teacher has responsibility for the organisation of health and safety in the school which includes the following:

- a) Setting the health and safety standards for the school in consultation with the governing body and staff in line with the standards of the LA.
- b) Monitoring on behalf of the Governing Body the implementation of the LA and school health and safety standards.
- c) Ensuring that all health and safety policies are fully implemented and all staff follow the procedures. Reporting to the Governing Body and Finance and General Purposes Committee

on the progress being made towards achieving the health and safety standards which have been set and the implementation of policies and procedures in the school.

- d) Ensuring that all staff (including all new starters and staff who are allocated new duties in the school) receive all health and safety information, instructions and guidance relating to Health and Safety issued to the school by the Executive Director of Children, Families and Learning, the Council's Safety Adviser, the Department for Education, the Health and Safety Executive or any other reasonable source.
- e) Organising and co-ordinating the health and safety training and retraining of all staff and ensuring that the training provided is appropriate to the needs of the school and staff. This includes Health and Safety Induction for all new starters and the training of all staff on the implementations of Health and Safety legislation.
- f) Ensuring that all staff are supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons.
- g) Nominating, as and when appropriate, members of staff to be responsible for specific aspects of Health and Safety and ensuring that all staff are made aware of any such delegation.
- h) Providing sufficient Risk Assessors of suitable knowledge and experience to undergo the corporate training in risk assessment areas.
- i) Identifying any additional support, training and advice required for the Risk Assessors and notifying the Human Resources and Office Services Manager in the Children, Families and Learning Service of any problems encountered.
- j) Ensuring that all risk assessments are conducted in correct priority and adequate time is made available for the Assessor to complete the assessment.
- k) Providing a local mechanism for carrying out risk assessments on any new, or modified work, before the work commences.
- l) Act as Educational visits Coordinator and ensure that educational visits are carefully planned in advance, insurance booked as necessary, with staff visits made if possible and appropriate details sent to parents.
- m) Providing a local mechanism for reviewing all assessments at periodic intervals (maximum period 12 months).
- n) Ensuring that instructions issued by the Corporate Director of Children, Families and Learning Service for the reporting of accidents, dangerous occurrences, near misses and potential hazards are followed and an investigation takes place on all accidents with a view to introducing preventative action.
- o) Ensuring that adequate arrangements exist for safety procedures in the case of fire, including the production of an appropriate Fire Risk Assessment. All staff, pupils and other persons should be made aware of such arrangements and that termly fire drills are carried out and reported upon.
- p) Ensuring that adequate arrangements exist for carrying out first aid and for transporting injured staff, pupils and other persons to hospital and that all staff are aware of such arrangements.
- q) Ensuring that only appropriately trained and qualified staff supervise the use of potentially hazardous equipment or machinery.
- r) Ensuring that contractors employed within the school site do not, by their work activities, endanger the health and safety of themselves, staff, pupils or members of the general public who may be present on the school site.
- s) Ensure that the findings of the school asbestos survey are made know to staff and contractors to ensure compliance with the Corporate Asbestos Procedure.

- t) Ensure that all staff are given adequate training and drills to rehearse lockdown procedures and keep children and staff safe in the event of a civil disturbance, chemical leak, terror attack or other threat to their safety.

It is recognised that the duties given in paragraphs (a) to (q) above can be delegated to Senior Staff but the overall responsibility for ensuring that these duties are carried out rests with the Head Teacher.

The Deputy Head Teacher

It is the policy of the school that employees' duties are in part delegated to Managers who are responsible for work activities under their direct control. In order to achieve this objective the responsibility of staff with management responsibilities includes the following:

