

# Toddington St George C of E School



## Health and Safety Policy

**Ratified by Governors – February 2019**

Review Date – February 2020

# Health and Safety Policy 2018/19 Statement of Intent

<b>School Name</b>	Toddington St. George Church of England School
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## Introduction

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.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

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** Tony Williams **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chair of Governors)

Approved by Finance, Personnel and Buildings Committee February 2019

# Organisation

## Introduction

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

## The Governing Body

The Governing Body has the responsibility to ensure that:

- 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 these 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.
- h) All staff, teaching and non-teaching, Governors, Volunteers and anyone else the school feels should be included, are checked for their suitability to work with or around children.

## The Head teacher

The Head teacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.

- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed annually.

**<sup>1</sup>The School Health and Safety Co-ordinator is MRS JANE SPENCER**

She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring 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.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

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<sup>1</sup> The Health and Safety Co-ordinator must be a senior member of staff. In a small school the Headteacher will undertake this role.

## **Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

This includes Assistant Headteachers (Mrs J Stringer, Mrs J Vickers), School Office Manager (Mrs C Barnish), School Business Manager (Mrs J Tillin), Senior Leadership Team (Mrs L Mallett, Mrs I Taylor, Mrs B Kemp, Mrs J Wood) and Site Agent (Mr N Dudley). They must:

- 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 or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or School Office 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, as 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) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the report for the Headteacher to Governors.

## **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 health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Site Agent on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) 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.

- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or School Office Manager.

### **School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

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.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

### **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 LA, 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 and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- 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 identify 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 purchases 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. Such re-assignments must be approved by the employee's immediate superior.

## **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.

## **Specific Responsibilities**

The following staff have been nominated to overview the following areas of health and safety:-

Fire Safety	-	Mr N Dudley
First Aid	-	Mrs C Voyce
Administration of Medicines	-	Mrs C Voyce
COSHH	-	Mr N Dudley
Electrical Safety	-	Mr N Dudley
Asbestos Log	-	Mrs C Voyce
Playground/PE Equipment	-	Mrs J Julians/Mrs J Spencer
Display Screen Equipment	-	Mr A Davis
Single Central Record - Contractors	-	Mrs J Tillin

The above named people shall ensure that Central Bedfordshire Council's Management Guidance, contained within the Health and Safety Manual, and the requirements outlined in this policy, are in place at all times. Compliance is the responsibility of the full Governing Body.

## **Procedures and Arrangements**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident and Ill Health Reporting**

All staff are required to ensure that all accidents, incidents and near misses are reported to the school's main office, who will then ensure that serious incidents are reported to the Head teacher and that the appropriate management guidelines, contained within the Health and Safety Manual, are followed.

### **Asbestos**

A copy of the Asbestos Log Book is kept in the school office and shall be presented to all visiting contractors to sign at each visit.

All staff will be notified annually of the dangers of asbestos and are required to be familiar with the procedures within the Log Book.

All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

### **Contractors**

The Head teacher shall ensure that the management guidelines regarding contractors are adhered to at all times with due regard for current safeguarding legislation.

### **Educational Visits and Journeys**

All educational visits and journeys are required to be approved by the Head teacher, who shall ensure compliance with the Educational Visits and Journeys Policy.

### **Equipment and Electrical Testing**

The Head teacher will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labeled, locked away and the defect reported to the Head teacher or H&S Co-Coordinator who will arrange for repair or replacement.

The Head teacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

### **Fire Precautions and Emergency Procedures**

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested weekly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer (Mr N Dudley).

The fire evacuation drill shall be carried out once a term as instructed by the Head teacher.

Staff are required to report defects or missing fire fighting equipment to the fire safety officer immediately.

Fire exits, routes and fire fighting equipment shall not be obstructed at any time.

### **First Aid**

A list of trained first aiders and the location of first aid boxes will be posted up in the main office.

The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Health & Safety Manual.

All first aiders and staff shall ensure that accidents are reported as outlined above and that the staff member responsible for first aid is informed if items from the first aid box are used.

### **Hazardous Substances**

The Site agent will ensure that cleaning and other materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the Health & Safety Manual (section R) and the Manual for Site Agents and Caretakers (section T).

### **Managing Medicines and Drugs**

Guidance on the administration of medicines to pupils is set out in 'The Administration of Medicines to Pupils and the Management of Medical Conditions' (Sep 1998), (H98/51) and Health & Safety Manual, Section W, DfES Guidance on Managing Medicines in Schools and Early Years Settings 2005. The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by a named member of staff who will undergo training in order to carry out the task. Medicines will be stored in the school office not accessible to children and in accordance with the guidance. Any Medical care plans for pupils will be readily accessible to all staff.

## **Staff Training & Development**

All new employees, teaching and non-teaching, shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Head Teacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Manual handling should be reduced as far as possible by using mechanical or other means. The school will provide staff with any necessary training as and when required as per the Manual Handling Operations Regulations 1992.