

West Ashton Church of England Primary School



Health and Safety Policy

‘You will shine among them like stars in the sky.’

Philippians 2:15 (NIVUK)

This policy should be read and understood in conjunction with the following documents:

LA DOCUMENTS:
<ul style="list-style-type: none"> • Wiltshire Health and Safety Manual and Supporting Documents • Wiltshire Health and Safety Manual Contents • Health & Safety On-line Incident Reporting (April 2012) • Wilts LA Health, Safety and Welfare Policy Statement for Schools
SCHOOL POLICIES:
<ul style="list-style-type: none"> • Bullying Policy • Child Protection Policy • Critical Incidents Policy • Code of Conduct for Volunteers & Visitors to the School • School Drug Policy • Educational Visits Policy • Single Equality Policy • Home School Policy, Agreement & Handbook for Parents/Carers • Letting Policy • On-Line Safety Policy • Physical Restraint Policy • School Behaviour Policy • Secure Data Handling Policy • Sex Relationships Education (SRE) Policy • Staff Code of Conduct • Staff Well-Being Policy • Supporting Pupils with Medical Conditions • Violence and Aggression towards Staff
LA & SCHOOL PROCEDURES:
<ul style="list-style-type: none"> • Contractors on Site Leaflet • Educational Visits Procedures (see Educational Visits Policy) • Fire and Evacuation Procedures inc. List of staff qualified to use fire extinguishers • First Aid Procedures inc. List of staff qualified in First Aid • Health and Safety Leaflet for Visitors • Home Visits Procedures • Intimate Care Procedures (See Intimate Care Policy) • Lone Working • Medical Procedures • Non Smoking Procedures • Registration and Missing Children Procedures • Safer Swimming • Security on Site • Slips, Trips and Falls • Transportation of Pupils

Wiltshire Council has a comprehensive Health and Safety Manual. Contents of the manual and risk assessments are available on <http://wisenet.wiltshire.gov.uk/documents/dsweb/View/Collection-1973>. West Ashton Primary School follows the general guidelines and regulations as laid out in the

manual. Where policies and procedures are specific to our school, they are attached as appendices.

Statement of Intent:

- The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 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.
- 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.
- The Governing Body and the school 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 and must be aware that they share in the responsibility of maintaining health and safety for themselves and for others.

The duties of the Governing Body

In the discharge of its duty, the Governing Body will:

- make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA
- take account of that policy and scheme within budget and other policy considerations
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- Appoint a 'Health and Safety' Governor' to have an overview of health and safety matters and support the Site Manager in carrying out risk assessments and periodically assess the effectiveness of this policy and ensure that any necessary revisions are made (Appointed = Teresa Dolman & Mel Shaw)
- establish an effective health and safety management structure within the school and monitor and evaluate the Head Teacher's performance on health and safety matters
- bring to the attention of the Service Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
- 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:
 - this policy;
 - a copy of the relevant handbook ('Staff Code of Conduct', 'Code of Conduct for Volunteers' or 'Health & Safety Leaflet for Visitors') which informs them of their key responsibilities regarding health and safety
 - all other relevant health and safety matters

- the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The duties of the Head Teacher

- As well as the duties which all members of staff have (see below) the Head Teacher has the general and specific responsibilities as set out in Section 4.11 of the LA's Policy Statement on Health, Safety and Welfare. Through delegation, these responsibilities will be appropriately shared with other senior members of staff, predominantly the School Operations Manager, and are:
 - to manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured
 - to comply with LA policy and duties under the Local Management of Schools Scheme
 - To bring any health and safety concern outside of their own control or any health and safety responsibility that is unable to be met to the attention of the Governing Body and the Service Director (Resources, Improvements and Young People) and specifically:
 - to assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable
 - to develop and distribute school-specific policies and procedures on local health and safety issues
 - to monitor and secure compliances with the school's policy and control measures identified through risk assessments
 - to ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures
 - to inspect the school site and property of any unsafe condition and to make safe in a timescale commensurate to the level of the danger
 - to arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means
 - to consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site
 - to investigate all accidents, near misses and episodes of work-related ill health
 - to monitor and evaluate the health and safety performance of staff
 - to have and practise emergency and contingency plans
 - to provide the means for consultation with staff on health and safety matters
 - to supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements and Young People).
- The Head Teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

The duties of supervisory staff

- In addition to the general duties which all members of staff have (see below), 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. As such, the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's Policy Statement on Health, Safety and Welfare.

