

St Andrew's CE (VA) Junior School

Health and Safety Policy



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ST. ANDREW'S CE (VA) JUNIOR SCHOOL



"Promoting Excellence Within a Caring Christian Community"

Health and Safety Policy

1 Policy Statement

- 1.0 The Governing body notes that the Health and Safety at Work etc. Act 1974 states that it is their duty to conduct the school in such a way as to ensure, so far as is reasonably practicable, the Health and Safety of pupils, staff, contractors and others using or visiting the premises. The Governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 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 will take all reasonable steps to provide a safe school environment, encourage safe working systems and identify and reduce hazards to a minimum.
- 1.3 Pupils, staff, contractors and others using or visiting the premises will be encouraged to be vigilant and act in such a way as to protect the Health and Safety of themselves and others.

2 The Duties of the Governing Body

- a) In the fulfilling of their duties, the Governing body will familiarise itself with the requirements of the Health and Safety at Work etc. Act 1974 and other safety legislation relevant to the school and, in consultation with the Head teacher will:
- (a) annually assess the effectiveness of the Health and Safety policy and ensure any necessary actions are taken;
 - (b) receive reports and recommendations from the Finance and General Purpose Committee and make decisions as required;
 - (c) select the most appropriate control measures to minimise risk and ensure those controls are in place and working;
 - (d) assess the risk from any new activity and ensure control measures are adequate before the activity commences;
- b) The Governing body undertakes to provide:

- (a) resources for supervision, training and instruction so that all pupils and staff can perform their school activities in a healthy and safe manner;
- (b) resources for the necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- (c) adequate welfare facilities.

3 Duties of the Head Teacher (and the Deputy Head Teacher in the Head's absence)

The Head teacher is required to:

- (a) take responsibility for the day-to-day maintenance and development of working practices and conditions for everyone using the school or engaged in activities sponsored by the school and take all reasonably practicable steps to ensure the safe practices are followed;
- (b) make him/herself familiar with information on Health and Safety issued by the Local Authority and bring relevant matters to the attention of the Finance and General Purpose Committee and consult with the staff Health and Safety representative;
- (c) ensure that safe working practices and procedures are followed at all times by staff, pupils and visitors and take firm and swift action in the case of breaches;
- (d) apply the most appropriate control measures, such as disconnection, isolation or supervision, as soon as possible to minimise the risk of any new hazard identified or brought to his/her attention;
- (e) carry out risk assessments, safety audits in conjunction with the staff Health and Safety representative each term;
- (f) report to the Health and Safety Executive, the Local Authority and the Diocese any notifiable accidents and incidents and record them as required by RIDDOR;
- (g) collate accident, incident and near miss information each term and carry out investigations if required;
- (h) monitor the First Aid and welfare provision in the school each half term and on all trips;
- (i) report any notifiable infectious diseases to Calderdale and implement control measures in accordance with the **Public Health Communicable Diseases Guidance**
- (j) identify the training needs of new and existing staff and pupils covering awareness, practices and procedures (including emergencies), First Aid, equipment safety and COSHH, updating the analysis each term and make the resources available for the required training and instruction;
- (k) arrange for all tests, such as electrical, safety lighting, alarm, fire equipment etc. to be carried out as required and record the dates and results;
- (l) notify contractors of any Health and Safety information necessary to enable them to work safely;

- (m) report each term to the Finance and General Purpose Committee on the above.

4 Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their SMT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) 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.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation and PAT testing.
- i) Report all accidents, defects and dangerous occurrences to the SMT.

5 Non-Teaching Staff Holding Positions of Special Responsibility

This includes Senior Lunchtime Supervisor, Site Manager, Cook, Breakfast Club Leader, School Business Manager. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher 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.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Head teacher 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) Investigate any accidents that occur within their area of responsibility.

6 The Duties of all staff, including Supply Teachers

- a) All staff will make themselves familiar with the requirements of the Health and Safety legislation appropriate to their work and the school's Health and Safety policy and procedures. They should:
- b) take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work;
- c) take all reasonable steps to comply with the school's policy and procedures and assist others to do so;
- d) undertake training and instruction on Health and Safety;
- e) not use equipment or facilities they believe to be unsafe and report hazards to the Head teacher without delay;
- f) report all accidents, incidents and near misses to the Head teacher and cooperate in any investigation;
- g) take an active interest in Health and Safety.

7 Educational Visits Co-ordinator

When organising visits, holidays, and excursions for children, families or vulnerable adults the Minibus Policy, Driving at Work Guidance and Guidance from Children and Young People's Services on Educational Visits will be followed. All trips involving residential UK, residential overseas and adventurous activities (includes any water and rock activities, canoeing, caving, fell walking and mountain biking, rock climbing, sailing, wild country camping, improvised raft building) must be approved through the on-line 'EVOLVE' system.

8 Duties of contractors and others

- a) When the school is used for purposes not under the direction of the Head teacher then the principal person in charge of the activity as named on the hire/loan document shall have responsibility for Health and Safety as indicated in 3.0 above.
- b) Contractors must provide a Health and Safety assessment of their activities to the Head teacher, School Business Manager or site manager before work commences.
- c) Contractors and organisations hiring/using the school must take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions.
- d) Contractors and organisations hiring/using the school must take all reasonable steps to comply with the school's policy and procedures.

9 Codes of practise and Health and Safety Procedures

- a) From time to time the Finance and General Purpose Committee, the Head teacher or the Local Authority may recommend codes of practice or

new safety procedures to the Governing body. Where these are adopted:

- b) they will be held in the school for reference and inspection;
- c) staff will be instructed and trained as required;
- d) Calderdale and the Diocese will be informed
- e) The title and date will be recorded as Appendix A to this policy.

Head Teacher signed:

Chair of Governors signed:

Date: September 2017

Renew: September 2020