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| Stanton St Quintin Primary School, Stanton St Quintin, Wiltshire. SN14 6DQ | | | |
| Name of Policy | Health and Safety Policy | | |
| Last Reviewed | January 2018 | Reviewed by | F&P |
| Approved by | F&P committee | Owned by | F&P committee |
| Next review | January 2019 | | |

1.0 Statement of Intent

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, 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.

2.0 The Duties of The Governing Body

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Head Teacher, will:
 - i) Make itself familiar with the Local Education Authority's Health, Safety and Welfare Policy (particularly section 4.10- Responsibilities of the Governing Body), the Local Management of Schools Scheme and the advice and guidance provided by the LEA;
 - ii) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and take into account of that policy and scheme within budget and other policy conditions;
 - iii) Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - iv) Identify and evaluate all risks relating to;
 - the premises
 - school activities
 - school-sponsored events

- v) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- vi) Bring to the attention of the Assistant Director, any Health and Safety concern outside of their control or any Health and Safety responsibility that they are unable to meet..

2.2 In Addition the Governing Body Undertakes to Provide:

- i) a safe place for staff and pupils to work including safe means of entry and exits;
- ii) plant, equipment and systems of work which are safe;
- iii) safe arrangements for the handling, storage and transport of articles and substances;
- iv) safe and healthy working conditions which take into account all appropriate:
 - statutory requirements
 - codes of practice
 - guidance
- v) supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- vi) the required safety and protective equipment and clothing together with information on its use;
- vii) adequate welfare facilities;

2.3 So far as is reasonably practicable the Governing Body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- i) this policy;
- ii) all other relevant health and safety matters;
- iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Head Teacher

- 3.1 As well as the general duties which all members of staff have (See section 5), the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, 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 Heads of departments, senior members of staff, teachers and others as appropriate.
- 3.2 The Head Teacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.
- 3.3 In particular, the Head Teacher will, on a day-to-day basis, be responsible to:
- i) ensure safe working conditions of the school premises and facilities;
 - ii) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
 - iii) ensure safe working practices and procedures throughout the school so that all risks are controlled;
 - iv) arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
 - v) identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
 - vi) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
 - vii) collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations;
 - viii) monitor the standards of health and safety throughout the school, including all school-based activities;
 - ix) monitor the management structure, in consultation with the governors;
 - x) consult with members of staff, including Trade Union safety representatives, on health and safety issues;
 - xi) encourage staff and others to promote health and safety;

4.0 The Duties of Supervisory Staff

4.1 In addition to the general duties which all members of staff have (see section 5), supervisory staff will be directly responsible to the Head Teacher or the member of staff nominated by the Head Teacher, 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.

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

- i) safe methods of working exist and are implemented throughout their area of responsibility;
- ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- iv) new employees working within there are given instructions in safe working practices;
- v) risk assessments are conducted in their area of responsibility as required by the Head Teacher or as necessary;
- vi) regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary;
- vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- xii) all health and safety information is communicated to the relevant persons
- xiii) they report any health and safety concerns to the Head Teacher.

5.0 The Duties of All Members of Staff

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have a responsibility to:
- i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - ii) follow agreed working practices and safety procedures; (e.g. daily class inspection before use)
 - iii) report any accident, near miss, incidents of violence, including verbal abuse, or any hazard;
 - iv) ensure health and safety equipment is not misused or interfered with.
 - v) ensure any hazardous and highly flammable substances are correctly labelled and exposure is minimised.

6.0 Hirers, Contractors and Others

- 6.1 The Head Teacher 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 safety requirements are met at all times and have been advised of Health & Safety Policy for the school, and given a copy for reference.
- 6.2 When the premises are used for purposes not under the direction of the Head Teacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for school-sponsored activity then, for the purposes 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.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this Health & Safety 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:
- i) introduce equipment for use on the school premises;
 - ii) alter fixed installations;
 - iii) remove fire and safety notices or equipment;

- iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, 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.

