



Health and Safety

Policy Statement for St Anne's Catholic Primary School Parts 1 & 2

(Voluntary Aided & Foundation Schools Only)

Guidelines



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School Policy for Health and Safety

Part 1 – The Policy

1.1 Introduction

This document has been prepared in accordance with the Health and Safety at Work Act 1974 and supports the Local Authority's Health and Safety Policy Statement.

1.2 School Policy Statement

Our policy is try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- (a) Establish and maintain a safe and healthy environment throughout the school.
- (b) Establish and maintain safe working procedures among staff and pupils.
- (c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- (d) Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- (e) Maintain a safe and healthy place of work, with safe access to and from the site.
- (f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- (g) Lay down procedures to be used if there is an accident.
- (h) Provide and maintain adequate welfare facilities.
- (i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- (j) Teach safety where appropriate in the curriculum, and Extended Services (if applicable).
- (k) Promote partnership and co-operation between management and trade unions in matters of health and safety.

The school intends to:

- Ensure the maintenance of sites, buildings, layouts and the work equipment to a reasonably safe level.
- Maintain reasonably safe systems of work and working environment.
- Notify in writing to all employees, their health and safety responsibilities.

- Provide, where necessary, appropriate information, instruction, training and supervision to ensure so far as is reasonably practicable, the health and safety of employees at work.
- Provide, maintain and ensure the use of appropriate protective clothing and equipment, in accordance with the Personal Protective Equipment Regulations 1992.
- Actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
- Comply with legal requirements, codes of practice and safe working procedures.
- Promote a safety culture within the School that positively promotes and encourages safe working by all employees in all aspects of the School’s work.
- Encourage discussion and communication between management, health and safety representatives and employees on health and safety matters, and to provide a formal departmental health and safety committee for this purpose.
- Provide relevant health and safety information literature etc to accredited safety representatives and recognised trade unions.
- Encourage and promote accurate and prompt reporting of accidents and subsequent investigation.
- Consider at the tendering, planning and contract stages, for any works affecting education sites, means of eliminating/reducing risk of injury and damage.
- Ensure that no charge is levied on any employees in respect of anything done or provided, in pursuance of any specific requirements or relevant statutory provision.
- Liaise with contractors working on projects commissioned by the School to ensure so far as is reasonably practicable, they carry out their responsibilities for health and safety.
- Liaise with the Health and Safety Advisor and other relevant staff on matters which affect school health and safety.
- Provide relevant written guidelines, support and advice.

Signature of Chair of Governors

Signature of Head Teacher

Date: _____

Date: _____

Review Date: _____

1.3 Location of the policy

The school's policy, with other health and safety information, shall be kept in the Head Teacher's office and on the we-learn portal.

The school will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which the Head Teacher will hold.

Part 2 – Responsibilities / organisation

2.1 Who is responsible?

The Health and Safety at Work Act 1974 requires governors, and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The day-to-day responsibility for health and safety matters in schools shall be the Head Teacher's. More detailed responsibilities are set out below.

2.2 Governing Body

The members of the Governing Body are the employers and are ultimately responsible for:

- The implementation of health and safety legislation.
- Achieving the objectives of its Health and Safety policy.
- Ensuring that adequate resources are made available to cater for the needs of safety, health and welfare.

The Governing Body delegates the work required to meet those responsibilities to the Head Teacher.

2.3 Responsibilities of the governing body

Meeting the increased health and safety responsibilities given to governors as a result of the Education Reform Act (ERA) 1988 and Local Management of Schools (LMS) requires substantial care and attention.

The governing body accepts responsibility for the establishment, monitoring and review of all school level health and safety policies.

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, pupils and visitors to the school. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, whether employed by the Local Authority, governing body or others, will appreciate that their own safety and that of all in the school, depends on their individual conduct as well as this policy.

The governing body will:

- (a) Ensure that all resourcing decisions take into account health and safety matters.
- (b) Delegate to the Head Teacher a contingency budget to cover health and safety matters as appropriate to the school's scheme of internal delegation.
- (c) Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.

