



**Health and Safety Policy  
Sept 2007**

## HEALTH AND SAFETY POLICY

### PART ONE

#### STATEMENT OF INTENT

<b>SCHOOL NAME</b>	Lakenham Primary School
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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of Governors)

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## **PART TWO**

### **ORGANISATION**

#### **INTRODUCTION**

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

An organisational chart for H&S Management is attached at Appendix One.

#### **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

#### **THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that the Policy is communicated adequately to all relevant persons.
- c) Ensure appropriate information on significant risk activities is given to visitors and contractors
- d) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- e) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- f) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- g) Ensure safe systems of work are in place as identified from risk assessments.
- h) Ensure that emergency procedures are in place.

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- i) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
  - j) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
  - k) Ensure arrangements are in place to monitor premises and performance.
  - l) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
  - m) Report to the Governing Body annually on the health and safety performance of the school.

## **SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

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## **TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Assistant Headteachers, Phase Leaders, Bursars, Technicians and Caretakers. They will have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents which occur within their sphere of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils as often as necessary.
- d) Follow safe working procedures personally.

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- e) Require the use of protective clothing and guards where necessary.
  - f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
  - g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
  - h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
  - i) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

### **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.

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- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
  - g) Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
  - h) Exercise good standards of housekeeping and cleanliness.
  - i) Know and apply the procedures in respect of fire, first aid and other emergencies.
  - j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate superior must approve such re-assignments.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected 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.
- c) Observe all the 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 things provided for their health and safety.

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## **PART THREE**

### **PROCEDURES AND ARRANGEMENTS**

#### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

##### ***Emergency procedures:***

***Fire – emergency procedures for the evacuation of the building and roles and responsibilities in the event of a fire can be found in the school Fire Safety Policy***

***Flood – The procedures for Fire Safety would be applicable in the event of flooding to the school.***

***First Aid and the Administration of Medicines – The school is currently developing its first aid policy.***

***Incident Reporting – all incidents need to be reported in the NCC incident reporting book which can be found in the main office.***

***Bomb Hoaxes – see the attached guidance***

##### ***Risk assessments –***

***A risk assessment of the building is undertaken annually by the school governors' environment committee along side representatives from recognised unions. The format used is attached as an appendix to this document. The annual Risk assessment is agreed by governors and actions taken to reduce the identified risks recorded as and when completed.***

***In addition the school undertakes Risk assessments of ALL planned visits out of school using the Educational Visits and Journeys guidance provided by NCC.***

##### ***Inspection and Testing of Equipment e.g.***

***Portable Electrical Appliances this is undertaken every 2 years. All electrical equipment was tested on the opening of the school in September 2007 a review is due in September 2009***

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**Control of Contractors**

*This is undertaken by Kier managed services who are responsible for the employment of contractors and ensuring safe working practices when contractors are working on site.*

**Educational Visits**

*See the guidance in the NCC document Educational Visits and Journeys.*

**Training on Health and Safety**

*The school plans a detailed training plan for all members of staff covering Health and Safety, Risk Assessments, use of Epipens, and First Aid. Training is planned on a cyclical basis to ensure that training needs for all staff are identified and met on a bi-annual basis.*

## ORGANISATIONAL CHART: LAKENHAM PRIMARY SCHOOL

