



## HEALTH AND SAFETY POLICY

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**Related documents and procedures:** Risk assessments; Codes of Practice.

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## **PART ONE: HEALTH AND SAFETY POLICY STATEMENT.**

**1.1** The Governing Body will take all reasonably practicable steps to maintain and progressively improve the working and learning environment of the school to ensure the health, safety and welfare of staff, pupils, visitors and others using the school premises or participating in school activities by:

- assessing and controlling risk as part of the day to day management of the school;
- providing and maintaining safe, healthy and secure working conditions;
- providing training and instruction to ensure all stakeholders are able to fulfil their responsibilities effectively and efficiently;
- promoting and maintaining an awareness of health and safety with regard to all activities associated with the school;
- undertaking a periodic review of the health and safety of the school to take into account any change in its activities or in associated risk;
- complying with all relevant legislation.

All employees within the school have a responsibility to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means, for their own protection and that of others who may be affected by their actions;
- reporting any incident to the headteacher, which has led, or could lead to damage or injury;
- assisting in any investigations with regards to accidents, dangerous occurrences or near misses.

**Named Health and Safety Co-ordinator:** Dale Burr (Headteacher)

**Deputy Health and Safety Co-ordinator:** (in absence of named officer) Denise Barkham

**Named Governor responsible for Health and Safety:** Ivan Sawyer

## **PART TWO: SAFETY ORGANISATION**

### **2.1 OBJECTIVES:**

**The objectives of Oakhurst Community Primary School's Health & Safety Policy are:**

- to promote high standards of health, safety and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory instruments and approved codes of practice;
- to protect all stakeholders from foreseeable hazards;
- to provide adequate training, instruction supervision and information to all stakeholders to help ensure that they can work in safety;
- to promote a positive attitude to all aspects of health and safety;
- to provide a safe and healthy working environment through the provision of sufficient facilities and arrangements for the welfare of all stakeholders;
- to ensure stakeholders are aware of their responsibilities with regard to health and safety to safeguard both themselves and others;
- to ensure that full and effective consultation on all matters is encouraged.

### **2.2 RESPONSIBILITIES OF INDIVIDUALS WITHIN THE SHOOOL**

**The duties of the Board of Governors:**

- i. to make itself familiar with the Local Authority's Health, safety and Wellbeing Policy and the advice and guidance provided by the LA;
- ii. to take account of that policy and scheme within budget and other policy considerations;
- iii. to ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- iv. to periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- v. to establish an effective health and safety management structure within the school and monitor and evaluate its effectiveness;
- vi. to appoint a Health and Safety Governor, currently Ivan Sawyer;
- vii. to bring to the attention of the LA any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet;

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff (including temporary) and voluntary helpers to receive comprehensive information on;

- i. this policy;
- ii. all other relevant health and safety matters;
- iii. the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk;

**THE DUTIES OF THE HEADTEACHER:** As well as the duties that all members of staff have the Headteacher is responsible for the effective implementation of the health and safety policy and encouraging staff, though regular monitoring, to implement health and safety arrangements.

The Headteacher must ensure that all new members of staff and pupils are instructed on their own individual responsibility with regard to the Health and Safety at Work Act 1974. The Headteacher has the general and specific responsibilities as set out in the LA's policy statement on Health, Safety and Welfare.

**THE DUTIES OF ALL MEMBERS OF STAFF:** All staff are expected to familiarise themselves with the health and safety aspects of their work. Staff have a responsibility to:

- i. take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work;

- ii. follow agreed working practices and safety procedures;
- iii. report any accident, near miss and incidents of violence, including verbal abuse or any hazard to the Health and Safety Co-ordinator;
- iv. ensure health and safety equipment is not misused or interfered with.

**THE DUTIES OF PUPILS:** Pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves and other school stakeholders and to adhere to safety guidance given.

**THE DUTIES OF THE DEPUTY HEALTH AND SAFETY CO-ORDINATOR AND HEALTH AND SAFETY GOVERNOR:** As well as the duties that all members of staff have, the Health and Safety Co-ordinator and the Deputy Health and Safety Governor have the duty to work with the Headteacher and Governors to maintain and improve the health and safety of Oakhurst Community Primary School.

**THE DUTIES OF THE SAFETY COMMITTEE:** The Premises Committee as a whole, or through individual members, will monitor health and safety performance and recommend any action necessary should this performance appear or prove to unsatisfactory.

**THE DUTIES OF CONTRACTORS:** All contractors on the school premises are required to undertake work in a safe manner in compliance with health and safety law and approved guidance. Contractors must notify the Headteacher of any situation in which the health and safety of others is or may be significantly compromised by their activities. All contractors must be CRB checked.

**THE DUTIES OF PARENT HELPERS / VOLUNTEERS:** Parent helpers or volunteers must only engage in work or activities that they are competent to do. All parents / volunteers must work within the LA and school health and safety policies and report any situation that significantly compromises the health and safety of others to the Headteacher. All parent helpers / volunteers must hold a current CRB.

**2.3 STAFF CONSULTATIVE ARRANGEMENTS:** The Governing Body through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

**2.4 RISK ASSESSMENTS:** Responsibility for assessing and controlling risks rests with all personnel within school. Risk assessment and training will be performed in consultation with the Headteacher.

**2.5 MONITORING:** the Governing Body, through the Premises Committee, will monitor the health, safety and welfare of all employees, pupils and visitors to the school. The Committee will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- accident reports;
- risk assessments;
- training and provision of information;
- emergency evacuation procedures;
- first aid procedures;
- legislation, regulations and advice received;

**2.6 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE:** The Governing body, Headteacher and other staff will seek advice from the LA's corporate occupational health

and safety service of other competent persons to ensure that the most current and relevant information is use in carrying out this policy.

