

Brimrod Primary School



Health & Safety

Agreed:

Review Date:

Part 1: STATEMENT OF INTENT AND GENERAL POLICY

- The Governors of Brimrod Community Primary School recognise their corporate responsibility under the Health and Safety at Work etc Act 1974, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.
- They will take all reasonably practical steps within their power to fulfil this responsibility.
- It is the intention of the Governors that for health and safety purposes the school will operate within the structure and the framework of Rochdale Metropolitan Borough Council and will apply all health and safety instructions and advice issued by the Council and the Education Department in particular.
- The Headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and to circulate this information to all staff and Governors and subsequently to monitor the effective implementation of the arrangements.
- The Governors are committed to ongoing consultation with staff in the drawing up, implementation, monitoring and review of the school safety policy.

Signed _____

Date _____

Chair of Governors

Signed _____

Date _____

Headteacher

Part 2: ORGANISATION

OBJECTIVES

The following policy objectives set by the Governors can be stated:

- Commitment to a planned approach to health and safety in ensuring the framework set by the Safety Policy is implemented, monitored and reviewed.

- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved.

STRUCTURE OF ORGANISATION

Local Education Authority

The LEA is responsible as employer for:

1. Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.

2. Provision of advice and assistance to ensure schools comply with health and safety obligations and attain the required health and safety standards.

3. Ensuring effective monitoring is carried out by undertaking periodic inspections to evaluate the health and safety performance of schools in Rochdale LEA and to identify areas for improvement.

Governing Body

Governors can satisfy their employer by:

1. Accepting their health and safety responsibilities and establishing appropriate committees in which to consult on health and safety matters.
2. Ensuring the organisation and arrangements of the school operate effectively.
3. Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the premises and systems of work are safe and without risk to health.
4. Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the LEA, Headteacher and Safety Representatives.

Headteacher

Headteachers are responsible for the following:

1. Ensure the effective planning and implementation of the Safety Policy incorporating appropriate organisational detail and local arrangements and so that all employees are familiar with the Policy and their delegated duties.
2. Ensure the effective planning and implementation of the health and safety management system.
3. Establish and maintain safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.
4. Identify the training needs of employees and arrange for suitable and sufficient training programmes to be provided.
5. Provide health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy.
6. Ensure all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment.

7. Arrange and be involved in premise inspections of the school at least once per term and ensure findings are reported to governing body committee.

8. Be prepared and have arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and the school environment.

9. Have arrangements for accident / incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.

10. Note and act upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Executive, Department for Education and Skills and Local Education Authority.

School Employees

All school employees will be responsible for the following:

1. Carrying out their duties in accordance with the Safety Policy
2. Taking reasonable care of themselves and other persons whilst at work.
3. Co-operating with the Headteacher and others in school to comply with legislation.
4. Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
5. Following instruction and information on safe working procedures and using plant, substances and equipment safely.
6. Attending health and safety training courses provided.

7. Reporting defects or damage to equipment and safety hazards to the relevant person(s).

8. Reporting all accidents and incidents to the relevant person(s).

Safety Representatives

School based safety representatives have the same health and safety responsibilities as any employee (with no extra legal liability). In addition to their duties as employees, they have the following responsibilities:

1. Carry out regular inspections of premises and school activities.
2. Provide guidance on health and safety issues and to consult with advisers to obtain information.
3. Investigate potential hazards, employee complaints, accidents and dangerous occurrences.
4. Make representation to employers and external organisations on health and safety matters arising.
5. Assist in assessment of risks and subsequent preventive or control measures.
6. Assist in the provision of information, instruction and training for employees.

Non-employees working on school premises

Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Headteacher and following instruction and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.

3. Reporting defects or damage to equipment and safety hazards to the relevant person(s).

4. Report all accidents and incidents to the relevant person(s).

5. Ensuring compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

Part 3: GENERAL ARRANGEMENTS

Assessing Risks

Assessment of risks associated with all school activities and the premises will be carried out by the Headteacher and Governing Body, Heads of Department and supported by co-operation from all employees.

Records of risk assessments are available in the Bursar's Office.

Work Related Stress

Arrangements for the management of work related stress have been produced and implemented by the Headteacher and Governing Body - refer to Stress Management Policy on shared Hard Drive. Copies are also available in Head Teacher's Office, Main Office and Staff Room.

Violence and Aggression

Arrangements by the Headteacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented - refer to Violence and Aggression Policy on shared Hard Drive. Copies are also available in Head Teacher's Office, Main Office and Staff Room.

First Aid

Provision has been made for designated first aiders who will be supplied with suitable resources.

- First Aid qualified person is Mrs Pauline Bland

Fire Precautions

Arrangements for the provision of effective fire precautions covering fire evacuation procedures, fire alarm system, fire alarm point and emergency lighting tests, fire extinguishers, means of escape and arson prevention are in place - refer to Fire Precautions Log Book which is located in the Caretaker's Office.

Fire drills will be organised by Mr Healey (Caretaker) at termly intervals.

The Fire Marshall for the School will be Clare Cheetham (Headteacher)

The Deputy Fire Marshall will be Zaira Clifford (Acting Deputy Headteacher)

Crisis Management

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Headteacher and Governing Body. A policy document has been produced and implemented - refer to Emergency Plan on shared Hard Drive. Copies are also available in Head Teacher's Office, Main Office and Staff Room.

Workplace Safety, Maintenance and Building Works

A defect reporting procedure has been implemented whereby defects are reported to the Headteacher and the Caretaker.

An Asbestos Survey is available on site. Asbestos present is managed by the Headteacher and Governing Body.

