



Stanley Green Infant Academy Health and Safety Policy



STANLEY GREEN INFANT ACADEMY

HEALTH AND SAFETY POLICY STATEMENT

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE

PART 1: STATEMENT OF INTENT

1. INTRODUCTION

1.1 This is a Statement of Organisation and Arrangements for Stanley Green Infant School. The statement does not replace the Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above documents, along with other information on Health, Safety and Welfare matters will be found in the Schools Health and Safety Reference File (SHSRF) or electronically on the 'LOOP'.

1.2 This statement deals with those aspects over which the Governing Body has local control and covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Council may also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, contractors, visitors and other users of the premises.

1.3 The Governing Body are committed to ensuring steps are taken so far as is reasonably practicable, to secure the Health, Safety and Welfare of all persons using these premises and in particular to ensure that:

- all teaching and non-teaching staff are made fully aware of relevant Health, Safety and Welfare issues, regulations, practices and school procedures for both curricular and non-curricular areas of activity (e.g. fire safety, bus duty, visits, etc);
- a suitable management structure is created (see attached management structure) to make sure that arrangements for Health, Safety and Welfare are monitored and a regular report submitted to the governing body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved;
- training needs are identified and appropriate training is offered to staff and governors;
- a Health and Safety Committee of the Governing Body is established onto which employees representatives are co-opted when appropriate.

PART 2: ORGANISATION

2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

The Governing Body recognises that the Health and Safety at Work Act 1974 (HSWA), the Education Reform Act 1988 and Local Management of Schools Scheme of Delegation (LMS) requires the school staff, Governing Body and the Council to work together to ensure their Health, Safety and Welfare objectives are achieved.

Below are those with special responsibilities and their duties within the school.

2.1 The Governing Body

In consultation with the Council and Headteacher, the Governing Body has a responsibility to:

- (a) review this Health and Safety policy statement at regularly intervals and ensure it is circulated to all employees;
- (b) ensure that measures are in place to monitor the effectiveness of this policy; allocate adequate financial provision to meet the requirements of all relevant legislation;
- (c) ensure adequate resources are available to provide sufficient and suitable Health and Safety information and training as required;
- (d) ensure that where required, objective support and advice is obtained on Health and Safety issues from the Council's Health and Safety Team;
- (e) put in place arrangements for joint consultation and employee participation in Health, Safety and Welfare matters.

2.2 The Headteacher

The responsibility for the day to day management of all Health, Safety and Welfare in accordance with the Council's Health and Safety Policy rests with the Headteacher, however the authority of the Headteacher has been delegated to the Safety Officer.

2.3 Safety Officer

The Safety Officer has delegated authority from the Headteacher for all Health, Safety and Welfare matters as follows:

- (a) co-ordinate the implementation of the Governing Body's Policy in relation to Health, Safety and Welfare procedures in school;
- (b) be the focal point for reference on Health, Safety and Welfare matters and give advice, or indicate sources of advice;
- (c) make clear any duties in respect of Health, Safety and Welfare which are delegated to members of staff;
- (d) ensure that there is an effective communications network within the school, to enable effective dissemination of Health, Safety and Welfare information and action on concerns, through consultation with recognised Trade Union Safety Representatives and other employees;
- (e) implement the procedures that have been put in place by the Governing Body to monitor the effectiveness of the school's management of Health, Safety and Welfare Policy;
- (f) liaise with the Council's Health and Safety Team when advice and guidance is required;
- (g) ensure that the Health and Safety Reference File is kept up to date and notify Staff with special responsibility, as appropriate, and safety representatives of

all up-dates issued by the Council (by hard copy and or electronically via the 'LOOP').

- (h) ensure compliance with the Council's Policy on Reporting of Injuries, Diseases and Dangerous Occurrences, as contained in the HSRF;
- (i) arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes, or new equipment is acquired);
- (j) to implement procedures put in place by the Governing Body to ensure that appropriate emergency procedures and first aid provision are in place within the school.