- (d) Together with the Head Teacher or named responsible person, ensure that pupils (and Extended Services users if applicable) and their staff have suitable health and safety provision.
- (e) Ensure that safety standards for purchased goods and equipment are met.
- (f) Ensure that procedures exist for checking that items offered for sale by the school are safe.
- (g) Together with the Head Teacher ensure that approved school journeys are arranged and supervised in accordance with the Local Authority's guidance.
- (h) Ensure that the school has appropriate monitoring systems.
- (i) Arrange for a school site health and safety committee to be established, on request from safety representatives and/or staff

2.4 Employers' liability -

Travelers Insurance Company Limited – Certificate of Employers' Liability Insurance.

Name of Policy Holder: Warwickshire County Council and/or St Anne's Catholic Primary School

Policy No: UC POP 3481043

Date of commencement of Insurance policy: 1st April 2012

Date of expiry of Insurance policy: 31st March 2013

2.5 Responsibilities of all employees

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work; and
- as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

- 'No person shall 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.'

To observe the laws and carry out the responsibilities to pupils and other visitors to the school, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.

- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for his/ her own safety and/or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with the appointed safety representative and the enforcement officer of the Local Authority, the Health and Safety Executive or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with school procedure.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and/or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with school procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and 'near misses' in accordance with school procedures whether injury is sustained or not.

2.6 Responsibilities of the Head Teacher

The Head Teacher is the person responsible for achieving the objectives of the health and safety policy in his or her school.

The Head Teacher shall:

- (a) Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- (b) Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- (c) Ensure staff and pupils comply with agreed procedures.
- (d) Advise the governing body on the resources and action required to meet statutory requirements, County Council/Departmental procedures, etc.
- (e) Liaise regularly with the governing body on health and safety matters in the school termly.
- (f) Encourage and promote a positive health and safety culture in the school.
- (g) Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.

- (h) Co-ordinate the implementation of the approved safety procedures in the school.
- (i) Have established and maintained a suitable health and safety programme to eliminate accident potential so far as practicable.
- (j) Receive health and safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff. These procedures will be reviewed bi-annually. *See Appendix 2.*
- (k) Ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the governing body, Local Authority, appropriate specialist support staff and employees' safety representatives.
- (l) Ensure that safety representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- (m) Ensure that accidents and hazards are:
 - recorded;
 - reported as appropriate to the Local Authority and Health and Safety Executive;
 - reported to the specialist school staff; and
 - followed up by appropriate remedial action.
- (n) Ensure that the advice of appropriate specialist school staff is sought to assist or clarify any health and safety matter.
- (o) Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- (p) Ensure that:
 - recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the school's management structure and to the relevant safety representatives; and
 - such reports are followed up so that the required action or policy decisions are taken.
- (q) Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, pupils, visitors, contractors etc.
- (r) Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no-one is put at risk.
- (s) Ensure that:
 - all fire fighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
 - conduct regular evacuation drills at least once per term, test fire alarms weekly, test the emergency lighting monthly and make all employees and persons using the school aware of the emergency procedure; and
 - keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.

- (t) Ensure adequate first aid cover is provided in accordance with First Aid at Work Regulations and covers out of hours activities, or provision is arranged by a hirer/lettings for the building.
- (u) Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- (v) Review from time to time [*specify*] and make recommendations for improving the procedures on:
 - providing first aid in the school/ (extended school services where applicable);
 - the emergency procedures; and
 - all safety procedures.
- (w) Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc he/she considers to be unsafe until he/she is satisfied they are safe.
- (x) Maintain contact with and seek advice from appropriate agencies.
- (y) Ensure all statutory registers are maintained.
- (z) Ensure the maintenance of safe access to and from the site.
 - Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
 - Where appropriate arrange a school site health and safety committee in accordance with the guidelines in the health and safety folder.
- (aa) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

2.7 Responsibilities of specific health and safety post-holders (Office Manager, Site Manager, Health and Safety Co-ordinators)

Under the direction of their management, post holders are responsible for the detailed adoption of the school's policy and they shall:

- (a) Be directly responsible to the Head Teacher for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the Local Authority and the Head Teacher, including the relevant parts of this statement.
- (b) Ensure that all persons reporting to them know, accept and discharge their responsibilities under the school's Health and Safety Policy.
- (c) Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Head Teacher/other named person.
- (d) Ensure that they draw the attention of the line manager to any breach of statutory regulations or departmental procedures which cannot be dealt with.

