Health and Safety Policy

Ludgershall Castle Primary school

1.0 STATEMENT OF INTENT

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 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.

1.3 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.

1.4 The Governing Body 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.

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2.0 THE DUTIES OF THE GOVERNING BODY

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

(i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;

(ii) take account of that policy and scheme within budget and other policy considerations;

(iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;

(iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

(v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;

(vi) bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

(i) this policy;

(ii) all other relevant health and safety matters;

(iii) 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.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement on health, safety and welfare. These are;

(i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;

(ii) To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;

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(iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools.

And specifically –

(iv) 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;

(v) To develop and distribute school-specific policies on local health and safety issues;

(vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;

(vii) 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;

(viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;

(ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;

(x) 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;

(xi) To investigate all accidents, near misses and episodes of work-related ill-health;

(xii) To monitor and evaluate the health and safety performance of staff;

(xiii) To have and practise emergency and contingency plans;

(xiv) To provide the means for consultation with staff on health and safety matters;

(xv) To supply a health and safety performance report of standard indicators to the LA upon request;

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

Individuals will be made aware of responsibilities. This section of the policy referring to Supervisory staff, currently relates to: Teachers and Senior leaders, Forest School Lead, PE Lead, Catering Assistants, Premises Officer, Finance Officer.

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, 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 4.4 of the LA's policy statement on health, safety and welfare.

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4.2 As part of their day-to-day responsibilities they will ensure that:

(i) safe methods of working exist and are implemented throughout their area of responsibility;

(ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;

(iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;

(iv) new employees working within their area are given instruction in safe working practices;

(v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;

(vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;

(vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;

(viii) 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;

(ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

(x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;

(xi) 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;

(xii) all health and safety information is communicated to the relevant persons;

(xiii) they report any health and safety concerns to the Headteacher.

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5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

(i) 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;

(ii) follow agreed working practices and safety procedures;

(iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;

(iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher 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.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 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.

6.4 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:

(i) introduce equipment for use on the school premises;

(ii) alter fixed installations;

(iii) remove fire and safety notices or equipment;

(iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

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6.5 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.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher 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.

6.7 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.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

8.1 The Headteacher 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. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

(i) save life;

(ii) prevent injury;

(iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. 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.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's 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.

10.0 REVIEW

10.1 The Governing Body and Headteacher will review this policy statement annually and

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update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the 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 will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

11.2 The written procedures required within the school are as follows:

- Storage and administration of medicines
- Provision of first aid
- Safety inspections
- School managed projects
- Fire and other emergency evacuations
- Stress and employee well-being
- Organising outdoor education activities
- Swimming
- Unexpected loss of utilities
- Site security
- Reporting of accidents, incidents, hazards and near misses
- Use of dangerous tools, equipment, machinery
- Use of or exposure to any hazardous substances or materials
- Maintenance of dangerous plant and equipment and electrical systems
- Access to any height liable to cause injury
- Violence to staff
- Lone working
- Use of contractors
- Out-of-hours use of school buildings and facilities
- Vehicular movements on site
- Managing water hygiene
- Public performances
- Waste disposal
- Work experience for pupils / students
- High risk activities associated with the curriculum or school sponsored events

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11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

12.0 LOCAL RULES

- Use of personal electrical equipment. Personal electrical equipment cannot be used in school under any circumstances, unless it has undergone a PAT (Portable Applicance Test) by an approved electrician.
- Personal use of school equipment. Staff must sign out school equipment. Staff that are issued with a laptop will sign a document that covers them for the whole period that the laptop is assigned to them. If staff want to use any school equipment for personal use, they must first seek permission from the Headteacher in writing.
- Personal food preparation facilities. Staff have access to a microwave, kettle and fridge and sink in the staff room. Staff are advised to wash their hands before preparing and eating food.
- Designated parking places. Staff can park in either car park. The rear car park gates are locked during the school day, therefore, if staff plan to leave site during the school day, it is preferable for those staff to park in the front car park
- Use of private vehicles for work purposes. Staff need to ensure that their vehicle/s are covered for business use. Staff are not to use their private vehicles for transporting pupils.

This policy will be reviewed every year to ensure that it continues to meet the general principle.

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