



All Saints' Church of England Primary School

Health and Safety Policy

Presented to and adopted by staff: January 2015
Presented to and adopted by governors: January 2015
Future Review Date: January 2017

Signed _____

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Part 1: Statement of Intent and General Policy

The Governing Body recognise their responsibilities under the Health and Safety at work Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and other affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and without risk and this is established by the allocation of duties and particular arrangements detailed in parts 2 and 3 of this policy.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

In relation to health, safety and welfare, the Governors will act within the framework of action advised by Rochdale Metropolitan Borough Council and the Local Authority. The Health and Safety Policy of the Council will be observed and acknowledged.

Signature of Chair of Governors: _____ ***Date:*** _____

Signature of Headteacher: _____ ***Date:*** _____

Review Date: _____

Part 2: Safety organisation

Objectives

The objectives of All Saints' School health and safety policy are:

- Commitment to a planned approach to health and safety in ensuring the framework set by the Safety Policy is implemented, monitored and reviewed.
- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved.

Responsibilities

Responsibilities of individuals within the school are as follows.

- **Governing Body.** The Governing Body is responsible as employer for:
 1. Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises and establishing appropriate committees in which to consult on health and safety matters.
 2. Establishing a suitable organization and effective arrangements for satisfying the Safety Policy.
 3. Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
 4. Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports.

- **Headteacher.** The headteacher is responsible for:
 1. Ensure the effective planning and implementation of the Safety Policy incorporating appropriate organisational detail and local arrangements so that all employees are familiar with the Policy and their delegated duties.
 2. Ensure the effective planning and implementation of the health and safety management system.
 3. Establish and maintain safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.
 4. Identify training needs of employees and arrange for suitable and sufficient training programmes to be provided.
 5. Provide health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy.
 6. Ensure all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment.

7. Arrange for premise inspections of the school at least once per term jointly by the health and safety governor and site manager and ensure findings are reported to governing body committee.
 8. Be prepared and have arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and the school environment.
 9. Have arrangements for accident/incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.
 10. Note and act upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Executive, Department for Children, Schools and Families and the Local Authority.
- **School employees.** All school employees will be responsible for the following:
 1. Carrying out their duties in accordance with the Safety Policy.
 2. Taking reasonable care of themselves and other persons whilst at work.
 3. Co-operating with the Headteacher and others in school to comply with legislation.
 4. Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
 5. Following instruction and information on safe working procedures and using plant, substances and equipment safely.
 6. Attending health and safety training courses provided.
 7. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
 8. Reporting all accidents and incidents to the relevant person(s).
 - **Safety Committee.** The safety committee comprises:
 - Acting Headteacher (S Barton)
 - Deputy Headteacher/Acting Headteacher (S Hardy)
 - Health and Safety Governor (S Wright)

Terms of reference of the safety committee

Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- examination of safety audit reports on a similar basis.
- consideration of reports and factual information provided by inspectors of the enforcing authority.
- consideration of reports that safety representatives may submit.
- assistance in risk assessment and the development of school safety procedures and safe systems of work.
- monitoring the effectiveness of safety procedures and safe systems of work.
- monitoring the effectiveness of the safety content of employee training.
- monitoring the adequacy of safety and health communication and publicity in the school.

- **Non-employees working on school premises.** Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Headteacher and following instruction and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.
3. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
4. Report all accidents and incidents to the relevant person(s).
5. Ensuring compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

Part 3: Safety arrangements

Risk assessments

Assessing Risks

The person responsible for the co-ordination and recording of risk assessment procedures will be L Crichton (Safety Adviser). Classroom teachers are responsible for updating and recording of risk assessment procedures in the classroom.

Work Related Stress

Arrangements for the management of work related stress have been produced and implemented by the Headteacher and Governing Body – refer to the Stress Management Policy (situated in P:Drive).

Violence and Aggression

Arrangements by the Headteacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented – refer to the Violence and Aggression Policy (situated in P:Drive).

First Aid

The persons responsible for first aid are: T Wood, S Berry, D Partington, S Zabar, R Mushtaq & A Walters. First aid boxes are located in the kitchen area in KS1 and Nursery. The person responsible for maintaining stocks of the first aid boxes is T Coward. In the event of a serious injury, the office staff are responsible for summoning emergency services and the Headteacher or Deputy for informing Parents/Carers.

