



## Twineham CEP School

### HEALTH AND SAFETY POLICY

#### Section A

#### 1. DECLARATION OF INTENT

The Governing Body of Twineham C.E. School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

As a responsible employer, the Governing Body will endeavour to honour its legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventive and protective measures to be put into place as far as is reasonably practicable. To achieve these objectives, there will be consultation with employees and/or their elected representatives with a view to maintaining and promoting safe working procedures and practices, in particular:-

- (i) A safe place of work for all employees, and those people who may be affected by work activities (this will include safe access to and egress from the workplace)
- (ii) A safe and healthy environment for employees to undertake their work.
- (iii) The provision of safe plant, equipment and tools
- (iv) Arrangements for the safe use, handling and storage of substances, with detailed systems of work where required.
- (v) Provision of information, instruction, training and supervision.
- (vi) The establishment of joint consultation, to discuss and develop the effectiveness of this policy with employees and, where practical, representatives of people, other than employees, using plant, equipment and facilities under the control of the Governing Body.
- (vii) This policy and any arrangements that are made will be monitored, reviewed and modified as required
- (viii) An 'Eco' friendly school environment, ensuring we reduce waste and reduce energy consumption.

## **2. ORGANISATION AND ARRANGEMENTS**

The following paragraphs establish the duties and responsibilities of all employees to achieve implementation of the Governing Body's Health and Safety Policy:-

### **2.1 SAFETY RESPONSIBILITIES**

#### **2.1.1 MANAGEMENT RESPONSIBILITIES**

(For the purposes of this document, a manager is any person who exercises a supervisory function over employees).

All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment which are safe and without risk to health.

To this end the governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided and that these arrangements are monitored and reviewed.

#### **2.1.2 STAFF RESPONSIBILITIES**

It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues and people who may be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties or requirements to be achieved.

## **3. SAFETY DUTIES**

### **3.1. THE GOVERNORS**

The Governors have overall responsibility for the health and safety function within the school, determining the policy and its implementation in accordance with their Safety Policy Statement. The governors are responsible for ensuring that all statutory requirements are adhered to, and will continually review the effectiveness of this policy.

### **3.2 THE HEADTEACHER**

Without limiting the responsibility of the Governors, the headteacher will generally oversee the day-to-day management of safety and implementation of this policy within the school.

The headteacher will co-operate and supervise the preparation of information, guidance and operating procedures arising out of occupational safety legislation as it affects the school and the distribution of all information relating to health and safety to staff within the school. He/She must:-

- a) make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and arrangements etc.
- b) taking account of any advice and guidance set out in the Authority's Health and Safety Information System, organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures.
- c) Ensure that all statutory registers and records are accurately kept.
- d) Ensure that all staff in his control are adequately trained and fully aware of the hazards involved in their work.
- e) Ensure that all staff and people affected by the school are aware of first aid facilities, evacuation of premises and other emergency procedures.
- f) Ensure the reporting and investigation of all accidents; ensure all people under their control are aware of the reporting procedure.
- g) In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature consult as appropriate to enable further positive steps to be taken.
- h) Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned.
- i) Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn.

If during an inspection, variations from this policy are observed, immediate and effective steps must be taken to rectify the situation.

In those instances involving health and safety and cost implications, liaise with the Governors to clarify responsibility. The event of disagreement should not prevent emergency action, e.g. erecting a barrier to fence off a hazard.

- j) take appropriate action under the Disciplinary Procedure against anyone under their control found not complying with the letter and spirit of this statement.

### **3.3 HEADS OF DEPARTMENT/SENIOR MANAGEMENT STAFF**

With their special knowledge of the area of work for which they are responsible these people have a key role to play in the running of those activities safely. They must ensure that risks are assessed and control measures implemented. To this end they are expected to ensure that all employees under their supervision know

the relevant safe working practices and that the arrangements for working are safe. They should familiarise new staff with safety aspects of their work and should make sure accidents are reported immediately, and preserve the health and safety of those other than staff insofar as they are affected of the work supervised.

### **3.4 ALL STAFF**

In addition to any specific responsibilities, which may be delegated to them all, staff must:-

- a) make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work.
- b) Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- c) Take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- d) Report all accidents, damage, hazard and defects to the Headteacher/ Manager / responsible Safety Officer and take immediate measures to protect people from risk where this is significant and imminent.
- e) Conduct their activities so that their own and others' risks are minimised appropriately.

## **4. MANAGEMENT GUIDANCE**

Where appropriate, national Codes of Practice, Health and Safety Executive guidance and other formative documents, including those adopted by West Sussex Local Authority as a part of their Health and Safety Information System are published, they will be circulated to those concerned, adopted by the school and made available to all staff, voluntary helpers, and in appropriate format to pupils and other visitors to the premises.

In liaison with the Governing Body, documents and proprietary systems will be considered and, where necessary, adapted to suit local arrangements, in order that appropriate safe working procedures are adopted specific to the needs of the activities and environments of the school.

