

	Stanton Harcourt C E Primary School Health and Safety Policy			Written by: Rachel Crouch Updated by: Rachel Crouch
	Applicable to: All staff	Responsible Officer: Rachel Crouch	Issue date: SEPTEMBER 2017	Date to be reviewed: September 2018

CONTENTS

1.	HEALTH AND SAFETY POLICY STATEMENT	2
2.	HEALTH AND SAFETY RESPONSIBILITIES AND ORGANISATION	3
2.1	Governors	3
2.2	Headteacher	3
2.3	Administration and Finance Officer	3
2.4	Cleaners	4
2.5	All Employees	4
2.6	Visitors and Contractors	4
2.7	Pupils	5
2.8	Organisation and Training	6
3.	SUMMARY OF HEALTH AND SAFETY ARRANGEMENTS	7

1. HEALTH AND SAFETY POLICY STATEMENT

1.1 Introduction

Stanton Harcourt C E Primary School recognises that the effective management of health and safety is an integral part of delivering top quality education and providing a top quality working and learning environment for both staff and students.

The Senior Leadership Team (SLT) working with Governors will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

1.2 Objectives

The School will, so far as is reasonably practicable, adopt good safety practices. These will include:

- Establishing and maintaining a safe and healthy working environment.
- Raising health and safety awareness amongst employees, pupils, contractors and other site users through the provision of adequate information, instruction, training and supervision.
- Considering the safety of pupils, parents, contractors and any others accessing the premises including those who hire the School.
- Taking prompt and appropriate action in the event of a hazardous situation developing or if an accident and/or emergency occurs on or off site.

1.3 Co-operation

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors and contractors.

1.4 Health and Safety Management

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

Health and safety issues will be brought regularly to the attention of the School's management team during management and board meetings.

Signed:

Name: R. Crouch

Designation: Headteacher

Date: September 2017

Signed:

Name: R.Elliott

Designation: Chair of Governors

Date: September 2017

2. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

2.1 GOVERNORS

The Governors are responsible for the Health and Safety issues of the School. The Headteacher is their nominated representative and delegates these responsibilities to the appropriate staff, for their day to day administration. However, it is the Headteacher's responsibility to ensure that all procedures are being carried out.

The Governors will:

- Monitor the allocation funds for health and safety reasons based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Eynsham Partnership Academy (EPA) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

2.2 HEADTEACHER

The Headteacher will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Resource Committee.
- Report serious accidents and incidents of violence to either the Chair of Governors immediately.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis and when a new member of staff is appointed. A review will also happen following a major incident and will be reported back to the Resource Committee.
- Ensure relevant staff have access to appropriate training.
- Ensure any defects and hazards that are brought to her notice are inspected and remedied in an appropriate timescale.

2.3 ADMINISTRATION AND FINANCE OFFICER

The Finance/Administration Officer will:

- Report to the Headteacher any defects and hazards that are brought to her notice.
- Ensure that online accident reporting is carried out as appropriate;
- Report to the Head Teacher on any financial implications for health and safety issues.

2.4 CLEANERS

The cleaners will:

- Ensure that they are familiar with the school's Health and Safety Policy.
- Ensure that they are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Head Teacher, Finance/Administration Officer or their line manager (who will in turn inform the Head Teacher/Finance Administration Officer) any defects and hazards of which they become aware.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.

2.5 ALL EMPLOYEES

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

2.6 VISITORS AND CONTRACTORS

- Sign in at the School Office on arrival.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.
- After school club providers must sign a lettings agreement which covers relevant Health, Safety and Safeguarding aspects.

2.7. PUPILS

Pupils will:

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

2.8 ORGANISATION AND TRAINING

The Governors, through the Headteacher, will be required to allocate sufficient resources for health and safety training within their sphere of control, so far as is reasonably practicable, after undertaking suitable and sufficient risk assessment.

Governors have the responsibility to ensure an annual inspection as outlined in the Governors' Handbook.

Major decisions on Health and Safety will form part of the School's Development Plan.