2.4 All Employees

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- (a) to take reasonable care for the Health, Safety and Welfare of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and;
- (b) to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions;
- (c) not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions;
- (d) to inform their employer of any dangerous situations or practices that through their training and experience, they consider, poses a threat to Health, Safety or Welfare.

Thus all employees should:

- (a) know the Health, Safety and Welfare organisation and arrangements to be adopted in their own working areas and ensure they are applied;
- (b) conform with the instructions given by the Governing Body & Headteacher;
- (c) conform with approved dress consistent with safety and/or hygiene;
- (d) conform with good standards of housekeeping , cleanliness and hygiene.
- (e) report all accidents / incidents, defects and dangerous occurrences on Form HSW4 .
- (f) carry out those particular responsibilities detailed in their individual job description with regards to Health and Safety matters in both curriculum and non curriculum activities while at work.

2.5 Staff with Special Responsibility

Accidents: Accidents/ Incidents should be reported to the Headteacher.

A supply of accident / incident report forms (HSW4) are held in the Headteachers Office:

First Aid: The following are qualified first aiders:

Mrs Angela Malanczuk
Mrs Lynne Punchard

Mrs Poppy Keech
Mrs Sue Matthews
Mrs Teresa Coles
Mrs Sue Miles
Mrs Martine Colton
Miss Laura Humber
Mrs Linda Hall

First Aid Boxes: The First Aider's are responsible for ensuring that they are properly stock checked on monthly basis.

Property Maintenance: Defects in the condition of buildings, grounds or equipment should be reported to the Site Manager/Headteacher who are responsible for reporting the matter where appropriate to either School Advise & Support and/or Property Services.

Equipment Maintenance: The Site Manager is responsible for ensuring that equipment is maintained and inspected in accordance with risk assessment, manufactures, supplier and or hirer instructions.

Fire Precautions: The Site Manager is responsible for ensuring that the Fire Alarm is tested weekly and the Fire Precaution Record Book is properly maintained.

Contractors: The Site Manager is the normal point of contact for contractors working on School premises.

2.6 School Health and Safety Representatives

The school does not have Safety Representatives appointed by recognised Trade Unions in accordance with the Safety Representatives and Safety Committees Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1992.

2.7 The Pupils

Pupils will be reminded that they are expected, so far as is reasonably practicable, 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, as detailed within the appropriate curriculum safety guidelines;
- (c) observe all 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 any article or device provided for their Health and Safety.
- (e) all pupils and parents will be made aware of the contents of this section of the policy through the school's website (www.stanleygreen.poole.sch.uk)

2.8 Contractors

- (a) contractors will be vetted prior to the awarding of any contract, to ascertain their competency to carry out the work safely;
- (b) contractors must abide by the school's Health, Safety and Welfare policy and not endanger staff, pupils or other visitors to the site;
- (c) The Site Manager will be responsible for the co-ordination of contractors activities on site;

- (d) The Site Manager will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and visitors to the premises. This will be achieved by the posting of suitable notices by the Contractor in consultation with the Headteacher.
- (e) all contractors must report to Site Manager/Headteacher before any work takes place and prior to each working session. He/she should then inform the contractor of any conditions which may affect his safety and that of others;
- (f) the Governing Body will consult with the Council's Health and Safety Team, Property Services or School Advice & Support for guidance on these matters;

2.9 Visitors and Other Users of the Premises

The Governing Body have a duty to ensure the Health and Safety of Visitors and other users of the premises. So far as is reasonably practicable, visitors are required to observe the Health and Safety rules of the school. In particular, parents and other volunteers helping in school, including those associated in self-help schemes, should be made aware of the Health and Safety policy applicable to them by the teacher to whom they are assigned.

2.10 Health and Safety Contact

In the first instance, the Safety Officer is the point of contact for all matters relating to Health and Safety within the school. Additional advice and guidance is available from the Council's Health and Safety Team in Personnel and Training Services at the Civic Centre.