- (e) Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the Local Authority and Health & Safety Executive (HSE) procedure.
- (f) Ensure that they make available in a safe condition all necessary plant, tools and equipment.
- (g) Ensure they maintain safe access to and egress from their places of work.
- (h) Ensure the necessary protective clothing or equipment is issued and used in their areas.
- (i) Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- (j) Where necessary seek the appropriate health and safety advice of the relevant advisor or officer of the Authority.
- (k) Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- (l) Resolve, promptly, any health and safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Head Teacher/other named person.
- (m) Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health.
- (n) Recommend to the Head Teacher or Office Manager safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (o) Ensure that all donated equipment is safe for use, if necessary seeking specialist advice. This is the responsibility of the Site Manager).
- (p) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

NB The head of department and/or professional tutor will make student and supply teachers aware of their responsibilities as these rules apply also to them.

2.8 Responsibilities of Class Teachers (and Extended Service staff if applicable)

The Class Teacher is responsible for the safety of pupils in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Head Teacher/head of department before allowing work to take place.

Class Teachers (and Extended Service staff if applicable) are expected to:

- (a) Set a good example by adopting good health and safety practices and procedures.

- (b) Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.
- (c) Give clear instructions and warning as often as necessary (notices, handouts etc are not enough).
- (d) Ensure that pupils' bags, coats etc are safely stored and good housekeeping is maintained.
- (e) Include all relevant aspects of safety in the curriculum (and Extended Services if applicable), if necessary in special lessons.
- (f) Request/obtain protective clothing, guards, special safe working procedures, etc where necessary and ensure their use.
- (g) Make parents/volunteers aware of safety procedures in the classroom/work area.
- (h) Recommend to the Head Teacher/head of department, improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.
- (i) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

2.9 Responsibilities of visitors / volunteers / hirers

Visitors and other users of the premises will be required to observe the safety rules of the school. The Head Teacher/Office Manager or Site Manager will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through information supplied by the Office Manager.

2.10 School rules concerning pupils

Parents and guardians are requested to encourage their children who are pupils at this school to:

- (a) Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- (b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- (c) Observe all the safety rules of the school and in particular the instructions staff members give in an emergency.
- (d) Not wilfully misuse, neglect or interfere with equipment provided for their safety.

The prospectus will make all pupils and parents aware of the contents of this section.


2.11 Health and Safety Representatives

Safety Representatives and Safety Committee Regulations 1977:

Safety Representatives are nominated/appointed by the trade unions.

- (a) The functions of Safety Representatives are to:
- (i) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace;
 - (ii) investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work;
 - (iii) make representations to the employer on matters arising out of (i) and (ii) above;
 - (iv) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
 - (v) carry out inspections;
 - (vi) represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority;
 - (vii) receive information from inspectors in accordance with Section 28 (8) of the Health and Safety at Work Act 1974; and
 - (vii) attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.
- (b) Legal responsibilities:
- (i) Safety Representatives have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

(If not using defect report forms delete the top part and just use the DO NOT USE label.)

<h1>Defect Reporting Form</h1> <p>(and warning sign if needed)</p>		<small>In Support of Learning</small>  <small>Safety and Premises Service</small>	
		TYPE OF DEFECT Building / Furniture / Equipment / Other (please specify)	REPORTED BY
DATE DEFECT FOUND	IMMEDIATE ACTION TAKEN TO PREVENT ACCIDENTS (e.g. removed / locked away)		
<i>*Please pass this form to the responsible person *</i>			
NAME OF PERSON RECEIVING FORM:			
DATE FORM RECEIVED:		FORM No:	
ACTION TAKEN (e.g. repaired by / replacement ordered / defect disposed of etc)			
DATE BOUGHT BACK INTO USE / REPLACEMENT RECEIVED:		SIGNED	DATE

-----CUT / TEAR HERE -----

DEFECT



DO NOT USE

