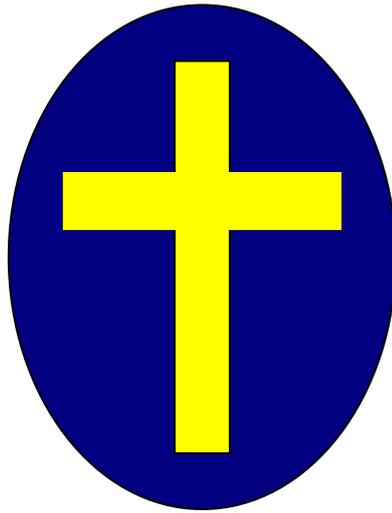


# The Batt C of E Primary School



THE BATT C.E. SCHOOL

## Health and Safety Policy

Date Written/Reviewed:	May 2017
Date for next review:	May 2019 (Every 2 years)
Reviewed by:	Premises Committee

## INTRODUCTION

The Health and Safety at Work (HSW) Act 1974 places a legal duty on **The Batt C of E School** to prepare and, as often as may be appropriate, revise a written Health and Safety Policy and to bring it to this and subsequent revisions to the notice of all its employees.

The Health and Safety Policy for the Academy contains details of the Academy's policy on health, safety and welfare at work of its students, employees and other persons who may be affected by the Academy's activities.

As required by the H&SW Act, this document addresses four key areas:-

- Part 1 contains the statement of intent. Signed and dated by the Head and Chair of the Board of Governors, this states our commitment to consider safety, health and welfare in all aspects of Academy activity.
- Part 2 contains the management organisation for carrying out the policy. This part details the specific responsibilities of key roles. As the Academy activity moves forward in fulfilling its vision, organisational changes that have occurred since the previous policy review are reflected here.
- Part 3 contains the arrangements in place to ensure the responsibilities are discharged in practice, and that all statutory duties applicable to Academy activity are addressed. This part lists some of the main arrangements, and refers to further procedures or policies, and where they are located.
- Part 4 contains the arrangements in place to monitor, review and audit the effectiveness of the overall management of Health and Safety.

## **PART 1**

### **HEALTH AND SAFETY POLICY STATEMENT OF INTENT**

1. Health and safety is a major consideration in all aspect of school activities and the school recognises that health and safety ranks equal with, or above, all other issues.
2. The school recognises the importance of consultation prior to the implementation of health and safety arrangements and the allocation of health and safety functions to its staff.
3. This policy is a commitment to maintain an environment that is safe and without health risks in so far as is reasonably practicable. This includes educational visits.
4. The school recognises that some people are more vulnerable than others and special consideration will be given to their safety and health.
5. School staff, pupils, visitors and contractors have a duty to take reasonable care for the health and safety of themselves and those who may be affected by their acts or omissions.
6. To control risks and monitor health and safety, the school will seek advice on health and safety where appropriate. The school will monitor health and safety issues through a Resources committee. Members of the committee have authority and responsibility within the scope of their role and terms of reference for health and safety issues and are accountable to the Chair. The Health and Safety Lead on site is the Headteacher.
7. In addition to this, all school employees have a legal duty under the H&SW Act to take care of their own health and safety, and that of their fellow employees, they also have a responsibility to students and to co-operate with the school to enable this policy to be successfully implemented.
8. The school has a commitment to provide sufficient health and safety information and training to its staff.
9. The school is fully committed to the health, safety and welfare of its employees, pupils and trainees.

This is the school's general statement of intent. The implementation of this policy is outlined in the enclosed document which outlines the organisation (people and their duties) and arrangements (systems and procedures).

Signed:

Date:

Headteacher

Signed:

Date:

Governor, on behalf of ODST

## **PART 2**

### **THE ORGANISATION – POSTS AND DUTIES**

#### **2.1 RESPONSIBILITIES OF GOVERNORS**

As an accountable body, the Governors have the overall responsibility for ensuring

- a) The health and safety of the school employees while at work;
- b) Pupils or other persons who may be affected by the school's activities or the condition of the facilities on its premises
- c) The health and safety policy includes the organisation and arrangements for its effective implementation
- d) The policy statement and all supplementary documents are reviewed regularly and in any event not less than bi-annually.
- e) Ensure the Headteacher's health, safety and wellbeing is monitored and maintained.