## **5. ORGANISATION AND SPECIFIC ARRANGEMENTS**

- 1) The Detail of the organisation for communication and managerial responsibility are set out in Section B of this policy.
- 2) The detail of particular arrangements, including the monitoring procedure, is set out in Section C of this policy.

## **6. A COMMITMENT TO TRAINING**

The governors via the headteacher, are responsible for ensuring that members of staff, voluntary helpers and pupils are trained so that the activities of the school are carried out safely.

The Headteacher is responsible for developing training procedures within the school. He/She will also consider the provision of facilities to enable all members of staff to be adequately trained in safe working methods, where required. Health and Safety Training shall form an important part of the induction procedures for persons unfamiliar with the school's arrangements.

## **7. SAFETY CONSULTATION AND CO-ORDINATION**

### **7.1 SAFETY REPRESENTATIVES**

Recognised Trade Unions may appoint Safety Representatives by statutory right. They will function in accordance with the Health and Safety Commission's Code of Practice for Safety Representatives'. The frequency of safety inspections for each workplace will be agreed by consultation with the Headteacher and the Governing Body.

## **8. CONTRACTORS**

Any contractor or sub-contractor employed to do work for, or in, the school will be required within the contract document to operate to standards of safety, no less than those set out in this statement. Any member of staff observing contractors placing another employee or child, visitor etc. at risk of injury is to notify the Headteacher who will raise the matter with the contract supervising officer, or directly with the contractor.

## **9. COMMENCEMENT**

Reviewed, revised and agreed by governors in Feb 16

This Policy shall become effective from.

This policy will be reviewed every three years or earlier if appropriate.  
Next review Feb 19

## **Section B - Organisation of the Health and Safety Systems in**

### **Twineham CEP School Educational Establishment**

- The Chairman of the Governors is The Reverend Stephen McCarthy
- The Governor with nominated responsibilities is The Reverend Stephen McCarthy
- The responsibility for day to day oversight of the governor's responsibility is vested in the Headteacher
- The Headteacher will be assisted by the caretaker
- Union representation as appropriate.
- Staff interests are represented by the Staff Governor
- Child interests are recognised by the School Council

Particular responsibilities for the management of safety/welfare matters are listed below:

- |  |                                   |
|--|-----------------------------------|
| - Cleaning/ Caretaking duties                    | - Caretaker                       |
| - Contractors on site                            | - Caretaker                       |
| - Control of Substances Hazardous to Health      | - Caretaker                       |
| - Display Screen Equipment                       | - Caretaker                       |
| - Electricity at Work Regulations                | - Caretaker                       |
| - Fire Safety                                    | - Caretaker                       |
| - First Aid                                      | - Headteacher                     |
| - Health & Safety in the School Development Plan | - Governor                        |
| - Induction of staff                             | - Headteacher                     |
| - Manual Handling                                | - Caretaker                       |
| - Off-Site Activities                            | - Educational visits Co-ordinator |
| - Physical Education                             | - Co-ordinator                    |
| - Premises Maintenance                           | - Caretaker                       |
| - Reporting/Recording Incidents                  | - Headteacher                     |
| - Risk Assessments                               | - Headteacher                     |
| - Curriculum                                     | - Staff                           |
| - Security                                       | - Caretaker                       |

- Staff Welfare
- Training/INSET
- Headteacher
- Headteacher

## **Section C - PARTICULAR ARRANGEMENTS INCLUDING MONITORING PROCEDURE**

### **1. Arrangements for the effective implementation of the Authority's Health and Safety Information System**

The Governing Body has adopted the Authority's Health and Safety Information System for Educational Establishments. Wherever practicable the Authority will have addressed many of the major risks that school face and will have issued policies and codes of practice. The school's safety policy makes it clear that the Authority's advice and guidance is followed and is effectively implemented, considering in particular access to this information by all who need to use it and any training needs.

### **2. Arrangements for controlling risks**

The school complies with specific legislation that requires formal risk assessments to be undertaken and these are held in a risk assessment file. The School' Health and Safety Manual is available on the WS Grid. It contains general advice and guidance on a range of issues and directs managers to other publications and documents forming the School Health and Safety Information System.

Relevant issues are managed at a local level. In accordance with the Management of Health and Safety Regulations significant risks will be assessed and in certain cases written notes on safe systems of work, codes of practice or safety rules will be recorded in writing. These are uploaded onto the West Sussex CC Evolve website.

#### **1. Monitoring, Audit and Review**

"The Governing Body shall receive reports from the Premises, Health and Safety Committee each term on Health and Safety and shall institute regular inspection and monitoring of the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy / directives of the LA. The operational practice and procedure shall be constantly monitored by the Headteacher / local Safety Officer.

Accident / incident report forms should be analysed. This may help identify any increase or trends in particular types of accident. The Governing Body shall prepare an annual action plan to address deficiencies in health and safety.

Reviewed Feb 16  
Next review Feb 19