The management of the Risk Register and arrangements to inform all contractors will be supervised by the Caretaker.

Arrangements for inspection, service and maintenance of plant and equipment at appropriate intervals have been implemented covering:

water tanks, fire alarm systems, heating, portable electrical appliances, PE / play equipment, workshop machinery, kilns, fume cupboards etc...

Records of inspection, service and maintenance for the above are available in the Bursar's Office.

All building works are planned appropriately and contractors are checked for professional competence and license.

The Local Authority will be notified of building works - refer to Asset Management Pack (in Bursar's Office)

The person responsible for arranging and monitoring building works is the Headteacher.

Hazardous Substances

Procedures for the storage, handling, use and control of substances hazardous to health (COSHH) used in school are detailed in COSHH assessments and manufacturers/suppliers data sheets - COSHH assessments are available in the Caretaker's Office and are produced by the Caretaker.

Display Screen Equipment

Assessments of workstations used by employees who are designated users of display screen equipment as identified by Rochdale Council's Display Screen Equipment Code of Practice will be carried out by trained assessors in line with the Display Screen Equipment Regulations.

Security

Assessments of security provision for the site, premises and roof access will be reviewed at regular intervals and measures to improve security will be considered by the Headteacher and Governing Body - refer to Security Policy on shared Hard Drive. Copies are also available in Head Teacher's Office, Main Office and Staff Room.

Events / Lettings / Extended School Activities

To ensure that appropriate arrangements are in place for the effective organisation of events, lettings and extended school activities, policies and procedures been produced and implemented - refer to Lettings Policy, Events Guidance and Extended School Activities Policy on shared Hard Drive. Copies are also available in Head Teacher's Office, Main Office and Staff Room.

The person responsible for co-ordinating extra curricular activities is the Extended Schools Co-ordinator.

The person responsible for co-ordinating lettings is the Headteacher.

Curriculum - Safety and Risk Education

All persons responsible for the curriculum will obtain and communicate information and resources with regard to the delivery of safety and risk education.

Curriculum: Uniform and Jewellery

All children are expected to wear uniform. For details of the uniform please see Appendices. Children are not allowed to wear earrings or sticks through the holes in their ears. For parents wishing to have their children's

ears pierced school recommends this is done in the Summer holidays to allow for the earrings to remain in for the 6 weeks recommended after piercing. Necklaces, bracelets and rings are not allowed to be worn. Religious artefacts may be worn on the inside of a trouser pocket or the inside band of a skirt, usually sewn or attached with a safety pin. Watches can be worn.

Nail varnish or make up must not be worn but following religious celebrations Mendi will be allowed on hands for several days.

Elasticated headscarves can be worn but must be black, white or dark green. Headscarves with wrap around tassels, diamante or tied with a safety pin must not be worn. Headscarves must be removed for PE or Adventurous Pursuit activities.

During PE children must remove watches and headscarves. The PE kit is shown in the Appendices. Children should change for PE activities. If children have forgotten their kit, a phone call home can be made through the Office. There is some spare kit kept in the PE cupboard. For children in Years 4, 5 & 6 boys and girls need to change for PE in different rooms usually the toilet area. Children can only be excused from PE if they have a note from the doctor.

Part 3.1: Monitoring

School Visits and Off-Site Activities

All off-site activities are arranged in accordance with the LEA Policy and Guidance for School Visits and Off-Site Activities. An Educational Visits Co-ordinator has been appointed and a school policy has been implemented - refer to School Visits Policy on shared Hard Drive. Copies are also available in Head Teacher's Office, Main Office and Staff Room.

Child Protection

To ensure recommended Child Protection procedures are followed, a policy has been produced and implemented and the following members of staff have been appointed as designated Child Protection Officers:

Head Teacher, Deputy Head Teacher, Assistant Head Teacher, Learning Mentor

Criminal Records Bureau checks are carried out for all staff. Procedures for Safeguarding Children are implemented. Please refer to Child Protection Policy on shared Hard Drive. Copies are also available in Head Teacher's Office, Main Office and Staff Room.

Termly Tours

Premise inspections will be carried out at least once per term by the Headteacher, link Governor and Safety Representative. Findings will be reported to the Resources Committee.

Evaluation of Inspection Reports from employee Safety Representatives

Inspections of premises and school activities may be carried out by Safety Representatives at intervals. Reports will be forwarded to the Resources Committee.

Evaluation of Inspection Reports from LEA School Safety Team

Inspections of the school's health and safety management system and premises will be carried out by the LEA School Safety Team. The Report will be considered by the Headteacher and Governing Body. A plan of action will be implemented to address any recommendations.

Part 3.2: Review

Accident / Incident and ill-Health Reporting

Accident, incident and ill-health reporting procedures will be followed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.

Accident Investigations

Investigations will be carried out, where required, by the Headteacher following accidents and dangerous occurrences.

Analysis of Accident Statistics

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

Analysis of Sickness Absence Statistics

A review of sickness absence records will be carried out to identify patterns or trends and to consider remedial action.

Evaluation of Training

A review of training needs will be undertaken by the Headteacher and Governing Body and a programme to meet the needs of employees will be established.

Fire and Emergency Drills

Fire evacuations will be practiced once per term and findings recorded for review purposes. Staff are briefed regularly regarding drills in case of emergencies other than fire.

Policy Review

Review of the policy will be carried out following changes in legislation, regulations and following changes to the management structure of the school.

Review of the policy will provide the opportunity to assess the effectiveness of the school's health and safety management system and will encourage improvements in health and safety performance.