*Resources are made available:-*

- To fulfil statutory requirements and prevent risk of injury to students and employees;
- To provide for improvements in the health, safety and welfare at work of its students and employees and to provide particular and specialist support for those that are more vulnerable
- to set strategies for developing improved standards of employees' health and well-being

The above responsibilities will be determined and monitored by the Headteacher who will prepare and submit an annual progress report for the Governors.

#### **2.2 RESPONSIBILITIES OF THE HEAD TEACHER /HEALTH & SAFETY LEAD**

The Headteacher is ultimately responsible to the Governors for the implementation of the health and safety policy. The Headteacher will:

- a. Receive recommendations for the development of the health and safety policy and procedures from the Health and Safety Advisor for Oxfordshire.
- b. Oversee that appropriate responsibilities for health and safety are properly assigned and accepted at all levels.
- c. Ensure that the staff, including other site users, fulfil their health and safety responsibilities
- d. Determine the strategy and resources for the promotion of health and safety and personal wellbeing amongst the pupils and employees and make recommendations to the Board of Governors

- e. Ensure health and safety performance is monitored and a safe learning environment is provided for the pupils.
- f. Ensure that this policy is revised bi-annually and the subsequent revisions are brought to the attention of the employees.
- g. Take advice on the interpretation of legal requirements and measures necessary to ensure that legal responsibilities are met.
- h. Oversee and manage the response to incidents. This would include the provision of First Aid, fire, evacuations procedures and the maintenance of the Academy's personal emergency evacuation plans (PEEP) register
- i. Carry out bi-annual reviews of this policy and associated documentation and bring recommendations for changes to the attention of the governors.
- j. Develop policies, procedures and standards and communicate these as appropriate.
- k. Develop the requirements for safe systems of work (including permit to work systems).
- l. Advise and assist on the development and implementation of risk management strategies.
- m. Develop a framework for monitoring, reviewing and evaluating health and safety performance.
- n. Advise on emergency planning measures to facilitate safety of staff, pupils and visitors
- o. Maintain copies of relevant regulations, standards and other advisory literature and disseminate these to employees as appropriate.
- p. Maintain accident records and report the findings of accident analysis to the Resources Committee. Report accidents to the HSE (Health and Safety Executive) and other bodies within the set time frame
- q. Prepare annual progress report for submission to the Board of Governors.

### **2.3 RESPONSIBILITIES OF THE SITE MANAGER (Jonathan Glithero)**

The Site Manager has additional responsibilities for:

- a) Ensuring that all facilities within his control are of a safe, clean and hygienic state at all times.
- b) To ensure that all plant and equipment is maintained and serviced by suitably qualified persons.
- c) To ensure all safety checks are carried out within the required legal time frames.
- d) To control the security of all premises and facilities within their derestriction.
- e) Ensure suitable and sufficient records are maintained.

## **2.4 RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have a legal duty:

- a) To take reasonable care of their own health and safety and that of others, such as pupils and colleagues, whilst at work.
- b) To assess health and safety risks affecting their pupils and provide them with instructions and supervision to carry out their tasks safely.
- c) To seek advice from their manager when they are uncertain about the safety implications of the activities they organise for pupils.
- d) To co-operate with their line manager to the extent that is necessary for them to fulfil their health and safety responsibilities.
- e) To report H&S failings and issues.
- f) To not misuse equipment designed and provided for H&S purposes.

## **PART 3**

### **ARRANGEMENTS, SYSTEMS AND PROCEDURES**

The Trust is committed to compliance with the H&SW Act **and to use the OHSAS 18001 as our model**. The Trust has a variety of arrangements, systems, policies and procedures in place.

- a) Meetings to discuss the continued high standard of health and safety management.
- b) Policies and procedures specific to aspects of health safety and safeguarding.
- c) Dealing with accidents, incidents and emergencies.
- d) Staff training.