PART 3 - ARRANGEMENTS

The Governing Body will ensure that employees and pupils are familiar with the arrangements set out in this section of the policy statement. Guidance and detailed procedures are held in hard copy in Health and Safety Reference File or electronically on the 'Loop'.

3.1 Emergency procedures

Emergency evacuation procedures for the school are based on guidance from the Borough Council and contained in the Fire Precautions Handbook. Fire alarms will be tested each week and recorded in the Fire Precautions Record Book located in The Site Manager's office. Fire notices are displayed in prominent locations throughout the school detailing the fire evacuation procedures.

3.2 Accident reporting

Accidents are to be reported in accordance with the Council's Policy on the Reporting of Injuries, Diseases and Dangerous Occurrences. Form HSW4 (in triplicate) is available in pad form from Admin and Finance office or electronically via the 'LOOP'.

3.3 First Aid

Notices are displayed detailing the location of First Aid boxes and the names of the school's Qualified First Aiders.

3.4 Maintenance

As detailed in the Scheme of Delegation, the Council and Governing Body have a division of responsibility for the repair and maintenance of the School

buildings, grounds and equipment. Regular maintenance inspections will be arranged in accordance with either risk assessment, manufactures, supplier and or hirer Requirements / instructions.

3.5 Urgent repairs

All faulty equipment or damage to property which constitute an immediate hazard to Health and Safety, e.g. broken windows, broken covers on electrical switches or sockets, faulty gas fittings etc, will be reported to the Site Manager/Headteacher. The faulty items will be isolated out of reach and clearly marked "DO NOT USE". The use of barriers or temporary covers may be required. Portable equipment will be locked away if possible, and marked in a similar manner.

3.6 Monitoring of safety performance

It is the policy of the Governing Body to monitor the Safety performance of the school based on the following criteria:

- (a) Audit of Health and Safety Policy;
- (b) Workplace Inspections;
- (c) Risk Assessments;
- (d) Building Inspections by Premises Committee;
- (e) Joint Safety Inspections with Safety Representatives;
- (f) Accident Monitoring.

3.7 Other school arrangements

Other School arrangements and procedures that are in place are contained in the School's Staff Handbook.

Additional information may be obtained from:

- Health & Safety Team
- School Advice and Support
- Pupil & Parent Support

4. ARRANGEMENTS ADOPTED BY THE SCHOOL GOVERNING BODY

The Governing Body may adopt the following Council's policies and guidelines as their own policies:

- (a) Health and Safety Policy;
- (b) Manual Handling Operations;
- (c) Control of Substances Hazardous to Health (COSHH);
- (d) First Aid at Work;
- (e) Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR);
- (f) Working with Display Screen Equipment (D.S.E.).
- (g) Policy on Personal Safety for Schools;
- (h) Health and Safety Guidelines for Design and Technology at Key Stages 1 & 2 and 3 & 4;
- (i) Smoking Policy;
- (j) Guidance for Sports Coaches in Schools;
- (k) Acquired Immune Deficiency Syndrome (AIDS);
- (l) Dealing with Violence, Aggression and Threatening Behaviour.

4.1 Health and Safety Reference File

The Council issue Health and Safety Guidance Notes on a wide range of issues,

copies of these can be found in the Health and Safety Reference File. The Governing Body can take note of the advice and guidance contained in them. The Health and Safety Reference File is held in the Site Manager's office and is available to all staff including Safety Representatives etc. alternatively the whole document is available electronically in the 'LOOP' for convenience, and any part may be printed off as required.

4.2 Other policies and guidance

The Governing body may insert other guidance that may be appropriate such as:

- (a) CLEAPPS;
- (b) Health and Safety Executive (HSE) Approved Code of Practices;
- (c) Department for Education and Employment Guidance;
- (d) British Standards / ISO etc.
- (e) Medical Advice for Staff in Schools;
- (f) Supporting Pupils with Medical Needs (DFEE).