

INTRODUCTION

What is a health and safety policy statement?

Your health and safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

This is an example of a policy statement that you can use, fill in and keep in your school. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.

Why do I need a health and safety policy statement?

The health and safety policy statement is your starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

Who should do what?

The responsibility for health and safety rests with the Local Education Authority, the Head Teacher and the Governing Body.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the Governors and Head Teacher.

Governors and Head Teachers should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it?

Your policy statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g. schools' rules, safety checklists, LEA Circulars, particularly LEA 88 (Education Services Health and Safety Policy) – revision due out shortly, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the policy statement itself.

How often do I need to revise the policy statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually).

Do I have to do anything else?

Yes, you have other legal duties under other legislation. In particular, under the Management of Health and Safety at Work Regulations 1999, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. There will also be other specific legislation that will apply. You may wish to refer to LEA Circular 88 and others for this information.

Remember: What you write into the policy has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

How to use this guidance

This guidance is split into three parts. It contains a statement of general policy based on your legal duties under the Health and Safety at Work Act 1974. Then you can record your organisational responsibilities and your arrangements to ensure the health and safety of your employees. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

Aston All Saints C of E Primary School

Our statement of general policy is:

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed: *S Mellor* **Head Teacher**

Signed: *J Coyle* **Chair of Governors**

Date: January 2016

Review date: January 2017

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

Governors and LEA
Chair of Governors – Mrs Judith Coyle

Day to day responsibility for ensuring this policy is put into practice is delegated to

Mrs Sue Mellor (Head teacher)
Mrs Shelagh Staniland (Deputy Head teacher)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<u>Name</u>	<u>Responsibility</u>
S Mellor Head teacher	Overall responsibility Fire drill
<u>Name</u>	<u>Responsibility</u>
M Cooper Caretaker	Upkeep of building Testing fire bell
<u>Name</u>	<u>Responsibility</u>
Jill Burtoft Cook	Kitchen - Health & Safety Maintenance

All employees have to:

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be Note undertaken by

S Mellor (Head teacher)

The findings of the risk assessments will be reported to

Governors and all staff

Action required to remove/control risks will be approved by

S Mellor (Head teacher)

Governors

Head teacher & Governors

will be responsible for ensuring the action required is implemented.

Head teacher

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every

Year

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are **Note**

To be agreed

Consultation with employees is provided by

Staff Meeting agenda

Regular report to Governors

Finance, HR and Assets Sub Board

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

M Cooper (Caretaker)

Note

will be responsible for identifying all substances which need a COSHH assessment.

M Cooper (Caretaker)

will be responsible for undertaking COSHH assessments.

S Mellor (Head teacher)

will be responsible for ensuring that all actions identified in the assessments are implemented.

**S Mellor (Head teacher)
+ Finance, HR and Assets Sub Board**

will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

M Cooper (Caretaker)

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

Year

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is Note
displayed at/leaflets are issued by

School Office

Health and safety advice is available
from

RMBC
Corporate Health & Safety Team

Supervision of young
workers/trainees will be
arranged/undertaken/monitored by

S Mellor or nominated Teacher

S Mellor (Head teacher)

is responsible for ensuring that our
employees working at locations
under the control of other
employers, are given relevant health
and safety information.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided Note
for all employees by

**S Mellor – Teaching & Non-teaching
M Cooper – Building assistance
Cleaners
J Burtoft – Kitchen Staff**

Job specific training will be
provided by

M Cooper (Caretaker)

Specific jobs requiring special
training are

Manual handling activities

V.D.U

Working at height

Working with electrical items

Training records are kept at/by

S Mellor (Head teacher)

Training will be identified, arranged
and monitored by

S Mellor (Head teacher)

ARRANGEMENTS

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for Note employees doing the following jobs

Health surveillance will be arranged by

Health surveillance records will be kept by/at

The first aid box(es) is/are kept at

School Office

The appointed person(s)/first aider(s) is/are

Staff

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

School Office

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

S Mellor (Head teacher)

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake the following monitoring procedures -

**Finance, HR and Assets Sub Board
– once a year or sooner if necessary**

M Cooper (Caretaker) Daily

S Mellor (Head teacher)

is responsible for investigating accidents.

S Mellor (Head teacher)

is responsible for investigating work-related causes of sickness absences

S Mellor (Head teacher)

is responsible for acting on investigation findings to prevent a recurrence

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

S Mellor (Head teacher)

Note

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every

M Cooper – every day

Fire extinguishers are maintained and checked by/every

South Yorkshire Fire and Rescue Service

Alarms are tested by/every

M Cooper - weekly

Emergency evacuation will be tested every

Term – notices are displayed throughout the building

The Security Co-ordinator is

S Mellor (Head teacher)

The Deputy Security Co-ordinator is

S Staniland (Deputy Head teacher)

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available

Health/Safety & Emergency Planning Officer
Rotherham Metropolitan Borough Council
Education, Culture & Leisure Services
Riverside House
Riverside
Rotherham

Telephone: 01709 822536