



# Health & Safety Policy

Policy first adopted: January 2014

To be reviewed annually

Reviewed: January 2015

Reviewed: January 2016

Reviewed

Reviewed

Reviewed

## **STATEMENT OF INTENT**

This statement is supplementary to Dorset County Council policy and is for the benefit of all users of the premises. Copies and information can be found in the schools Health and Safety file or on the Dorsetforyou.net, schoolsnet. This statement deals with the Governing Body having local control on safety, covering building structure, equipment and other services; some of which the Dorset County Council shares responsibility. It describes how the responsibilities are met in regard to employees, pupils, contractors and visitors.

The Governing Body are committed to ensure the Health, Safety and Welfare of all persons using the premises. In particular all Teaching and Non-Teaching Staff should be made aware of regulation practices and school procedures for activities, curricular and non-curricular.

A management structure should be created to see that Health, Safety and Welfare are monitored and regular reports are given to the Governing Body.

Training needs should be identified and training offered to staff and governors. A Health and Safety Committee consisting of Governors and employees should be established.

Signature..... Date.....

Headteacher

Signature..... Date.....

Chair of Governors

Date of Review = Annually

## **RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH AND SAFETY**

The Governing Body recognises that the Health and Safety at Work act 1974 (HSWA) the Education Reform Act 1988 and the Local Management of Schools Scheme of Delegation (LMS) requires the school staff, governing body and the council to work together to ensure their objectives are achieved.

Below are those with responsibilities and duties within the school.

### **THE GOVERNING BODY**

- Review this Health and Safety policy at regular intervals and ensure it is circulated to all employees.
- Ensure that measures are in place to monitor the effectiveness of this policy.
- Allocate adequate financial provision to meet the requirements of all relevant legislation.
- Ensure adequate resources are available to provide sufficient and suitable Health and Safety information as required.
- Ensure objective support and advice is obtained from the Councils Health and Safety Team.
- Put in place arrangements for joint consultation and employees participation in Health, Safety and Welfare matters.

### **THE HEADTEACHER**

The Headteacher is responsible for the day to day management of all Health, Safety and Welfare issues. However the authority of the Headteacher has been delegated to the Safety Officer.

## SAFETY OFFICER

- Co-ordinates and is the point of reference for the Governing body's policy in relation to Health, Safety and Welfare procedures in school.
- Ensure there is an effective network in school.
- Implement and monitor procedures that have been put in place by the Governing Body.
- Liaise with the Council's Health and Safety Team when advice and guidance is required.
- Ensure that the Health and Safety Reference File is kept up to date.
- Ensure compliance with the Council's policy on reporting injuries, diseases and dangerous occurrences as contained in the HSRF.
- Arrange for risk assessments of the premises and working practices to be recorded and updated when required.

## ALL EMPLOYEES AND VOLUNTEERS

Under the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care for him/herself and any other persons.
- Co-operate with the employer in regard to any duty or requirement.
- Not intentionally misuse or recklessly interfere with equipment.
- Inform employer of any dangerous situations or practices.
- Know the Health, Safety and Welfare organisation and arrangements in the workplace.
- Conform to the instructions given by Headteacher and Governing Body.
- Conform to approved dress code.
- Conform to good standards of housekeeping, cleanliness and hygiene.
- Report all accidents/incidents or near misses to Safety Officer ( supply of forms kept in Site Manager's office)
- Carry out responsibilities as detailed in job description.
- All employees will be given a brief overview of Health & Safety as part of their induction and will sign to say that they have received this. It will include such things as:
  - Evacuation procedures
  - Accident procedures & first aid
  - Manual handling
  - Working at heights
  - Personal hygiene
  - Electrical safety
  - Near miss reporting.

## OTHER GENERAL HEALTH AND SAFETY CONSIDERATIONS

### FIRST AID

Lists of qualified first aiders are to be found in all the offices.

First aid boxes are checked by first aiders on a regular basis.

Notices are displayed around the site showing location of First Aid Boxes and named First Aiders.

### PROPERTY

Defects in the condition of buildings, grounds or equipment should be reported to the Caretaker.

### EQUIPMENT

The Caretaker is responsible for ensuring that equipment is maintained and inspected in accordance with risk assessment, manufactures, suppliers and hire terms.

