

# WESSEX PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY AND GUIDANCE DOCUMENT

This policy statement is issued in accordance with the Health and Safety at Work Act (1974). It is the school's local arrangement for implementing council policy and as such is complementary to the LEA's Directorate Health and Safety Policy. This policy is based on the guidance issued to the school by the Borough as it is the responsibility of the Governing Body to ensure that Health and Safety procedures within the school are adequate. The policy has the full agreement of the Governing Body who approved it at their meeting in July 2007. This policy will be reviewed regularly.

### General Policy on Health and Safety

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety at work and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Maintain any place of work under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises.
- Lay down procedures to be followed in case of accident.
- Teach safety as part of pupils' duties where appropriate.
- Provide and maintain adequate welfare facilities and to make recommendations to the education authority as appropriate.

### Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority.
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary.
- Make arrangements for informing pupils, students and other users of the school of relevant safety procedures.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Report to the Borough any defect in the state of repair of the buildings of their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

*The Governing Body will deal with all aspects of maintenance which are under its direct control.*

- Report to the Chief Education Officer and other situation identified as being unsafe of hazardous and which cannot be remedied within the financial resources available to them.
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the LEA), hirers and other organisations present on site, as far as is reasonable practicable.
- Identify any member of staff having direct responsibility for particular safety matters (eg, teacher with specific management responsibilities, site controller) and any member of staff who

is specifically delegated to assist the Governors and Headteacher in the management of health and safety to the school. Such delegated responsibility must be defined as appropriate.

### **Duties of the Person Delegated to Assist the Headteacher in the Management of Health and Safety**

The delegated person, Mr Sean Porter, shall:

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
- Coordinate arrangements for the design and promulgation of safe working practices within the school.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher.
- Carry out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety needs.
- Coordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

*The above role must not be confused with that of the Health and Safety Representative at the school which is a trade union appointment to enable the representation of staff interests in health and safety matters.*

### **Responsibilities of Staff towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils. Be aware of and implement safe working practices and to set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Ensure that regular safety inspections are undertaken.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.

*When any member of staff considers that corrective action is necessary but that this lies outside the scope of their authority, they should refer the problem to their own immediate supervisor.*

### **Responsibilities of All Employees**

All employees have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Cooperate with the Chief Education Officer and others in meeting statutory requirements.
- Not interfere with or misuse any thing provided in the interests of health, safety and welfare.

- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their supervisor.
- Ensure that tools and equipment are in good condition and report any defects to their supervisor.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to their supervisor.

*Whenever an employee is aware of any possible deficiencies in health and safety arrangements, he/she must draw these to the attention of his immediate supervisor.*

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected to meet the standards required by employees.

### **Responsibilities of Pupils**

All pupils are expected to:

- Exercise personal responsibility for the safety of themselves and their fellows pupils.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

*The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school brochure.*

### **The Involvement of Trade Unions**

Recognised Trade Unions may appoint safety representatives and the name of the person appointed will be posted in the staffroom.

The functions of a safety representative, as agreed by the Authority, and the Trade Unions are to:

- Keep him/herself informed of legal requirements on health and safety at work and the Authority's arrangements meeting these.
- Keep himself informed of any hazards at Wessex Junior School and the measures by which they may be minimised or eliminated.
- Undertake periodic safety inspections of the school (up to three times per year at agreed times) and draw any defects to the Headteacher's attention.
- Inspect a potential hazard, new piece of machinery, work process, the scene of an accident as required and recommend any corrective action necessary of the Headteacher.
- Report any continuing health and safety problems to the Chief Education Officer. Problems and matters of general interest can also be reported to the Trade Union Panel of the Education Department Safety Committee. (If necessary, advice on how to make this contact can be obtained from the departmental safety officer).

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) must be required to observe the safety rules of the school.

### **Lettings**

The Governors and Headteacher must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe (this would include any equipment supplied by the hirer). If the Headteacher knows of any hazard associated with the above, he should take action to make hirers aware of it.

- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of emergency telephones, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

**Fire and Emergency Evacuation Procedures**

The school's procedures for fire and emergency evacuation are displayed around the school. They are renewed when changes occur and in any case not less than every two years.

The log book for the recording and evaluation of practice and evacuation drills is available in the School Office.

**Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system.

**First Aid and Accident Reporting Procedures**

- First aid is available in the Staff Room.
- The name of the appointed persons are Mrs M Hilbourne, Mrs L Meades and Mrs K Blocksidge.
- The arrangements for first aid cover for users of the premises at times outside of the normal working day and during school holiday periods are for such users to use the school first aid box located in the staff room (Junior Building) or next to the blue classroom (Infant Building), or one of the many emergency first aid packs located throughout the school.
- Additional first aid supplies are located in the school office and in the classrooms (emergency supplies only).
- The persons responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury, and dangerous occurrences, are Mrs V Preece and Mrs C Poole.
- An accident log book and accident report forms are kept in the controllers cupboard in the hall (Junior Building), and next to the blue classroom (Infant Building). Details of the arrangements to be followed if the person injured is unable to complete an accident report form, or is not an employee of the Authority is kept with the junior school log book.
- A portable first aid box is available for use during sports, outdoor pursuits and field trips. The teacher in charge of the activity should act as a first aider.

*Any employee rendering first aid to the best of their ability is indemnified by the LEA.*

Signature.....  
 (Chairman of Governors and/or Headteacher)

Adopted formally by the Governor Body, May 2007