WENTWORTH PRIMARY SCHOOL

HEALTH AND SAFETY POLICY STATEMENT

Reviewed September 2016
Next Review Date: September 2019

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This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the Health, Safety and Wellbeing Policy and guidance which have been written by the Local Authority and Essex County Council and adopted by the Governing Body. The general aims of these policy statements and the arrangements set out below are designed to implement the general aims of Wentworth Primary School.

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling storage and articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Governors and Head in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties when appropriate;
9. Provide and maintain adequate welfare facilities and to make recommendations to the LA as appropriate.

Responsibility of the Governor and Head

The governors and headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange periodic practice evacuation drills to take place for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the Local Authority safety policies, procedures and other information issued by the local authority;
4. Make arrangements for the implementation of the Local Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and pupils of relevant safety procedures;
6. Ensure regular safety inspections are undertaken by the Health and Safety governor with support from the Head, Caretaker and School Business Manager.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
8. Report to the Local Authority any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
   N.B. The Governing Body will deal with all aspects of maintenance which are under their control. Reporting to the Local Authority will take place of any other situation identified as being unsafe and hazardous and which cannot be remedied within the financial resources available to the school;
9. Monitor, within the limits of expertise, the activities of contractors (in liaison with the site surveyor or Local Authority), hirers and other organisations present on the site, as far as is reasonably practicable;
10. Identify any members of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the

management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Governor Delegated to Assist in the Management of Health and Safety

The delegated person shall:

1. Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by the Local Authority and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. Investigate any specific health and safety problem identified within the school and take recommend (as appropriate) remedial action;
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governing Body or Headteacher;
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. Ensure that staff with control of resources (both financial and other) give due regard to safety;
8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and to set a good example personally.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. Provide written instructions, warning signs as appropriate;
6. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. Provide the opportunity for discussion of health and safety arrangements;
10. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training;
12. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to;

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. Co-operate with the Local Authority and others in meeting statutory requirements. Not to interfere with or misuse anything provided in the interests of health, safety and welfare;
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the headteacher;

4. Ensure that tools and equipment are in good condition and report any defects to the headteacher;
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. Ensure that offices and general accommodation are kept tidy;
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw them to the attention of the Headteacher.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure that they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required by employees.

Responsibilities of Pupils

All pupils are expected, within their ability, to;

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. Observe all the safety rules of the school and in particular the instructions of the staff in the event of an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices home/school agreement or through the school newsletter and website.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery persons) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The Governors and Headteacher must ensure that:

1. The means of access and aggress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher, School Business Manager or Caretaker knows of any hazard associated with the above, she should take action to make hirers aware of it;
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Hirers of the building are briefed about the location of fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation of the hirer or his staff.

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency are posted in all classrooms and other main areas of the building.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First Aid is available in the medical bay and additional first aid boxes are available at lunchtime play and for school trips.
2. The name of the first aid appointed person is J. Doran. All office staff have first aid training. Midday assistants, several teachers and teacher assistants have had training in first aid. Named paediatric first aid appointed persons – B. Hall and S. Ainscough
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher. The accident book and report forms and the arrangements to be followed if the person is unable to complete an accident report form or who is not an employee of the Local Authority are to be found in the Admin Office.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the trips co-ordinator and supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by Essex County Council.