## ELECTRICAL REQUIREMENTS

Every portable electrical appliance is PAT tested every other year, with an interim visual check carried out by the Caretaker. Before using any electrical equipment staff should ensure its safety with a visual check. Any electrical items brought in from home should be checked by the Caretaker before use.

## FIRE PRECAUTIONS

The Caretaker is responsible for ensuring that the fire alarm is tested weekly, and that the fire precaution record book is maintained. Also a fire drill is carried out at least every term.

## SCHOOL HEALTH AND SAFETY REPRESENTATIVES

Safety Representatives are appointed by trade unions in accordance with the Safety Representatives and Safety Committees Regulations 1977. Amended in 1992, the Governing Body will be provided with facilities to carry out their duties.

## PUPILS

Instruction will be given by staff in regards to all Health, Safety and Welfare matters.

## CONTRACTORS

Contractors will be vetted prior to awarding a contract. They will abide to the Health, Safety and Welfare policy and not be a danger to staff, pupils and visitors. The Caretaker will be responsible for the co-ordination of contractors. Contractors will report to the Caretaker before any work takes place, he will inform them of any conditions that will affect the work. The contractor must produce evidence of public liability insurance. Plant and machinery that is brought onto the premises must have been inspected and tested. The operative must have full training in using the equipment. Contractors may use sub- contractors but only with permission from the school. All contractors will be given instructions regarding where and to what extent their work covers. This "permit to work" will specify any safety precautions, also a separate "hot work permit" may be required.

## VISITORS AND OTHER USERS OF THE PREMISES

The Governing Body have a duty to ensure the Health and Safety of visitors and other users of the premises. Parents, Volunteers and Visitors are required to observe the Health and Safety rules of the school.

## HEALTH AND SAFETY CONTACT

The Safety Officer is the first point of contact. Additional advice is available from the Council's Health and Safety Team at Dorset County Council.

## EMERGENCY PROCEDURE

A Major Incident plan has been written and all staff know where to exit the school in an emergency. Fire notices are displayed in prominent locations throughout the school detailing the procedures. The Major Incident Plan is kept in the Business Manager's office and on the school shared network.

## ACCIDENT REPORTING

Accidents are to be reported on the Injuries, Disease and Dangerous Occurrence Form HSW4 (in triplicate) the forms are available from the caretakers office. Any accident/incident resulting in a child leaving the premises MUST be reported using Dorset County Council forms which are kept in the school office.

## MAINTENANCE

All faulty equipment or damage to property; which constitutes an immediate hazard to Health and Safety, will be reported to the Caretaker, and put out of action.

## MONITORING OF SAFETY PERFORMANCE

It is the policy of the Governing Body to monitor the school based on the following criteria:

- Audit of Health and Safety Policy
- Workplace inspections
- Risk Assessments
- Building Inspection by Resources Committee
- Joint Safety Inspections with Safety Representatives

### Other School Arrangements

- After School Activities
- Arrangements for special needs
- Car parking
- Consultation arrangements with employees
- Control of hazardous substances
- Dealing with health and safety emergencies, procedures and contacts
- Letting school premises to outside bodies
- Management of asbestos
- Manual handling
- New and expectant mothers
- Occupational health services and work related stress
- Off-site visits including school-led adventure activities.
- On site vehicle movements
- Playground safety
- School security
- Selecting and controlling contractors
- Slips, trips and falls
- Smoking on school premises
- Staff and volunteer vetting procedures
- Stress
- Training to include H&S
- Violence to staff
- Work experience arrangements
- Workplace safety for teachers, pupils and visitors

This is not an exhaustive list - additional information may be obtained from the LA Health and Safety team.

## ARRANGEMENTS ADOPTED BY THE SCHOOL GOVERNING BODY

The Governing Body may adopt the following Council's policies and guidelines as their own policy

- Health and Safety Policy
- Manual Handling Operations
- Control of Substances Hazardous to Health (COSHH)
- First Aid at Work
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)
- Working with Display Screen Equipment (DSE)
- Health and Safety Guidelines for Design and Technology at Key Stages 1&2 3&4
- Dealing with Violence, Aggression and Threatening Behaviour

## OTHER POLICES AND GUIDANCE

The Governing Body may insert other guidance that may be appropriate such as:

- CLEAPPS
- Health and Safety Executive (HSE) Approved Code of Practice
- Department for Education and Employment Guidance
- British Standards/ISO
- Medical Advice for Staff in Schools
- Medical Pupils with Medical Needs (DFEE)