
CHALONER PRIMARY SCHOOL

Health and Safety Policy



Date Policy Approved	January 2019
Review frequency	Every year
Next review date	On or before January 2020
Approving body	Finance & Premises

Health and Safety Policy

PREAMBLE

Every employee of Redcar & Cleveland Borough Council should be aware of the Council's statement of safety policy. Every employee on the premises should also read the departmental policy, which draws attention to the specific obligations of the department.

This policy statement meets specific needs of Chaloner Primary School premises, employees, service users and members of the public who may use the premises. All employees are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the Act.

All employees have the responsibility to co-operate with the Supervisors and Managers to achieve a healthy and safe workplace. Each employee also has a responsibility to take reasonable care of themselves and of others who may be affected by their activities at work.

POLICY STATEMENT

The following statement sets out the health and safety objectives for Chaloner Primary School.
Chaloner Primary School

- Will take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), pupils and others who may be affected by its activities.
- Will take all necessary steps to ensure compliance with all relevant health and safety legislation.
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and wellbeing are an integral part of all its activities and will take steps to manage these effectively.
- Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health; safety and wellbeing and have regard for the health safety and wellbeing of others.
- Is committed to providing the necessary information, instruction and training to all staff and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
- In any event will review this health and safety policy document annually at least.
- Will set out full details of the organisation and arrangements for the management of health, safety and wellbeing in the school.

RESPONSIBILITIES

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

The Governing Body

The Governing Body of Chaloner Primary School has collective responsibility for ensuring that the Redcar & Cleveland Council Health and Safety Policy is approved for use and that arrangements are in place for the school to implement it.

Management Structure

The **Governing Body** is responsible for strategic health and safety planning and for periodic review of health and safety performance.

The **Headteacher** is responsible to the Governing Body for securing the full implementation of the school's health and safety policy.

Members of the school senior leadership team are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers.

FIRE WARDEN

Mr Briggs

FIRST AID

Medical Leads:

Mrs A Bailey

Mrs T Ibbotson

All Teaching staff are qualified first aiders, the level of which is relevant to their position in school. A record of training is kept in the Health and Safety File.

RISK ASSESSORS

Caretaker- Mr Briggs

Headteacher- Mrs Parker

COSHH ASSESSORS

Caretaker- Mr Briggs

Headteacher- Mrs Parker

Redcar & Cleveland Council's Health, Safety and Wellbeing Advisers are responsible for providing advice and support to schools on all aspects of health and safety.

IMPLEMENTATION

The Governing Body; Headteacher, and Senior Leadership Team, will implement the school's health, safety and wellbeing policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's health, safety and wellbeing policy.
- Ensuring that their responsible managers and staff are competent through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all staff (including agency staff) are familiar with, and comply with, the requirements of the school's health, safety and wellbeing policy and that all new staff are inducted into the requirements of the health and safety policy and any school and Redcar & Cleveland Council guidelines and instructions.
- Ensuring that any contractors and sub-contractors who work in school premises have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Reporting annually to the Governing Body on health, safety and wellbeing issues within the school.

Middle Leaders will ensure that:

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the Headteacher and Senior Leadership Team.
- Significant hazards within their Key Stage are identified and suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Staff (including agency staff) and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- A system to manage health, safety and wellbeing within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements, will be implemented.
- Equipment and substances are suitable for the purpose they are used.

Staff (including agency staff)

All staff (including agency staff) are responsible for:

- Complying with the school's health, safety and wellbeing policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with the school's Governing Body; Headteacher and Senior Leadership Team in complying with all relevant statutory provisions.
- Using all work equipment and substances in accordance with the information, instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to the schools Governing Body; Headteacher and Senior Leadership Team any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

Pupils

All pupils will be responsible for

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher/ Headteacher.

AUDIT AND REVIEW

The principal means used for reviewing the school's health, safety and wellbeing policy will be:

- Annual audits of health, safety and wellbeing management in individual departments. **The audit will be conducted by two Governors from the Finance & Premises Committee and the Caretaker (Mr Briggs). Additionally an external audit is carried out by Redcar & Cleveland Council annually.**
- Annual reports to the Full Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.
- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.

ARRANGEMENTS

ACCIDENT RECORDING AND REPORTING (children)

Accident books and literature kept in main office, staffroom, Lower KS2 area and the EYFS area. To be filled in by an adult.

Minor accidents are recorded as they happen in our accident book. Parents are informed if necessary by the class teacher or the secretary, an accident slip is issued. All injuries are investigated. The First Aid Kit is kept with the accident book. The accident book is checked monthly by the Medical Coordinators to check for patterns of minor accidents in the type of accident, location of accidents and individual children injured. If a pattern is identified then change is actioned to ensure accidents can be minimalised.

If we are concerned the accident may be more serious, we contact the parents/carers to collect them, if the child injured appears to be at risk of serious harm we dial 999 for an ambulance, a member of staff will accompany the child until a parent/ carer arrives. For all more serious incidents an incident reporting form is filled out and kept in school in case later needed.

ACCIDENT RECORDING AND REPORTING (staff and visitors)

We follow the Redcar and Cleveland's Accident Reporting Policy, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

SURVEYS

Mr. Briggs surveys the premises on a daily basis internally and externally. Any problems are reported each morning to the Head Teacher. If Mr. Briggs cannot rectify any problems the Head Teacher will arrange for a call to be made to the relevant technical services department. Mr. Briggs will prioritise and report emergencies immediately.

REPORTING FAULTS

Faults will be reported to the Head teacher (Mrs Parker, Office Staff (Ms Saunders) or Mr Briggs. Any faults that cannot be rectified are reported immediately to the relevant technical service.

GENERAL FIRE SAFETY

The Head Teacher and members of staff are responsible for checking routes. Fire drills are held on a termly basis. Times are recorded.

The Caretaker tests the fire alarms on a weekly basis. This is recorded.

TRAINING

A record of all relevant training is kept in the Health & Safety File. Mr Briggs keeps members of staff aware of any training issues. Health & Safety bulletins are brought to the attention of all staff.

VISITORS

Visitors must identify themselves before they can gain access. They are then asked to sign the visitor's book held at the main office. When leaving, the visitors report to the secretary and enter the departure time in the visitor's book. If a visitor sustains an accident during their visit they must report it immediately to a member of staff who will refer it to the relevant person to deal with.

CONTROL OF CONTRACTORS

All contractors report to the main office where they sign the visitor's book and a Health & Safety authorisation to work form. This asks them to state any substances that have a COSHH or RISK assessment. After completing their work, they sign out. Contractors, working in school when children are present, will be accompanied by an adult with a current DBS.

It is expected that contractors will carry out their own risk assessments and follow their own policy for Health and Safety. However if they sustain an injury whilst on school premises they must report it to the main office immediately.