

ST MARGARET'S CE PRIMARY SCHOOL
HEALTH AND SAFETY POLICY

1 Declaration of intent

The governing body of St Margaret's CE Primary School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

As a responsible employer, the governing body will endeavour to honour their legal obligations, in particular the requirements of the Health and Safety at Work etc Act 1974 and associated regulations and codes of practice. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventive and protective measures to be put into place as far as is reasonably practicable.

To achieve these objectives, there will be consultation with employees and/or their elected representatives with a view to maintaining and promoting safe working procedures and practices, in particular:

- a) A safe place of work for all employees, and those persons who may be affected by work activities (this will include safe access to and egress from the workplace).
- b) A safe and healthy environment for employees to undertake their work.
- c) The provision of safe plant, equipment and tools.
- d) Arrangements for the safe use, handling and storage of substances, with detailed systems of work where required.
- e) Provision of information, instruction, training and supervision.
- f) The establishment of joint consultation, to discuss and develop the effectiveness of this policy with employees and, where practical, representatives of persons, other than employees, using plant, equipment and facilities under the control of the governing body.
- g) This policy and any arrangements that are made will be monitored, reviewed and modified as required.

2 Organisation and arrangements

The following paragraphs establish the duties and responsibilities of all employees to achieve implementation of the board of governors' health and safety policy:

2.1 Safety responsibilities

2.1.1 Management responsibilities

(For the purposes of this document, a manager is any person who exercises a supervisory function over employees.)

All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment that are safe and without risk to health.

To this end the governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided, and that these arrangements are monitored and reviewed.

2.1.2 Staff responsibilities

It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues and persons who may be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties or requirements to be achieved.

3 Safety duties

3.1 The governors

The governors have overall responsibility for the health and safety function within the school, determining the policy and its implementation in accordance with their safety policy statement. The governors are responsible for ensuring that all statutory requirements are adhered to, and will continually review the effectiveness of this policy.

3.2 The head

Without limiting the responsibility of the governors, the head will generally oversee the day-to-day management of safety and implementation of this policy within the school.

The head will co-ordinate and supervise the preparation of information, guidance and operating procedures arising out of occupational safety legislation as it affects the school and the distribution of all information relating to health and safety to staff within the school. He/she must:

- a) Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and arrangements etc.
- b) Taking account of any advice and guidance set out in the Authority's Health and Safety Information System, organise risk assessments where significant risks are

identified and ensure, as far as is reasonably practicable, full implementation of any control measures.

- c) Ensure that all statutory registers and records are accurately kept.
- d) Ensure that all staff in his/her control are adequately trained and fully aware of the hazards involved in their work.
- e) Ensure that all staff and persons affected by the school are aware of first aid facilities, evacuation of premises and other emergency procedures.
- f) Ensure the reporting and investigation of all accidents; ensure all persons under their control are aware of the reporting procedure.
- g) In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature consult as appropriate to enable further positive steps to be taken.
- h) Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned.
- i) Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn.

If during an inspection variations from this policy are observed, immediate and effective steps must be taken to rectify the situation.

- j) In those instances involving health and safety and cost implications liaise with the governors to clarify responsibility. The event of disagreement should not prevent emergency action – eg erecting a barrier to fence off a hazard.
- k) Take appropriate action under the disciplinary procedures against anyone under their control found not complying with the letter and spirit of this statement.

In large establishments the head may nominate a deputy/senior member of staff to undertake this role. He/she will be responsible for assisting the head to achieve his or her duties. It may also be advisable to organise a line of communication through senior members of staff. It is essential that all staff be made aware of the arrangements which apply.

3.3 Heads of department and senior management staff

With their special knowledge of the area of work for which they are responsible, these persons have a key role to play in the running of those activities safely. They must ensure that risks are assessed and control measures implemented.

To this end they are expected to ensure that all employees under their supervision know the relevant safe working practices and that the arrangements for working

are safe. They should familiarise new staff with safety aspects of their work and should make sure accidents are reported immediately, and preserve the health and safety of those other than staff insofar as they are affected by the work supervised.

3.4 All staff

In addition to any specific responsibilities which may be delegated to them, all staff must:

- a) Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work.
- b) Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- c) Take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- d) Report all accidents, damage, hazard and defects to the head/manager responsible/safety officer and take immediate measures to protect persons from risk where this is significant and imminent.
- e) Conduct their activities so that their own and others' risks are minimised appropriately.

4 Management guidance

Where appropriate, when national codes of practice, Health and Safety Executive guidance and other formative documents, including those adopted by West Sussex Local Authority as a part of their Health and Safety Information System are published, they will be circulated to those concerned, adopted by the school and made available to all staff, voluntary helpers, and in appropriate format to pupils and other visitors to the premises.

In liaison with the governing body, documents and proprietary systems will be considered and, where necessary, adapted to suit local arrangements, in order that appropriate safe working procedures are adopted specific to the needs of the activities and environments of the school.

5 Organisation and specific arrangements

- 1 The detail of the organisation for communication and managerial responsibility are set out in Section B of this policy (refer to Section B of the Model for County and Controlled Schools).

- 2 The detail of particular arrangements, including the monitoring procedure, are set out in Section C of this policy (refer to Section C of the Model for County and Controlled Schools).

6 A commitment to training

The governors, through the head, are responsible for ensuring that members of staff, voluntary helpers and pupils are trained so that the activities of the school are carried out safely.

The head is responsible for developing training procedures within the school. He/she will also consider the provision of facilities to enable all members of staff to be adequately trained in safe working methods, where required. Health and safety training shall form an important part of the induction procedures for persons unfamiliar with the school's arrangements.

7 Safety consultation and co-ordination

7.1 Safety representatives

Recognised trade unions may appoint safety representatives by statutory right.

They will function in accordance with the Health and Safety Commission's 'Code of Practice for Safety Representatives'. The frequency of safety inspections for each workplace will be agreed by consultation with the head and the governing body.

8 Contractors

Any contractor or sub-contractor employed to do work for, or in, the educational establishment, will be required within the contract document to operate to standards of safety, no less than those set out in this statement. Any member of staff observing contractors placing another employee or child, visitor etc at risk of injury is to notify the head who will raise the matter with the contract supervising officer, or directly with the contractor.