

## Health & Safety Statement

This statement of Safety Policy is produced in respect of Horfield CEVC Primary School (“School”) only and forms the basis of future planning and implementation of Health and Safety matters within the School. This policy implements the current Bristol City Council (BCC) Corporate Health, Safety and Wellbeing Policy, together with the Health, Safety and Wellbeing Policy for the Children & Young People’s Services (CYPS).

### **1 Statement of General Policy**

- 1.1 The Governors are responsible for setting out the overall policy insofar as the School is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that the SLT and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of volunteers, all staff, including direct employees and indirect employees, eg agency staff and contract staff.
- 1.3 The Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular Health and Safety responsibilities. This will be achieved by discussion through the School’s Safety Committee procedure.
- 1.4 It is the policy of the Governors to take all steps within their power to prevent harm, injury or damage to people, plant, materials, property and the environment, and to promote continuous improvement in Health, Safety and Wellbeing standards. It is also the policy of the Governors to extend this protection to pupils, contractors and members of the general public from foreseeable risks.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work which are safe and without risks to health;
  - b) Make arrangements for ensuring and without risks to health, the handling, storage and transportation of articles and substances;
  - c) Provide adequate information, instruction, training and supervision to enable all staff employed in the School and pupils to perform their work safely and efficiently;
  - d) To promote the development and maintenance of sound Health, Safety and Wellbeing practices;
  - e) To maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises;
  - f) To provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for staff and pupils;
  - g) To ensure sufficient funds are available for Health and Safety, to provide as necessary personal protective equipment to all staff employed in the School, for the safe use of machinery, equipment and substances;
  - h) Maintain a close interest in all Health and Safety matters insofar as they affect activities in the premises under the control of the School.

- 1.6 The Governors have the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of personal accident or injury, either on School premises or on School business and activities. It must be emphasised that individual responsibility cannot fall on individual members of the governing body, unless there has been an element of negligence, fraud or other criminal actions. The Headteacher or employees cannot avoid responsibility by referring urgent matters to the Governors for information and for decision. The Governors will be kept informed of all developments relating to Health and Safety matters and clerks to the Governors will include such matters on the agenda for regular meetings. A specific Governor is designated as “Health, Safety and Wellbeing Governor” and ensures that the School management is monitored satisfactorily in this respect.
- 1.7 The Governors will expect to see proof that a Health and Safety inspection has been carried out by representatives of School management on at least a termly basis. They will also expect the Headteacher to submit a management audit once per year based on the Risk Assessment package included under the Risk Assessment section of the “Health and Safety Manual”. Any areas of concern outside the training or expertise of staff will be passed to the BCC Health and Safety Advisors or other competent persons as necessary.
- 1.8 This policy will be reviewed on a regular basis to confirm that the arrangements are still appropriate. The review will take place if there are any significant changes in the arrangements and not later than twelve months from the previous review date. The policy will be revised and re-issued within three months of the review date, where this is deemed necessary.

***To be reviewed: March 2017***