Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

Aston All Saints C of E Primary School

Our statement of general policy is:

• to make adequate arrangements for the health, safety and welfare of the staff and pupils;

• to provide adequate control of the health and safety risks arising from our work activities;

• to consult with our employees on matters affecting their health and safety;

• to provide and maintain safe plant and equipment;

• to ensure safe handling and use of substances;

• to provide information, instruction, and supervision for employees;

• to ensure all employees are competent to do their tasks, and to give them adequate training;

• to prevent accidents and cases of work-related ill health;

• to maintain safe and healthy working conditions; and

• to review and revise this policy as necessary at regular intervals.

Signed:  S Mellor  Head Teacher

Signed:  C Darling  Chair of Governors

Date:  October 2019

Review date: October 2020
RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

Governors and LEA
Chair of Governors – Mrs Charlotte Darling

Day to day responsibility for ensuring this policy is put into practice is delegated to

Mrs Sue Mellor (Head teacher)
Mrs Rebecca Mottershaw Assistant HT

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>S Mellor</td>
<td>Overall responsibility</td>
</tr>
<tr>
<td>Head teacher</td>
<td>Fire drill</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>M Cooper</td>
<td>Upkeep of building</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Testing fire bell</td>
</tr>
<tr>
<td>Viv Sykes</td>
<td>Kitchen - Health &amp; Safety</td>
</tr>
<tr>
<td>Cook</td>
<td>Maintenance</td>
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</tbody>
</table>
All employees have to:

- co-operate with supervisors and managers on health and safety matters;

- not interfere with anything provided to safeguard their health and safety;

- take reasonable care of their own health and safety; and

- report all health and safety concerns to an appropriate person (as detailed in this policy statement).
Risk assessments will be undertaken by

S Mellor (Head teacher)

The findings of the risk assessments will be reported to

Governors and all staff

Action required to remove/control risks will be approved by

S Mellor (Head teacher)

Governors

Head teacher & Governors

will be responsible for ensuring the action required is implemented.

Head teacher

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every

Year

or when the work activity changes, whichever is soonest.
## CONSULTATION WITH EMPLOYEES

<table>
<thead>
<tr>
<th>Employee Representative(s) are</th>
<th>Note</th>
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<tbody>
<tr>
<td>To be agreed</td>
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Consultation with employees is provided by:

- **Staff Meeting agenda**
- **Regular report to Governors**
- **Finance, HR and Assets Sub Board**
**ARRANGEMENTS**

**SAFE HANDLING AND USE OF SUBSTANCES**

**M Cooper (Caretaker)**

will be responsible for identifying all substances which need a COSHH assessment.

**M Cooper (Caretaker)**

will be responsible for undertaking COSHH assessments.

**S Mellor (Head teacher)**

will be responsible for ensuring that all actions identified in the assessments are implemented.

**S Mellor (Head teacher) + Finance, HR and Assets Sub Board**

will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

**M Cooper (Caretaker)**

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every Year

or when the work activity changes, whichever is soonest.
ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at/leaflets are issued by Note School Office

Health and safety advice is available from RMBC Corporate Health & Safety Team

Supervision of young workers/trainees will be arranged/undertaken/monitored by S Mellor or nominated Teacher

S Mellor (Head teacher) is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.
ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by

S Mellor – Teaching & Non-teaching
M Cooper – Building assistance
Cleaners
V Sykes – Kitchen Staff

Job specific training will be provided by

M Cooper (Caretaker)

Specific jobs requiring special training are

Manual handling activities
V.D.U
Working at height
Working with electrical items

Training records are kept at/by

S Mellor (Head teacher)

Training will be identified, arranged and monitored by

S Mellor (Head teacher)
Health surveillance is required for employees doing the following jobs.

Health surveillance will be arranged by

Health surveillance records will be kept by/at

The first aid box(es) is/are kept at

School Office

The appointed person(s)/first aider(s) is/are

Staff

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

School Office

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

S Mellor (Head teacher)
To check our working conditions, and ensure our safe working practices are being followed, we will undertake the following monitoring procedures -

**Finance, HR and Assets Sub Board** – once a year or sooner if necessary

**M Cooper (Caretaker) Daily**

**S Mellor (Head teacher)**

is responsible for investigating accidents.

**S Mellor (Head teacher)**

is responsible for investigating work-related causes of sickness absences

**S Mellor (Head teacher)**

is responsible for acting on investigation findings to prevent a recurrence
<table>
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<td>is responsible for ensuring the fire risk assessment is undertaken and implemented.</td>
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Escape routes are checked by/every

| M Cooper – every day |

Fire extinguishers are maintained and checked by/every

| South Yorkshire Fire and Rescue Service |

Alarms are tested by/every

| M Cooper - weekly |

Emergency evacuation will be tested every

| Term – notices are displayed throughout the building |

The Security Co-ordinator is

| S Mellor (Head teacher) |

The Deputy Security Co-ordinator is

| R Mottershaw Assistant HT |
SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available

Health/Safety & Emergency Planning Officer
Rotherham Metropolitan Borough Council
Education, Culture & Leisure Services
Riverside House
Riverside
Rotherham

Telephone: 01709 822536