The Headteacher will ensure, where appropriate and after consultation with all relevant employees, that adequate health and safety training will be given to enable the employees to carry out their duties; this applies to all employees, both teaching and associate staff.

All new staff must receive health and safety induction training and a record of this kept by the Headteacher. The Headteacher must ensure that any new member of staff receives appropriate induction training into the health and safety policies and procedures of that department.

The Headteacher is required to ensure that all new members of staff are given an appropriate induction into the health and safety policies and procedures.

Training may need to be repeated periodically and where possible take place during working hours.

3 SUMMARY OF HEALTH AND SAFETY ARRANGEMENTS

3.1 General Arrangements

The Headteacher (or member of staff delegated to do this) will maintain H and S folders to include Risk Assessments, First Aid and Fire Training and other relevant information such as H and S bulletins. They are required to ensure that all new members of the school staff are given an appropriate induction into the Health and Safety policies and procedures of their department. They are required to ensure that all members of their department are aware of the Health and Safety policies and procedures of their department.

The following is a summary of our key H and S arrangements. More information can be found in:

- The EPA H and S arrangements and procedures
- School specific H and S arrangements, including the Fire Safety Plan, on our shared drive

3.2 Risk Assessment

Risk assessment is the key to a successful health and safety environment within the School's buildings and on extracurricular trips. To comply with the law, all staff with supervisory or management duties must ensure that risks are identified, assessed and minimised, including specific risk assessments for students who are either vulnerable or who pose specific risks. This assessment must be recorded on a standard form and reviewed annually.

3.3 Accident and Incident Reporting and investigation

All accidents or sudden illness occurring during normal working hours must be reported to the office where staff can take appropriate action. Incidents occurring outside normal working hours must be reported to the senior member of staff.

All minor incidents are reported using the accident books held in the first aid folder. Accidents of a more serious nature, i.e. requiring the person to be taken to the doctor are reported using the OCC on-line accident reporting system and the HSE are informed should the person require an ambulance or hospitalisation. The school's minor injuries book is monitored once a term by the Headteacher and action taken when necessary.

Following an incident or accident the Headteacher is responsible for carrying out an investigation in order to prevent any reoccurrence. If necessary, the SLT would look at the accident/incident as an investigation team.

3.4 Asbestos

The School acknowledges the health hazards arising from exposure to asbestos and will protect all those exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of

asbestos-containing materials in the workplace premises. Guidance on the management of asbestos material is included in the Site Asbestos Management Folder held in the school office.

3.5 Communication and Consultation

Under the Health & Safety (Consultation with Employees) Regulations 1996, the School acknowledges that employees must be consulted in good time on matters of health and safety in the workplace. The School will inform employees about any substantial measures introduced which can affect health and safety in the workplace.

3.6 Control of Contractors

The School is aware of its obligations under the Health and Safety at Work Act 1974 in so far as it applies to contractors on School Premises. All contractors and subcontractors shall report to the School Office as soon as they arrive on site and will be expected to sign-in and wear a visitor's badge. In the case of works which may cause disruption or inconvenience to staff and or students, an on-site meeting must be arranged before the work starts, so that the necessary steps may be taken to ensure safety of all.

3.7 Emergency Procedures

The School's arrangements for emergency procedures are set out in a specific policy. The School will develop emergency arrangement plans to ensure effective communications and controls are established before a major incident occurs.

Critical Emergency Procedures, are in the Health and safety file in the school office. A summary is displayed in the staffroom.

3.8 Equipment Use, Maintenance and Testing

The Finance and Administration Officer maintains a detailed property services schedule, which includes arrangements for and the timing of all regular equipment testing, including boilers, electrical equipment and extraction systems. Equipment used by staff and pupils at any time in or out of School in connection with a lesson or School activity must be used only for the purposes for which it is designed and must be in a safe condition.

Inspection and maintenance records and the electrical inventory book for fixed and portable electrical equipment are held in the school office.

3.9 Fire Safety

In the event of a fire, the school fire procedures must be followed. The overriding priority is that pupils and staff evacuate safely and promptly to the fire assembly point. Buildings must not be re-entered until it is deemed safe to do so by the Fire Brigade or a competent member of staff.