Fire Precautions

Arrangements for the provision of effective fire precautions covering fire evacuation procedures, fire alarm system, fire alarm point and emergency lighting tests, fire extinguishers, means of escape and arson prevention are in place.

- refer to Fire Precautions Log Book.

Crisis Management

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Headteacher and Governing Body. A policy document has been produced and implemented – refer to the Crisis Management Policy situated in P:Drive.

Workplace Safety, Maintenance and Building Works

Any defects should be reported to Site Manager. Arrangements for inspection, service and maintenance of plant, equipment and premises at appropriate intervals have been implemented covering: Fire Alarm, PE Equipment, Electrical Appliances, Heating.

Records of inspection, service and maintenance for the above are available from L

Crichton. All building works are planned appropriately and contractors are checked for professional competence and license. The person responsible for arranging and monitoring building works is the Headteacher/Site Manager .

An Asbestos Survey is available on site. Asbestos present is managed by the Headteacher and Governing Body - The management of the Risk Register and arrangements to inform all contractors will be supervised by Site Manager.

Hazardous Substances

Assessments for all hazardous substances used in school will be undertaken by the Site Manager. COSHH assessments and manufacturers/suppliers data sheets are available in the office.

All cleaning staff trained in the use of cleaning products and equipment by the Site Manager.

Display Screen Equipment

Assessments of workstations used by employees who are designated users of display screen equipment as identified by Rochdale Council's Display Screen Equipment Code of Practice will be carried out by trained assessors in line with the Display Screen Equipment Regulations.

Security

Assessments of security provision for the site, premises and roof access will be reviewed at regular intervals and measures to improve security will be considered by the Headteacher and Governing Body. Refer to Security Policy in P:Drive.

Events/Lettings/Extended School Activities

To ensure that appropriate arrangements are in place for the effective organisation of events, lettings and extended school activities, policies and procedures have been produced and implemented. See Lettings Policy in P:Drive. The person responsible for co-ordinating extra curricular activities is S Khalid, the person(s) responsible for co-ordinating lettings are the Headteacher and L Flynn.

Curriculum – Safety and Risk Education

School Visits and Off-Site Activities

All off-site activities are arranged in accordance with the LA Policy and Guidance for School Visits and Off-Site Activities. An Educational Visits Co-ordinator has been appointed and a school policy has been implemented. Please refer to Educational Visits & Activities Policy in P:Drive.

Child Protection

To ensure recommended Child Protection procedures are followed, a policy has been produced and implemented and S Barton (Deputy Head) has been appointed as designated Child Protection Officer. Refer to Child Protection Policy in P:Drive. Criminal Records Bureau checks are carried out for all staff. Procedures for Safeguarding Children are implemented.

Part 3.1: Monitoring

Termly Tours

Premise inspections will be carried out at least once per term by the , link Governor and Site Manager. Findings will be reported to the Safety Committee.

Evaluation of Inspection Reports from Safety Adviser

The Governing Body Safety Committee will work co-operatively with the school Site Manager. The Site Manager will consider reports of Inspections and work with the LA School Safety Team action to address the recommendations put forward.

Evaluation of Inspection Reports from LA School Safety Team

The Governing Body Safety Committee will consider reports of Inspections undertaken by the Education Department and produce a plan of action to address the recommendations put forward.

Accident/Incident and ill-Health Reporting

Accident, Incident and ill-health reporting procedures will be followed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.

Accident Investigations

Investigations will be carried out, where required, by the Headteacher following accidents and dangerous occurrences.

Analysis of Accident Statistics

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

Analysis of Sickness Absence Statistics

A review of sickness absence records will be carried out to identify patters or trends and to consider remedial action. Back to work interviews will be conducted with the Headteacher or Lindsey Flynn with all members of staff returning to work after absence.

Evaluation of Training

The Governing Body will receive details of training needs analyses and determine a programme to meet the demands highlighted. The Committee will receive feedback on training undertaken to evaluate appropriateness and value of training undertaken.

Fire and Emergency Drills

Fire evacuations will be practiced once per term and findings recorded for review purposes. Drills in case of emergencies other than fire will also be practiced. Fire Alarms and systems will be checked and recorded regularly.

Part 3.2: Review

Review of the policy will be carried out following changes in legislation, regulations and following changes to the management structure of the school.

Review of the policy will provide the opportunity to assess the effectiveness of the school's health and safety performance.