- a) In consultation with the Head Teacher setting the health and safety standards for their area of responsibility.
- b) Ensuring that all health and safety policies are fully implemented and the procedures are followed by all staff (including all new-starters and staff who are allocated new duties within the school).
- c) Ensuring that all members (including all new starters and staff who are allocated new duties within their area of responsibility) receive all health and safety instructions and guidance relating to their work which has been issued to the school by the Executive Director of Children, Families and Learning, the Council's Safety Adviser, Department for Education, the Health and Safety Executive or any other responsible source.
- d) Ensuring that all staff acting under their directions are aware of the health and safety precautions to be taken when undertaking potentially hazardous activities.
- e) Ensuring that any curriculum or other activities under their control include instructions on the correct and safe methods of carrying out potentially hazardous activities.
- f) Ensuring that all members of staff (including new starters and staff who are allocated new duties in the school) in their area of responsibility are trained, periodically re-trained and supervised in order for them to take reasonable care of their own health and safety and the health and safety of other members of staff, pupils and other persons.
- g) In consultation with the Head Teacher ensuring that the training provided is appropriate to the member of staff and the school.
- h) In consultation with the Head Teacher ensuring that sufficient risk assessors are provided for the school and that training on the implications of risk assessments are carried out on new and modified work before the work commences.
- i) Ensuring that all risk assessments are carried out in their area of responsibility and risk assessments are carried out on new and modified work before the work commences.
- j) Ensuring that all risk assessments in their area of responsibility are reviewed at periodic intervals.
- k) Ensuring that curriculum or other activities under their control do not involve staff and pupils in procedures likely to cause accidents.
- l) Ensuring that the LA and school reporting procedures for accidents, dangerous occurrences and near misses are followed and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher.
- m) Ensuring that any equipment or machinery under their control known to need repair is not used until the necessary repairs have been carried out.

- n) Ensuring that members of staff follow fire safety procedures and termly fire drills are held and reported.
- o) Ensuring that first aid procedures are implemented in their area of responsibility and first aid cover is maintained at all times.
- p) Ensure that members of staff follow Prevent training procedures and termly lockdown drills are held and reported.

Catering Supervisor/Cook in Charge

The Supervisor/Cook in Charge is responsible for Health and Safety in respect of all kitchen staff in the establishment in accordance with the instructions issued from time to time by the Catering Manager and general safety considerations affecting work in the kitchen. More widely they have a duty to contribute to the health and safety of staff and pupils in the school by maintaining adequate security of the premises, and also observing information on food allergies for individual pupils. **Cleaning of the hall floor should ensure that there are no slip hazards for staff, pupils and visitors.**

Caretaker

- a) Where the cleaning of the school is carried out by a contractor, the Caretaker is responsible for acting as site monitoring officer in respect of the cleaning operations of the Contractor and ensuring that the employees of the Contractor observe and conform with the health and safety requirements of the contract and the premises of the school are safe and there are no risks to health..
- b) The Caretaker is responsible for the security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required.
- c) The Caretaker is responsible for carrying out the following duties where the cleaning operations are carried out by staff who are directly employed by the school:
 - Participating in setting the health and safety standards for their area of responsibility in consultation with the Head Teacher
 - Implementing all health and safety policies, instructions and procedures for their area of responsibility and issuing them to all staff (including new starters) who are responsible to the Caretaker
 - Fully implementing and following all health and safety policies, instructions and procedures for their area of responsibility (including rules relating to the use of specific machinery) and ensuring that the policies and instructions and procedures are followed by all staff (including new starters) who are responsible to the Caretaker receiving training and periodic re-training in order to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons
 - Ensuring that all members of staff (including new starters) within their area of responsibility receive training and periodic re-training by contacting the Head Teacher
 - Carrying out assessments of the risks in their area of responsibility and carrying out risk assessments on new and modified work when the work commences
 - Carrying out reviews of the risk assessments at periodic intervals
 - Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other members of staff, pupils and members of the general public, as a consequence of their work activities

- Ensuring that any equipment or machinery under their control which is known to need repair is not used until the necessary repairs have been carried out
- Following the school reporting procedures for accidents, dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher
- Following the fire safety procedures and ensuring that the procedures are followed by all employees
- Ensuring that first aid procedures are implemented in their area of responsibility.

Assessors

Generic Risk Assessments have been undertaken within the school and these assessments will be reviewed on an annual basis and soon if necessary. Additional assessments will need to be produced for those activities not covered by the generic risk assessments.