Fire drills, either forewarned or not, should be carried out during School hours, at least once a year, and when possible once a term.

Detailed guidance on fire safety procedure, the testing of alarms/equipment and fire risk assessments can be found in the Fire Safety Folder located in the School Office.

The appointed Fire Warden for this site is responsible for all fire procedures, guidance and undertaking a fire risk assessment.

A Fire Safety Folder is located in the Office.

3.10 First Aid

Lists of trained first aiders and appointed persons are kept in the First Aid Folder. Most adults in school are first-aid trained.

First aid boxes are located in the cupboard above the cooking sink in the hall and FS building near door overlooking the playground.

3.11 Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) aim to control the exposure of employees to hazardous substances encountered at work, therefore requiring employers to assess the risks from hazardous substances and take appropriate precautions. In following this process, managers will ensure that hazardous substances used in their areas are identified and controlled in accordance with manufacturer's safety information.

Data sheets and completed risk assessments are held in the cleaner's file in the kitchen.

3.12 Manual Handling

The School is aware of its obligations under the Manual Handling Operations Regulations 1992 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or carried out by a mechanised process. Where activities involving risk cannot be avoided they will be subject to an assessment.

Employees who need to move loads as part of their daily task are identified and are required to complete an online "Manual Handling" course which shows them how to carry out manual handling tasks without subjecting themselves to unnecessary injury or strain.

3.13 Occupational Health

The Health, Safety and Well Being Champion is the Headteacher.

The school is part of the PAM Assist scheme.

3.14 Off-site Educational Activities - Field Trips, Visits etc

Staff responsible for organising educational activities will implement risk assessments and monitor their effectiveness for all activities undertaken on and off site. The School will ensure that in the case of visits, all necessary selection, vetting and monitoring procedures are carried out in accordance with the EPA Policy which follows the National Guidelines.

3.15 Premises Safety

A site inspection/monitoring system has been established and records are kept in the in the office.

3.16 Security

The School has taken all reasonable steps to prevent unauthorised entry to its premises. While the grounds can be entered easily at any time, all buildings are locked at night when not in use. Areas of the School assessed as being vulnerable have been identified and security lighting is in place.

3.17 Slips, Trips and Work at Height

Staff are reminded, through safety briefings, of the need to identify and act on slip, trip and fall hazards that may be present to staff, visitors and pupils. Regular safety tours are conducted which assess slips and trip hazards which are reported to the Site Manager.

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

3.18 Training

Teaching Staff have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate. All new members of staff receive appropriate Induction Training.

Support Staff will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

3.19 Vehicles and Transport Safety

Anyone transporting students by minibus or by their own car, for any reason, must make sure they are covered by their personal or the School's insurance at an appropriate level, i.e. business insurance. Drivers of any minibus must hold a current, full UK driving licence, with authorisation to drive class D1 vehicles, have passed the OCC minibus test (renewable every 5 years), and be in possession of the blue assessment card.

Members of staff wishing to use the Bartholomew School minibus should be familiar with the regulations contained in the Staff Guide on School Minibus Usage.

3.20 Violence to Staff and Personal Safety

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence in education is low, the School aims to minimise that risk, so far as is reasonably practicable, in accordance with its legislative obligations and its common law 'duty of care'.

The creation and maintenance of a working environment, which presents a minimum risk to the personal safety of staff, teachers and pupils, is mutually beneficial and conducive to the efficient and effective delivery of education. The School will take all reasonable steps to establish a safe working environment, which protects and provides support for all employees, ensuring their dignity and treating them with respect.

3.21 Work-Related Stress

It is recognised nationally by the Health and Safety Executive (HSE) that stress related problems in education are costly. The Governors recognise the problem and do their best to alleviate the stress experienced by members of staff. The Leadership Team are aware of the importance of managing stress, and take this into account when scheduling School events. We subscribe to the County Worklife Enhancement Scheme and an annual Stress Busting Week has been introduced.

