

# Health and Safety Policy



*ROBY PARK  
PRIMARY SCHOOL*

## ROBY PARK PRIMARY SCHOOL

### HEALTH AND SAFETY POLICY

This is our current Statement of Organisation and arrangement for Ensuring Health and Safety. Our policy comprises two parts: Part one is the **Statement of Policy** and Part two comprises the **responsibilities and duties** of staff and visitors.

#### **PART ONE: STATEMENT OF POLICY**

- 1.1 This is a statement of policy for Roby Park Primary School. This does not replace Knowsley Borough Council's statement of Health and Safety policy. Copies of the Borough Health and Safety documents are available in the Site Manager's Office.
- 1.2 It is the intention of the governors that for health and safety purposes the school will operate within the structure and framework of KMBC and will apply all health and safety instructions and advice issued by the Education Department.
- 1.3 The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:
  - To establish and maintain a safe and healthy environment.
  - To establish and maintain safe working procedures amongst staff and pupils.
  - To ensure the provision of sufficient information, instruction and supervision to include all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work. To allow access to health and safety training as and when provided.
  - To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
  - To lay down procedures to be followed in case of an accident.
  - To provide and maintain adequate welfare facilities.

#### **PART TWO: RESPONSIBILITIES AND DUTIES**

##### **2.1 The Headteacher.**

The overall responsibilities for all school health and safety organisation rests with the Headteacher who shall:

Set up arrangements in the school to cover all Health and Safety legal requirements.

Produce a written statement of those arrangements and to bring it, and the Council's statement to the attention of all staff.

Be available to any member of staff to discuss Health and Safety problems not solved at a lower level or through the established arrangements.

To report to the Education Department those instances where the Head's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification.

To be available to appointed safety representatives and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and respond in writing within a reasonable time.

To ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent re-occurrences.

To review from time to time:

- i. The provision of first aid in school.
- ii. The emergency regulations.

To review regularly the dissemination of safety information concerning school.

Recommend necessary changes and improvements in welfare facilities.

Inform the Governors from time to time of the safety procedures of the school.

## 2.2 **All employees**

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work."

All staff are to pursue the objectives of the Council in respect of Health and Safety.

All employees are expected:

To know the special safety measures and arrangements to be adopted in their own working areas and ensure they are supplied.

To observe standards of dress consistent with safety and/or hygiene.

To exercise good standards of house keeping and cleanliness.

To know and apply emergency procedures in respect of fire and first aid.

To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.

To co-operate with other employees in promoting improved safety measures in their school.

To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or Public Health Authority.

## 2.3 **Health and Safety**

In addition to the responsibilities outlined in the main job brief the Headteacher shall:

Co-ordinate the whole school programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation.

Carry out regular inspections of the school and inform the appropriate authorities of any problems/deficiencies and ensure that the appropriate officer is advised of any necessary action.

Set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent re-occurrences. Report as necessary to LEA/appropriate office.

Disseminate safety information within the school.

Ensure that new employees are briefed about safety arrangements and are given a copy of the school's statement and the opportunity to read it.

Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

Ensure that all visitors are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting staff and pupils.

To organise and record evacuation drills and have special regard for the evacuation of physically handicapped pupils.

Liaise when appropriate with the site manager and senior staff.

The Headteacher is the 'appointed person' to take charge of a situation involving injury or illness. In his/her absence the senior member of staff on call assumes the responsibility.

#### **2.4. Teaching and support staff posts of responsibility.**

These staff:

Have a general responsibility for the application of the LEA's and school's safety policy to their own departments or area of work and are directly responsible to the Head for application of safety measures and procedures within the department/area of work.

Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring as far as reasonably practical, safety and absence of risk to health in connection with the use, handling, storage, and transport of articles and substances (e.g. chemicals, boiling water, guillotines).

Shall deal with any Health and Safety problems referred to them by a member and refer to the Head or Safety Representative of any of these problems they cannot resolve.

Shall carry out regular safety inspection of the activities for which they are responsible and where necessary submit a report to the Headteacher.

Shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and

pupils to avoid hazards and contribute positively to their own safety and health at work.

Shall where appropriate seek advice and guidance of the relevant Adviser or Officer of the LA.

Shall propose to the Head requirements for safety equipment.

## 2.5. **Class Teachers**

Teachers have the responsibility for the safety of pupils when they are in their charge. This responsibility can be delegated to a student teacher, on the proviso that a member of teaching staff is within the immediate vicinity.

If for any reason a teacher considers he/she cannot accept this responsibility he/she should discuss the matter with the Head.

Class teachers are expected:

To exercise effective supervision of the pupils and to know the emergency procedures in respect of bomb scare and first aid.

To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.

To give clear instructions and warnings as often as necessary.

To follow safe working procedures personally.

To call for protective clothing, goods, special safe working procedures etc. where necessary.

To regularly check all equipment, furniture and their environment (heating, lighting etc.) and to report any defects to the Site Manager and Headteacher.

## 2.6 **The Site Manager**

In addition to the responsibilities outlined in the main job brief the site manager shall:

Carry out regular inspections of the school and grounds and inform the Headteacher/Health and Safety Representative of any problems/deficiencies. He/she must carry out the appropriate action to rectify the deficiency or contact the appropriate officer and ensure the work is carried out.

Keep a record of all such remedial work and requests for maintenance, giving a copy to the Administration officer.

Fulfil all the necessary precautions regarding maintenance and cleaning duties including COSHH regulations and electricity at work regulations.

Work with the Health and Safety Representative and Headteacher to ensure a safe, secure environment.

Maintain and inspect all fire equipment, alarms and precautions as laid down in 'Fire' Book.

Have responsibility for hygiene of toilet facilities throughout the school.  
 Ensure all outside contractors have reported to Site Manager and liaise with the Headteacher if necessary. Discuss the nature of work and any risks to pupils/staff.  
 Appraise outside contractor of any hazards in the area of work.  
 Ensure that all outside contractors receive the schools Health and Safety guidelines applying to contractors and confirm that they will comply to these regulations by signing the sheet available in the main office.

## 2.7 The Pupils

The pupils are expected:

To exercise personal responsibility for the safety of self and other pupils.

To observe standards of dress consistent with safety and/or hygiene (this includes the 'jewellery' school rules).

To observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency.

To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## 2.8 Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. A Health and Safety induction form should be issued to all teachers, supply teachers and teaching assistants. It is the responsibility of the class teacher to ensure that appropriate information is cascaded to all student teachers, work experience placements and other voluntary helpers.

All staff and visitors should sign in and out of the building. Visitors working directly with children should provide evidence of a current CRB check and relevant ID. All contractors should show appropriate and valid ID.

**POLICY AGREED BY GOVERNORS ON .....**

**SIGNATURE OF CHAIR OF GOVERNORS.....**

**SIGNATURE OF HEADTEACHER.....**

Date to Be Reviewed	Actual Date of Review	Signed HT or COG
November 2014		