



Beechwood Primary School

Health & Safety Policy

Statement of Health & Safety Policy

This statement is issued in accordance with the Health & Safety at Work Act (1974). The general aim of these policy statements and the arrangements set out below are designed to implement health and safety at Beechwood Primary School.

1. Policy Statement

Beechwood Primary School will make every effort and take all reasonable steps through policies, procedures and training to safeguard students, staff and visitors and to provide a safe environment for all.

The Head Teacher and the governing Body recognise their responsibility for giving effect to the safety policy of the school in relation to all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of the school.

In association with the Governing Body, the Head Teacher will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which the Head Teacher exercises control. Applying the principles of risk management the Head Teacher will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, the Head Teacher will ensure that staff designated with Health and Safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, co-employees, pupils and other persons liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

2. Organisation

2.1 Head Teacher's Responsibilities

The Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken

away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility. The following points summarise the main responsibilities and duties of the Head Teacher:

- Ensuring 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
- Ensuring safe working practices and procedures throughout the school
- Day to day responsibility for all health and safety matters in the operations of the school
- Ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role
- Ensuring that the school produces an action plan which is kept up to date by regular review
- Providing Governors with an annual report on all matters affecting health and safety in the school
- Ensure that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken
- Ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained
- Periodically evaluating the need for health and safety training of staff and arranging its delivery
- Bringing to the attention of the Governing Body and school any matters of health and safety that cannot be resolved, or are of imminent danger to any person.
- Ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff.
- This will include risk assessments of expectant mothers

The Head Teacher will be advised and guided in these responsibilities by Wokingham Borough Council to provide support and guidance.

2.2 Governors

The Governing Body will be responsible for monitoring the schools arrangements for health and safety management. This will be achieved by ensuring:

- That health and safety is considered regularly, at least termly, by the Site and Buildings Working Group and reported to the full Governing Body
- Consideration of the school safety action plan presented annually by the Head Teacher to the full Governing Body
- That adequate resources are available for compliance with health and safety legislation
- Good consultation with employee representatives
- That a full safety inspection of the site is carried out each year and this is reviewed annually by the Governor with responsibility for health and safety
- Periodical review of accident statistics by the Governing Body
- Regular fire alarm checks and evacuation drills are carried out by the school

- That any contractor appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place

2.3 Safety Co-ordinator

This person/s will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual. The person will generally support the Head Teacher and the Governing Body in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The Safety Co-ordinator (Site Controller) will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The Safety Co-ordinator will be responsible for:

- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision
- Being the first point of contact for school staff and visitors to notify any concerns or ask advice about health and safety
- Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far is reasonably practicable
- Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all person exposed
- Ensuring fire safety checks are carried out, regular evacuations take place (at least termly), appropriate evacuation procedures are in place, ensuring fire risk assessments are carried out
- Ensuring other risk assessments are carried out which do not fall within the responsibility of Team/Subject Leaders.

2.4 School Health and Safety Working Group

This group will comprise of:

Head Teacher
Health & Safety Governor
Site Manager
Staff Representative

This group will meet termly and report back to the Sites and Buildings Governor working group. Its remit is to receive feedback from staff, make recommendations to the Senior Leadership Team and governing Body, feedback to staff and pupils in particular relating to H&S inspections, accident reporting and near misses, staff and student well-being.

2.5 Subject Leaders

Responsibility for H&S within each Subject has been delegated to the Subject Leader. It is their responsibility, in addition to the requirements of employees detailed in the section below, to ensure risk assessments are carried out in accordance with local and national requirements. The type and number will vary according to the specific area. All schemes of work should include the risk assessments, in order that new staff and guest workers are aware of the control measures required for specific actions. Further information on specific risk assessments can be obtained from the Safety Co-ordinator, Wokingham Borough Council (as the H&S advice service for Beechwood Primary School) and individual professional organizations, such as CLEAPS. See appendix 1 for details of risk assessments.

2.6 All Employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Health and safety responsibilities apply whether on the school premises or not.

In addition all employees:

- Must use safety equipment or clothing in a proper manner and for the purpose intended
 - Must not intentionally or recklessly misuse anything supplied in the interests of health and safety
 - Must work in accordance with any health and safety instruction or training that has been given
 - Must co-operate fully with the employer
 - Must not take part in any task for which they have not been authorised and for which they are not adequately trained
 - Must bring to the attention of a responsible person any perceived shortcoming in our safety arrangements; and have a duty to familiarise themselves with this policy
 - Carry out regular safety inspections of the Department, equipment and furniture and activities for which they are responsible. These concerns should be reported to the Safety Co-ordinator
 - So far as is reasonably practicable, provide sufficient information, instructions, training and supervision to enable other employees and pupils avoid hazards and contribute positively to their own safety and health at work
 - The health and safety of pupils is the responsibility of the teacher in charge at the time both inside and outside school
 - If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility they should discuss the matter with the Head Teacher before allowing any activity to take place
 - All staff are required to complete an EV form before they can drive children in their cars. When doing so they must ensure that all pupils wear the seat belts provided and make a visual check of the vehicle before using it. Staff must ensure pupils under 1.5m use a booster seat
- In addition a class teacher must:**
- Exercise effective supervision of the pupils and seek information on the emergency procedures in respect of fire, bomb care and first aid and carry them out as necessary

- Seek special safety measures to be adopted in his/her own teaching area and ensure they are applied
- This includes an awareness of all risk assessments and the measures necessary to manage and reduce that risk
- Give clear oral and written instructions and warnings as necessary (notices, posters, hand-outs, are not enough)
- Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety
- Follow safe working procedures personally
- Request the Head Teacher to provide protective clothing, guards, special safe working procedure etc as necessary
- Make recommendations to the Head Teacher on safe working procedures, safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so

This applies to students who are allocated to the school for teaching practice / observation, who must be aware of their responsibilities.

In addition, each pupil must

- Take action appropriate to circumstance to avoid risks to health and safety to him/herself, fellow pupils, staff and others which may be affected by the activities involved
- Wear standards of dress consistent with safety and/or hygiene. This includes suitable footwear when appropriate
- Observe all safety rules of the school and in particular the instructions of staff given in an emergency
- Not misuse recklessly or intentionally, neglect, or interfere with things provided for his/her safety
- Must not bring mobile phones into school.

Appendix 1

Risk Assessments

The Head Teacher, Subject Leaders and the Safety Co-ordinator have responsibility for ensuring risk assessments are carried out appropriate to their area. All members of staff should ensure they feel comfortable about carrying out specific tasks required of them and that they have received appropriate training where necessary. It is the responsibility of Subject Leaders to carry out any necessary risk assessments and identify control measures necessary in order for a member of staff to be able to carry out their duties in a safe and appropriate manner.

Risk assessments should be carried out following the Wokingham Borough Council guidelines and the HSE 5 steps to risk assessment. Wokingham Borough Council risk assessments and guidance are attached at this appendix. Further advice can be obtained from the Head Teacher.

Health & Safety Policy

Reviewed: April 2016

Next Review: April 2018

Governors' Chair of Facilities & Development _____

Head Teacher _____