**2.7 REVIEW:** The Premises Committee and Headteacher will review this policy statement annually and update, modify or replace it, as it considers necessary, to ensure the health, safety and welfare of the school stakeholders.

**2.8 SPECIFIC PROCEDURES AND FURTHER GUIDANCE:** The Governing Body and Headteacher will ensure that written procedures and risk assessments are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how stakeholders should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal or abnormal). All staff will be informed about these procedures. Current procedures in place are:

- storage and administration of medicines;
- provision of first aid;
- fire and other emergency evacuations;
- organising outdoor education activities;
- site security;
- reporting or accidents, incidents, hazards and near misses;
- use of or exposure to any hazardous substances or materials;
- access to any height liable to cause injury;
- lone working;
- use of contractors;
- out-of-hours use of school buildings and facilities (Lettings policy)
- Vehicle movements on site;
- High-risk activities associated with the curriculum or school sponsored events;
- Use of IT and Internet Access (e-safety)

Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held in the school office. This school adopts all of the guidance within the Manual as applicable within the school to all staff.

### **PART THREE: SAFETY ARRANGEMENTS:**

**3.1 Introduction:** The safety arrangements set out below are for the information, guidance and compliance of all personnel in Oakhurst School.

**3.2** It is the duty of the Governing Body to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work;
- Making arrangements to ensure the safe use, handling and storage and transport of materials, drugs, substances and other articles;
- Providing the necessary information, instruction, training and supervision to ensure all stakeholders are aware of their responsibilities for safety;
- Providing safe places of work with safe access to and egress from them;
- Providing a safe and healthy working environment;
- Providing a system for rapidly identifying and remedying hazards;
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

**3.3** All personnel have a statutory duty to co-operate in fulfilling the objectives of the governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

**3.4** No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### **3.5 SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY;**

**Accident Reporting:** Any accident or injury is to be recorded in the accident record book (either the pupil accident book or staff accident file) and Oakhurst School Reporting of Incident Procedures followed. The Headteacher or Health and Safety Co-ordinator must ensure all incidents of a serious nature and any dangerous occurrences are reporting under current legislation (RIDDOR 1999) or LA guidelines. The staff accident file is kept in a secure file for data protection reasons.

**Accident investigation:** All significant accidents or incidents and 'near miss' incidents are to be reported to the Headteacher and Health and Safety Co-ordinator. The Health and Safety Co-ordinator will record and evaluate all occurrences for patterns and recurrences. All contractors must ensure that accidents involving their personnel are reported to the Headteacher as well as their own reporting chain.

**Emergency Procedures:** The headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents, which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything is possible is done to:

- i. Save life;
- ii. Prevent injury;
- iii. Minimise loss;

This sequence will determine the priorities of the emergency plan. The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

**First Aid:** The school will endeavour to maintain an adequate number of staff trained in first aid techniques as is required to give them a basic minimum level of competence. A record will be made of each occasion that first aid treatment is given either on school premises or as part of a school related activity.

Supplies of first aid materials will be held in the foyer and other appropriate locations throughout the school, such as classrooms. A list of qualified first aiders is recorded in the staff room and on the Health and Safety Poster.

**Safety Training:** All staff new to the school will be appraised of the School's Health and Safety Policy as part of the Induction Programme. Other training will be given as required.

**Out of school visits and activities:** All personnel that arrange or participate in school visits must follow Oakhurst School Educational Visits Procedures.

**Working at height:** When using access equipment Oakhurst School Working at Height Procedures must be followed. Staff must not undertake working at height activities when in a lone working situation.

**Electrical Equipment:** The headteacher will arrange for an annual inspection of all portable electric equipment. All electrical equipment should also be visually inspected prior to use for broken plugs, frayed wires etc. Electrical equipment that is identified or is suspected as being faulty must be removed from use. Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment. No electrical equipment, belonging to members of staff, hirers of school premises or volunteers, may be brought into school without having undergone a PAT test.

**Use of harmful substances:** Oakhurst School COSHH (Control of Substances Hazardous to Health Regulations 1994) Procedures must be followed. No new materials or chemical substances are to be brought to use unless a COSHH Assessment has been carried out and the level of risk is acceptable. A Safety Data sheet must be obtained from the supplier.

**Smoking:** Smoking is not permitted anywhere on the school premises.

**Visitors:** It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. All visitors must report to Reception and sign in and wear a school visitors' badge if they are not regular visitors to the school. Visitors should be escorted by a staff member until they leave the premises. Employees should assess the risk of challenging unauthorised visitors and where appropriate two members of staff should be involved or the police contacted for advice.

**Contractors:** Contractors working within the school are required to comply with Oakhurst School Contractors' Procedures, including the safeguarding of children arrangements. Any breach of these rules must be reported to the Headteacher. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will, if deemed necessary, instruct the contractor to stop work or leave the school site.

**Hirers of school premises:** When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activity will be expected to adhere to health and safety standards as found in the Lettings Policy.

**Manual Handling of Loads:** Personnel must follow Oakhurst School Manual Handling Procedures;

**Personal Safety:** The school includes Personal Safety as one of the themes in the Personal, Health and Social Education (PHSE) Programme for pupils. In this work skills and knowledge are covered to enable pupils to be aware of ways in which they can help themselves to keep safe.

End of Policy.