- As part of their day-to-day responsibilities they will ensure that:
 - safe methods of working exist and are implemented throughout their area of responsibility
 - health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - staff, pupils and others under their jurisdiction are instructed in safe working practices
 - new employees working within their area are given instruction in safe working practices
 - risk assessments are conducted in their area of responsibility as required by the Head Teacher or as necessary
 - regular health and safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary o positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
 - 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
 - appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
 - hazardous and highly flammable substances in the department in which they work are correctly stored and labelled and exposure is minimized
 - 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
 - all health and safety information is communicated to the relevant persons
 - they report any health and safety concerns to the Head Teacher.

The duties of all members of staff

- All staff are expected to familiarise themselves with the health and safety aspects of their work.
- All staff are required to read the Staff Code of Conduct, including the section on 'Health and Safety' and to seek clarification on and areas of concern.
- All staff have a responsibility to:
 - 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
 - follow agreed working practices and safety procedures
 - report any accident, near miss, incidents of violence, including verbal abuse or any hazard
 - ensure health and safety equipment is not misused or interfered with.

Safety on the playground

In order to ensure children remain safe whilst using the playground and outside area of the school, the following protocols have been put in place and shared with support staff.

- Named person to undertake a daily check of the external gate to the car park five minutes before children use the playground, to ensure gate is closed and bolt engaged
- Gate to remain locked throughout period when children are using the playground and outside area.
- External gate to car park to be monitored at all times when children are using the playground or outside area.

- External gate to field to be consistently monitored during playtime.
- Children to be reminded of own responsibility to maintain safety by staying away from gates to car park and field.
- Playground and outside area risk assessment to be completed regularly to identify and minimise risks.

Hirers, contractors and others

- The Head Teacher/ Acorn Education trust 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.
- When the premises are used for purposes not under the direction of the Head teacher, then the principal persons in charge of the activities will be expected to maintain safe practices and take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
- When the school premises or facilities are being used out of normal school hours for a 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.
- When the premises are hired to persons outside the employment of the LA, it will be a condition of 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 pupils of the school.
- 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.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher/School Business Manager 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.
- The Governing Body will draw the 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.

Staff consultative arrangements

- 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 will be offered a role in these consultations.

Emergency plans

- The Head Teacher and Operations Manager will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. The plan will indicate actions to be taken in the event of a major incident so that everything possible is done to:
 - save life
 - prevent injury
 - minimise loss
- The plan will be agreed by the Governing Body and, where necessary, will be regularly rehearsed by staff and pupils (e.g. Fire Drills). The result of all such rehearsals will form part of the regular risk

assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

Reporting incidences to the Local Authority

The following types of accident and incident must be reported to the local authority:

• Employees

- any type of accident or incident in which an employee or contractor is physically injured;
- any incident in which an employee is subject to threatening, intimidating or aggressive behaviour from a pupil or other person as a result of being a school employee;
- any incident in which an employee is subject to excessive verbal abuse from a pupil or other person as a result of being a school employee;

• Pupils/Students

- any type of accident in which a pupil or other member of the public is physically injured as a result of the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation;

• General

- any road traffic accident during a work journey (not commuting) even if damage only;
- any other near miss incident in which someone could have been hurt.
- The school must report any of these events using the appropriate version of the electronic forms found on the link: On-line accident/incident reporting forms These can also be found on WISEnet.
- Any other less serious event or those involving pupil/student accidents that have occurred for reasons beyond the school's management control as described above, DO NOT need to be reported to the local authority but the school should have a separate procedure for ensuring these events are recorded and relayed to parents if necessary.
- It is important that the person(s) responsible for incident reporting reads and becomes familiar with the whole of this section as inaccurate reporting can lead to prosecution by the HSE, delays in industrial injury benefit payments and, most importantly of all, the potential for a recurrence.

Sources of advice and technical assistance

- Whenever required, the Governing Body, Head Teacher and other staff are to seek advice from the LA, the Council's corporate 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.

Review

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

Specific procedures and further guidance

- The Governing Body and the the Head Teacher , will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about specific health and safety arrangements in place to deal with particular risks and situations.
- These procedures will give instructions as to how staff should carry out duties or activities and clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these policies and procedures, many of which form appendices to this policy.