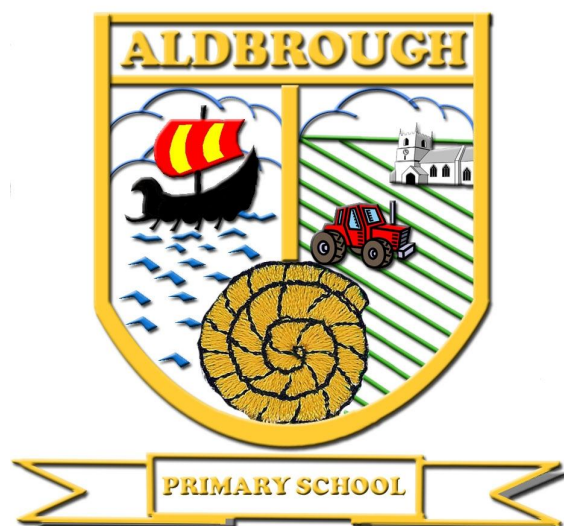


# ALDBROUGH PRIMARY SCHOOL



## HEALTH AND SAFETY POLICY

DOC-APS-POL-001

Revision	Amendments	Date	Gov Ratified	
		2015	✓	
		2016	✓	

ALDBROUGH PIMARY SCHOOL  
Health and Safety Policy

1. GENERAL

- i. The Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974, hereafter referred to as the H&S at W Act, and accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of students, staff and others using the school premises, or participating in school sponsored activities, irrespective of whether they are employed at the school or visiting.
- ii. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of the students.
- iii. The aim of the Governing Body is ~~to~~ provide a safe and healthy working and learning environment for staff, students and visitors~~+~~.
- iv. The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

2. THE DUTIES OF THE GOVERNING BODY

- i. To discharge its duty the Governing Body, in consultation with the Headteacher, will:
  - ~ make itself familiar with the requirements of the H&S at W Act, and any other health and safety legislation and codes of practice which are relevant to the work of the school
  - ~ ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and periodically assess the effectiveness of this policy and ensure that any necessary changes are made and identify/evaluate all risks relating to accidents, health, and school sponsored activities (including work experience)
  - ~ identify and evaluate risk control measures in order to minimise risk to staff, students and others
- ii. In particular the Governing Body undertakes to provide:
  - ~ a safe place for staff and students to work -including safe means of entry/exit, plant, equipment
  - ~ systems of work which are safe -safe arrangements for handling, storage and transportation of articles and substances

“ safe and healthy working conditions having regard for statutory requirements and codes of practice

-supervision, training and instruction within the financial resources available so that all staff and students can perform their school related activities in a healthy and safe manner · necessary safety and protective equipment and clothing, adequate welfare facilities

iii. So far as is reasonable practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on this policy, and all other relevant health and safety matters.

### 3. THE DUTIES OF THE HEADTEACHER

i. As well as the general duties which all members of staff have, the Headteacher has

responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the business manager senior members of staff, teachers and others as appropriate.

ii. The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

iii. In particular, the Headteacher will, in consultation with the Governing Body, undertake to discharge his or her duty to:

“ consult with members of staff, including those with specific responsibility for health and safety issues

“ identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

“ encourage staff, students and others to promote health and safety

“ ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay

“ encourage all employees to suggest ways and means of reducing risks

“ collate accident and incident information and, when necessary, carry out investigations

“ monitor first aid and welfare provision

### 4. THE DUTIES OF THE SUPERVISORY STAFF

i. All supervisory staff (eg Assistant head, business manager ,lunch time supervisor etc) will make themselves familiar with the requirements of the H&S at W Act and any other health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.

ii. In addition to the general duties that all members of staff have, they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

iii. They will take a direct interest in the school's health and safety policy and in helping other members of staff, students and others to comply with its requirements.

iv. As part of their day-to-day responsibilities they will ensure that:

- " safe methods of working exist and are implemented throughout their department
- " health and safety regulations, rules, procedures and codes of practice are being applied effectively
- " staff, students and others under their jurisdiction are instructed in safe working practices
- " new employees within their department are given instruction in safe working practices
- " regular safety inspections are made in their area or responsibility as necessary
- " positive and corrective action is taken where necessary
- " all plant, machinery and equipment within their department is adequately guarded, and is in good and safe working order, and all reasonable and practicable steps are taken to prevent unauthorised or improper use
- " appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
- " toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- " they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well being or the health and safety of others
- " ensure that all signs used meet the statutory requirements
- " enable all health and safety information is communicated to the relevant persons
- " report, as appropriate, any health and safety concerns to the appropriate individual

## 5. THE DUTIES OF ALL MEMBERS OF STAFF

i. All staff will make themselves familiar with the H&S at W Act and any other safety legislation and codes of practice that are relevant to the work of the department in which they work. They should:

- " take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- " as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate

with him or her so far as is necessary to enable that duty or requirement to be performed or complied with

~ All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk

ii. In particular all members of staff will:

~ be familiar with the safety policy

~ ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students

~ see that all plant, machinery and equipment is adequately guarded, and that it is in good and safe working order

~ not make unauthorised or improper use of plant, machinery and equipment

~ use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied

~ ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled

~ report any defects in premises, plant, equipment and facilities which they observe

~ take an active interest in promoting health and safety and suggest ways of reducing risk

## 6. HIRERS, CONTRACTORS AND OTHERS

i. When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

ii. The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory requirements are met at all times.

iii. When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

iv. When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

~ introduce equipment for use on the school premises

~ alter fixed installations

~ remove fire and safety notices or equipment

~ take any action that may create hazards for persons using the premises or the staff or students of the school

v. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the H&S at W Act and must pay due regard to the safety of all persons using the premises in accordance with sections 3-4 of the H&S at W Act.

vi. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

vii. The Governing Body draws attention of all users of the school premises (including hirers and contractors) to section 8 of the H&S at W Act which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 7. STAFF CONSULTATIVE ARRANGEMENTS

i. The Governing Body, through the Headteacher, will make arrangements for the consultation of staff and students by incorporating agenda items on health and safety matters through appropriate groups such as department meetings/monitoring meetings. Staff and students are able to raise health and safety concerns directly with the person/s responsible or the Headteacher immediately if required.

## 8. CODES OF PRACTICE AND SAFETY RULES

i. In consultation with the Governing Body (where appropriate) the Headteacher will approve (where necessary) codes of practice for the observation of safety requirements in school.

ii. From time to time the Local Education Authority (LEA), the Department for Education and Skills (DfES), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises -they will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## 9. RISK ASSESSMENT

i. The Headteacher will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary).

The survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of such surveys will be reported to the Governing Body.

## 10. EMERGENCY PLANS

- i. The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to: a) save life, b) prevent injury, and c) minimise loss.
- ii. This sequence will determine the priorities of the emergency plan.
- iii. The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. 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.

## 11. FIRST AID

- i. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- ii. The number of certified first-aiders will not, at any time, be less than the number required by law.
- iii. At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governing Body after seeking appropriate advice. The number of such trained but uncertificated first-aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.
- iv. Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- v. Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.
- vi. A record will be made of each occasion any member of staff, pupil or other person received first aid treatment either on the school premises or a part of a school related activity.

## 12. REVIEW

- i. The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

13. LINKED POLICIES

i. The School Trips and Visits Policy ,the School Minibus Policy and the emergency plan are linked to the Health and Safety Policy and are included in the appendix.

Policy written by Susan Ulph, John Clayton and Martin Davies

September 2009

Review Annually

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