

BRACKENSDALE INFANT SCHOOL

HEALTH AND SAFETY POLICY

Date of Policy	Autumn 2014
To be reviewed	Autumn 2016
Member of Staff responsible for the Policy	Diane Reddish

Please see also Care Policy and Positive Handling Policy plus Critical Incident Management Plan

1. General

- 1.1. The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts the responsibility to take all reasonable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2. The aim of the Governing Body is "To provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.3. The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises, or while taking part in school sponsored activities.

2. The Duties of the Governing Body.

2.1. In the discharge of its duty the *Governing Body*, through the H&S committee and in consultation with the Head will:

- a) Become familiar with H&S legislation and codes of practice which are relevant to the work of the school.
- b) Ensure that there is an effective H&S Policy for the school.
- c) Periodically assess the effectiveness of this policy and ensure any necessary changes are made.
- d) Identify and evaluate all risks relating to :
 1. Accidents
 2. Health
 3. School-sponsored activities.
- e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

2.2. In particular the *Governing Body* undertakes to provide:

- a) A safe place for staff and pupils to work, including safe means of entry and exit.
- b) Equipment and systems of work which are safe.
- c) Safe arrangements for the handling, storage and transport of articles and substances.
- d) Safe and healthy working conditions which take account all appropriate:
 - I. Statutory requirements.
 - II. Codes of practice.
 - III. Guidance, statutory or advisory.
- e) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
- f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- g) Adequate welfare facilities.

2.3. So far as is reasonably practical, the *Governing Body*, through the Head, will ensure that all staff, including temporary and voluntary staff and helpers, receive comprehensive information on this policy and other H&S matters.

3. The Duties of the Head.

Some of the implementation of these duties such as routine administration, monitoring of evacuation alarms and risk assessments are delegated to the Health and Safety Co-ordinator. The Co-ordinator remains accountable to the head and Governing Body who under the H&SaWA 1974 are responsible for H&S.

- 3.1. The Head has the responsibility for the day to day maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other persons using the premises, and will take all reasonably practicable steps to achieve this end.
- 3.2. The Head is required to take all necessary action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 3.3. In particular the Head will:
 - a) Be aware of H&S legislation and codes of practices relevant to the work of the school.
 - b) Ensure at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities.
 - c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
 - d) Ensure safe working practices throughout the school, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
 - e) Consult with members of staff on health and safety issues.
 - f) Arrange systems of risk assessment to allow the identification of potential hazards.
 - g) Carry out reviews and safety audits on the findings of risk assessments.
 - h) Identify training needs of staff and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate training in H&S matters.
 - i) Encourage staff and pupils to promote H&S.

- j) Ensure that any defect in the premises, its equipment or facilities, which relate to or may affect the H&S of staff, pupils and others are made safe without delay.
- k) Encourage employees to suggest ways and means of reducing risks.
- l) Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- m) Monitor standards of H&S throughout the school.
- n) Monitor first aid and welfare provision.

4. The Duties of all Members of Staff.

4.1. All staff will make themselves familiar with the requirements of H&S legislation and codes of practice relevant to their work. They should take reasonable care of their own H&S and any other persons who may be affected by their acts or omissions at work.

4.2. All members of staff will

- a) Be familiar with the safety policy and all safety regulations as laid down by the Governing Body.
- b) Ensure H&S regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- c) See that all equipment is adequately guarded.
- d) See that all equipment is in good working order.
- e) Not make improper use of equipment.
- f) Use the equipment and tools for the job and any protective equipment or safety devices, which may be supplied.
- g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- h) Report any defects in the premises, equipment and facilities which they observe to the H&S Co-ordinator.
- i) Take an active interest in promoting H&S and suggest ways of reducing risks

5. Hirers, Contractors and Others.

5.1. When the premises are used for purposes not under the direction of the Head then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.

5.2. The head or co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

5.3. When the premises are hired to persons outside the employ of the Governing Body, they should be familiar with this policy, comply with the safety directives of the Governing Body and should not, without the prior consent of the Governing Body:

- a) Introduce equipment for use on the school premises
- b) Alter fixed installations
- c) Remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using premises or the staff or the pupils of the school.

5.4. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health & Safety at Work Act 1974.

5.5. Where the contractor creates hazardous conditions and refuses to eliminate them or to take actions to make them safe the Head will take such actions as necessary to prevent persons in his or her care from risk or injury.

6. Consultative Arrangements

6.1. The Governing Body will make arrangements for the establishment of a safety committee.

7. Codes of Practise and Safety Rules.

7.1. The safety committee will approve codes of practise for the observation of safety requirements in the school.

7.2. From time to time codes of practice are issued on particular topics for the guidance of Heads, who will normally incorporate such codes into their H&S policy and procedures.

8. Risk Assessment

8.1. The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted at least annually. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

9. Emergency Plan

9.1. The emergency plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) Save life
- b) Prevent injury
- c) Minimise loss.

9.2. The emergency plan will be regularly rehearsed by staff and pupils.

10. First Aid

10.1. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

10.2. Supplies of first aid material will be held at various locations throughout the school. They will be prominently marked. The materials will be checked regularly and any deficiencies made good without delay.

10.3. Adequate first aid provision will form part of the arrangements for all out of school activities.

11. Review

11.1. The Governing Body will review this policy annually and update, modify or amend it as necessary.

This policy was accepted by the Governing Body on 26/11/14

J. Willoughby

Diane Reddish