#### **Meetings**

##### **The Trust's Resources Committee**

Meets 5 times a year and has been appointed to:

1. Monitor health and safety policies and procedures, ensuring that they are reviewed and updated.
2. Ensure that policies and procedures comply with health and safety legislation and best practise guidance.
3. Monitor and review the health and safety activities and organise internal and external inspections, to ensure that they are working effectively.
4. Ensure that there is an adequate process in place to deal with day to day issues of health and safety management.
5. Consult and inform staff about health and safety matters.

6. Ensure specialist health and safety expertise is contracted and available when necessary.
7. Act as forums for the Headteacher, consulting with employee representatives on health and safety issues.
8. Monitor the health, safety and wellbeing of the Headteacher.
9. Study accident trends for the Trust and put forward recommendations for corrective action.

## **Policies and Procedures**

- All of the Trust's policies and procedures can be accessed via electronic copies in the Headteacher's office and/or admin office.
- Health and Safety procedures inform staff what they must do to comply with current legislation.
- Policies and procedures are written in a manner that will make them understandable and workable.

## **Dealing with Accidents, Incidents and Emergencies: A planned accident prevention philosophy**

With an objective of a reduction in accidents and dangerous occurrences, the Trust will carry out proactive risk assessments. It will recognise problems, establish responsibility, take all factors into account, decide accident prevention action and monitor results. There will be reactive after-event investigation, recording and monitoring to establish the root cause and to take measures to prevent repeat events/problems.

## **Accidents and RIDDOR**

- The Trust recognises its duty under the Reporting of Injuries Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. It has an obligation to report to the appropriate enforcement authority certain specified injuries or death. In particular it must report any injury resulting in the injured person being admitted to hospital for more than 24hours and when a person is unable to carry out their normal work or is absent from work for more than seven consecutive days as a result of an accident.

The appropriate authority; Health and Safety Executive can be contacted using the online system <http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports  
Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

- First Aid kits are provided throughout the Trust and are under the control of the lead first aiders.
- It is the responsibility of everyone to report accidents as soon as possible. All accidents and incidents must be recorded on an Accident form or an Incident form, and given to the Headteacher to be logged and investigated if necessary.

### **Fire Precaution and Evacuation Procedures**

- Fire escape doors are clearly marked and must never be obstructed.
- For minor fires, fire extinguisher and fire blankets are provided.
- A suitable and sufficient means of raising an alarm must be used in the event of a fire.
- In the event of a fire, everyone should make their way calm to the assembly points in the **playground** following the fire escape signs.
- The assembly points are as shown on maps in the Health and Safety Notice boards.
- Staff, visitors and pupils with disabilities, learning difficulties, or medical conditions should be identified and some have individual evacuation plans (PEEP); in particular, those using wheelchairs need to be able to use the identified system in place at the school.

### **Training**

- All appropriate health and safety training is supplied to staff to ensure both the safety of themselves but also that of the pupils. Training needs are identified by the Headteacher through monitoring the training matrix including refresher identified within the school processes. The **School Business Manager and Headteacher** are responsible for the sourcing and organisation of the delivery.

## **PART 4**

### **MONITORING AND REVIEW**

The Trust is committed to compliance with the H&SW Act and to use the OHSAS 18001 monitoring element In order to gauge success and to prove commitment to improve, we have put in place a variety of monitoring processes.

- Inspections of the workplace (Schools) every six months
- Yearly health and safety health check by the competent advisor for the school.
- Contact from the competent advisor by email, visit or phone each term
- Detailed accident investigation
- Correlation of H&S statistics and information

## **Inspections**

The inspections are planned. A small inspection team is invited, either as individuals or a group, to look and report on the following:

- The fabric of the building/s
- Suitability and safety of facilities
- Suitability and safety of equipment used
- Practices and procedures within the Trust
- Emergency responses
- Assessment of risks identified through risk assessment of activities
- Site specific H&S considerations

On completion of the inspection a report will be produced that has listed any deficiencies that are observed. This report is passed to the staff of that area and Headteacher with an agreed review date recorded to ensure actions have been carried out.

## **Detailed Accident Investigation**

Reporting and reviewing of all accidents and incidents will take place. The **Health and safety lead** will carry out detailed investigations of all accident reports. The focus of the investigation will be to check the root cause/s of the accident and the suitability of risk assessments and training provided.