



WARDEN PARK PRIMARY ACADEMY

Health and Safety at Work

POLICY

1.0 Declaration

- 1.1 The Board of Directors is fully cognisant with the aims and objectives of the West Sussex County Council and the Director of Education to achieve Health and Safety at work. This document is supplemental to the Education Authority's policy statement and aims to set out the arrangements by which the Governing Body will assist in achieving safe work.
- 1.2 The Board of Directors following delegation, will under Section 4, Health and Safety at Work Act 1974, be treated as the person who has control of the premises.
- 1.3 It will be the Board of Directors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure Health and Safety at Work.

2.0 Responsibilities

- 2.1 All members of the Board of Directors are responsible for the maintenance of safety and access, the maintenance of the premises and the minimisation of risks to health arising from plant or substances used on the premises.
- 2.2 Every possible assistance will be given to the Director of Education in his legal responsibility to achieve a safe working environment for his employees.

3.0 Safety Duties

- 3.1 To achieve the responsibility laid down above, the Board of Directors accepts the following duties:
 - a. To participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health and safety and derived from the premises, materials or equipment, and the safe access and egress.
 - b. Where problems of responsibility and establishment are concerned, to discuss with the Director of Education how to rectify the position so that safety is maintained.
 - c. To ensure that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.
 - d. In ensuring contractors are able to complete work safely, their Safety Policy Statements and Safe Working Methods will be requested and examined prior to work commencing.

- e. To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.

To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the Headteacher or members of the Board of Directors.

- g. As appropriate for meetings of the Board of Directors, to ensure that an item entitled 'Safety of Premises, etc.' is included on the agenda.

- h. To consider and make arrangements to allow the Director of Education to achieve his legal obligations to:

1. Provide training for safety.
2. Disseminate information.
3. Provide adequate supervision.

4.0 Management Procedures

- 4.1 The Board of Directors will abide by any instructions and take heed of any information issued by the Director of Education and will enhance this with local rules and procedures to take account of its own area of responsibility.

- 4.2 In particular there will be consideration of:

- a. The procedure for dealing with disputes over responsibility for repairs and emergency procedures.
- b. The procedures for and general outline of how premises inspections etc. will be carried out.
- c. The detailed responsibilities of the Board of Directors and how they will interact with the responsibilities of the Director of Education and the Headteacher.

5.0 Staff Responsibilities

- 5.1 It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues and persons who may be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties or requirements to be achieved.

- 5.2 In addition to any specific responsibilities which may be delegated to them, all staff must:

- a. Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work.
- b. Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- c. Take reasonable care of all safety equipment and clothing given into their possession and report any defects.
- d. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.

- e. Report all accidents, damage, hazards and defects to the Safety Officer.
- f. Conduct their activities so that they provide no risk to health and safety of those persons under their control or supervision.

6.0 Safety Consultation and Co-ordination

- 6.1 In all matters of consultation and co-ordination with employees and the LEA, the Governing Body will rely on the Head of Establishment either to make arrangements or act on their behalf.

Adopted January 2012.



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Health and Safety at Work - Annex A

P O L I C Y

Advisory Document for Organisations using the School Premises.

A Health/Safety Policy is available to be viewed in the School Office.

Hirers MUST:

- a. make themselves familiar with and conform to the above-mentioned Safety policy including any instructions and requirements for safe methods of activity.
- b. make sure they are aware of the hazards associated with their activity and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- c. Take reasonable care of all safety equipment given into their possession and report any defects. Always wear safety equipment when undertaking those tasks for which it is required and use all safety devices provided.
- d. report all accidents, damage, hazards and defects to the Headteacher, however minor.
- e. conduct their activities so as they provide no risk to the health and safety of those persons under their control and the fabric of the building.



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Health and safety Policy – Annex B

Security in School

The Board of Directors will:

- * regularly review the health and safety policy to ensure that security issues are included and updated as appropriate
- * carry out a periodic review of security and present a written report to the full Board of Directors on an annual basis
- * ensure information is included in the prospectus that outlines security procedures e.g. for taking children out of school during the school day
- * maintain in good repair signs that clearly indicate the location of the main entrance and fire exits
- * maintain in good repair push bars to the main doors on to the playground to ensure that access from outside is under the direction of staff

Teaching staff will:

- * Supervise the KS doors at 8.40 . Teachers will be in class from 8.40 to welcome children.
- * Collect and escort children from the playgrounds at the end of break and lunch times and escort the children to the playground at the end of the day
- * Remind the children that they are not allowed to leave school at any time without permission
- * Challenge unfamiliar adults

The Premises Manager and other staff will:

- * Ensure that the front entrance and side gates are kept locked during the school day
- * Provide notices on entrances other than the main entrance that indicate that use is for pupils, staff and parents ONLY. Re-direct visitors to the main entrance
- * Continue to use the visitor badge system

Parents will:

- * gain entry to the school via the main entrance unless otherwise permitted by a member of staff
- * observe school procedures e.g. for taking children out of school during the school day, late arrival
- * inform school if someone else is collecting children at the end of the day

Pupils will:

- * at a level appropriate to their understanding, act responsibly when moving around the school building, using toilets etc without supervision
- * understand the reasons why they are not allowed to leave school during the school day
- * use the toilets at break times, whenever possible