Risk Assessors are responsible for:

- a) Identifying all tasks that require to be assessed and agreeing with the Head Teacher a priority rating for carrying out risk assessments
- b) Together with the Head Teacher agree timescales for carrying out risk assessments
- c) Conduct risk assessments to the best of their ability. Recognise where their limit of experience lies and ensure that their Head Teacher is informed when additional assistance is required.

All Teaching and Non-Teaching Staff

The Health and Safety at Work etc Act 2009 places duties on all staff to ensure the health and safety of themselves and others affected by their work activities.

In order to achieve this objective, all teaching and non-teaching staff are responsible for:

- a) Participating in setting the health and safety standards for their work in consultation with the Head Teacher
- b) Receiving all health and safety policies, instructions and procedures for their work
- c) Fully implementing and following all health and safety policies, instructions and procedures which have been issued to them by the Head Teacher
- d) Observing all health and safety rules relating to the use of specific machinery
- e) Ensuring that any equipment or machinery under their control is not used until the necessary repairs have been carried out
- f) Receiving training and periodic re-training in order for them to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons
- g) Following the recommendations of risk assessments when carried out on their activities
- h) Notifying the Head Teacher when an employee is aware of a risk assessment or a procedure which is not correct or presents a more significant hazard than that stated in the assessment
- i) Following the LA and school reporting procedures for all accidents, dangerous occurrences, potential hazards to health and safety and near misses
- j) Following the fire safety procedures for the school and their work area
- k) Following the first aid procedures which have been laid down for the school and their work area
- l) Following the Prevent training procedures for the school and their area of work

CONSULTATION

- a) It is recognised that the participation of all members of staff is essential in order to maintain and improve the working environment of the school.
Consultation on health and safety matters will be through the recognised channels and the active participation and support of all employees at the school will be encouraged to maintain good communications.
- b) The Safety Representatives and Safety Committees Regulations 1977 which were made under the Health and Safety at Work etc Act 2009 provide for the appointment and functions of safety representatives and safety committees. Appendix B of the Education & Leisure Service's Health and Safety Manual for Schools gives details of the duties and responsibilities of Safety Representatives and Safety Committees.

Safety Representatives

- a) It is the policy of the school to encourage the participation of Safety Representatives in the promoting of health and safety in the school and to encourage their development.
- b) Safety Representatives are responsible for representing employees in consultation with the employer in promoting and developing health and safety measures and checking the effectiveness of the measures.
- c) The names of the Safety Representatives, where they can be contacted and the area covered by the Safety Representatives are as follows:

<u>Name</u>	<u>of</u>	<u>Safety</u>	<u>Location and Telephone Number</u>	<u>Area Covered</u>
Debbie Docherty	Representative		Marton Manor 285001	Whole school

TRAINING

Health and Safety training is accepted as a major part of the School's training policies. This will include areas such as Induction, Staff Development and new legislation.

Each employee will receive appropriate training and periodic re-training sufficient for them to be well-versed in safe methods of work, handling and use of materials e.g. on COSHH, equipment and the correct type and use of safety equipment and personal protective equipment appropriate to the school environment.

No person will be employed on work in the school unless he/she has been trained and periodically re-trained to understand the hazards involved and the precautions to be taken.

The member of staff who is responsible for safety training in the school is Gerri Howard.

ARRANGEMENTS FOR CARRYING OUT THE POLICY

Section 4 of the LA 's Health and Safety Manual for Schools gives details of how the functions which have been allocated to members of staff are to be carried out in the school.

Section 4 is supplemented by Policies, Codes of Practice, instruction and guidance which are issued by the Council and Executive Director of Children, Families and Learning from time to time.

PUBLICISING THE POLICY STATEMENT

A copy of this statement will be brought to the attention of all members of the Governing Body and all employees in the school.

MONITORING AND REVIEWING THE POLICY STATEMENT

This policy statement will be reviewed and amended periodically by the Governing Body and Head Teacher. It may also be supplemented by further general statements or with further statements specific issues.