7.0 Staff Consultative Arrangement

- 7.1 The Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 Emergency Plans

- 8.1 The Governing Body, with the Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or user of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - i) save life
 - ii) prevent injury
 - iii) minimise loss

This sequence will determine the priorities of the emergency plan.

- 8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The nature of rehearsals should be discussed with the LA. 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.

9.0 First Aid

- 9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 9.2 Supplies of first aid materials will be held at various locations throughout the school. The Head Teacher will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.
- 9.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 9.4 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. The Head Teacher will be notified of all treatments and the records will be kept by the School Business Manager in the Incident Book, and will be reported at Governor Meetings.
- 9.5 Legal requirements for first aid qualified people will be met and the Governing Body will ensure that at least one qualified person are on site at all times school is open.

10.0 Sources of Advice and Technical Assistance

Whenever required, the Governing Body, Head Teacher and other staff are to seek advice from the LA, Wiltshire Council's Occupational Health and Safety Service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

11.0 Review

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

12.0 Specific Advice and Guidance

- 12.1 The Governing Body and the Head Teacher will ensure procedures, preceded by risk assessments, are in place concerning specific health and safety risk and situations. All staff and Governors will be informed about these procedures.
- 12.2 The procedures required within the school are held by the School Business Manager and monitored by the Governing Body
- 12.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Head Teacher. Stanton St. Quintin Primary School adopts all of the guidance within the Manual as applicable within the school and to all staff.

12.4 A copy of all school policies are kept by the School Business Manager and are available in the office

13.0 This policy is aligned with the principles set out in the Keeping Children Safe in Education (DfE, July 2015) and should not contradict these principles.

13.1 This policy should be read in conjunction with the following policies:

13.2 Equality Policy

13.3 RSE Policy

13.4 Safeguarding Policy

13.5 Anti Bullying policy

13.6 Special Educational Needs Policy

13.7 Policy files are located on GVO and in the class policy files.

14.0 Security

14.1 The aims and objectives of the security policy are:

14.2 Personal security of children, staff and visitors

14.3 Security of buildings and grounds

14.4 Optimum relationships with children, parents, neighbours and the local community

14.5 Vigilance from everyone connected with the school

15.0 Finance and Premises (F&P) Sub-Committee

15.1 The body immediately responsible for furthering the aims and objectives stated above is the Finance and Premises Sub-Committee. This sub-committee ensures that school policy in this area is effective and conducts an annual audit relating to the security of the following:

- Children, staff and visitors
- School buildings and grounds
- School equipment
- Relationships with the local community

15.2 This security audit will overlap to some extent with the wider-ranging risk assessments conducted in compliance with Health & Safety regulations, but the emphasis in the security audit is on risks originating from outside the school community rather than risks arising from within. The F&P Sub-Committee will therefore keep under review various aspects of the school's interaction with the local community.

16.0 Children and Parents/Carers

16.1 Children and parents/carers are informed of the School's security procedures through the Head Teacher's monthly newsletter.

17.0 School Security Action Plan

17.1 Security is part of the Health and Safety Action Plan, which is drawn up following the Health and Safety Inspection.

18.0 Monitoring and review

18.1 The Governing Body regularly reviews any incidents detailed in the Incident Book. A named governor participates in the school’s training with regard to the child protection procedures

19.0 Other Policies

19.1 There are numerous other policies relating to Health and Safety that need to be understood in order for correct actions to be made. These can be found in the School Business Manager’s office, and include, but are not limited to, Risk Assessment Policy, **COSSH and Handling Policy, Accident and Incident Policy** (Not on GVO), Lone Working Policy and many others needed to understand fully the Health and Safety Procedures in place at School. It is the individual’s responsibility to inspect, read and understand all the relevant policies when on school premises; in charge of pupils on site or off site; on any business on behalf of the school or of the Governors.

Signed _____ Signed _____

Head Teacher

Chair of Governors

Date _____

Date _____