

Axbridge Church of England First School Academy



Health and Safety Policy

Signed:

Date of policy: Sept 2017

Review of Policy: Sept 2019

HEALTH AND SAFETY POLICY

THE LAW

Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

The **Governing Body** of Axbridge Academy, as **employer**, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- to institute a health and safety policy and advise employees of it;
- to have a critical incident/emergency contingency plan;
- to ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about the measures;
- to ensure that staff are trained in their health and safety responsibilities; and,
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

Statutory health and safety responsibilities fall on the Governing Body (as the employer) and on the Headteacher and staff (as employees). In practice, the Governing Body will delegate specific health and safety tasks to others at the school. **However, the Governing Body retains the ultimate responsibility no matter who carries out the tasks.**

THE ROLE OF EMPLOYEES

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the Governing Body's health and safety policies and procedures are carried out.

1. THE GOVERNORS OF Axbridge C of E First School Academy will:

- 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 Seek improvement to working conditions according to priorities within existing resources.
- 1.3 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.4 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g. the EEC Safety Suite) and to review them as appropriate.
- 1.5 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.6 Ensure that staff have access to training to ensure their competence for their tasks.
- 1.7 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the competent Health and Safety adviser's guidance for the selection of competent contractors and **will** seek assistance from the competent Health and Safety adviser when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.8 Report all incidents/accidents by following the Academy's accident reporting and recording procedure and ensure appropriate follow up action has been carried out.
- 1.9 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.10 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- 1.11 Recognise the role of safety representatives appointed by recognised trades unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name Graham Page

Trade Union

The Governors and Headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Signed: Chair of Governors: Richard Helps

Dated:

Signed: Headteacher: Lorna Richardson

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 The key members of the Governing Body and management are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:
- 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 The selection of equipment which is suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 The provision of suitable personal protective equipment when its need is identified, and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the Academy against the Academy standards, systems and procedures and will review their findings annually. With regard to premises issues this will include a check of the school buildings, in conjunction with a competent property surveyor, and prioritisation of needs.
- 2.4 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention

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Mr Graham Page

Assistance on health and safety issues is provided by Educating Safely LLP <http://educatingsafely.co.uk/> as the competent person required by the Management of Health and Safety at Work Regulations, 1999.

3. Appointment of Appropriate Persons

The Academy will appoint appropriate persons for their delegated areas of responsibility within the school (see Table A). Governors and management will ensure that staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

4. Guidance for Schools

The following guidance, produced by the CHSU, is available for the Academy to use for their own standards. All other H&S policies and guidance produced by CHSU may be used or applied by the Academy as and where appropriate:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

4.1 The Governors adopt the standards of the following publications which are endorsed by the Children and Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education and Sport, published by the Association for PE (AfPE) - 2012 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007
- Health and Safety of Pupils on Educational Visits: published by DfEE 1998 and current DfE guidance
- Guidance on First Aid for Schools: published by DfEE
- Supporting Pupils with Medical Needs: published by DfEE

The governing body reviews this policy every two years. The governors may however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Axbridge C of E First School Academy

Headteacher

Lorna Richardson

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	EEC Safety Suite Accident Reporting module	Lorna Richardson
EMERGENCY PROCEDURES:		
Critical/Major Incidents	<u>Critical Incidents in Schools</u> Educational Psychology	Lorna Richardson Guy Clayton
Emergency Procedures	<u>School Closures:</u>	Lorna Richardson
Updating your Contingency Plan	<u>Dealing with Major Incidents</u>	Lorna Richardson
EXTERNAL VISITS:		
External Visit Co-ordinator	<u>Outdoor Education and External Visits Website</u>	Bev Burnett
	<u>EEC Safety Suite: External Visits Management</u>	Bev Burnett
MEDICAL:		
Hygiene Control	<u>Guidance for Schools: Volume 4</u>	Lorna Richardson
Infection Control	<u>Health Protection Agency Guidance</u>	Lorna Richardson
Medicines in school	<u>Guidance for Schools: Volume 4</u>	Lorna Richardson
Needlestick Injuries	HS007 at http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Lorna Richardson
New and Expectant Mothers	HS017 at http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Lorna Richardson
Pupils with medical needs	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629	Lorna Richardson
RISK ASSESSMENTS:		
Computer Use	<u>DSE Assessment Form</u> , Managers Guide, User Guide and also training course and descriptions	Lorna Richardson Bev Burnett

Area	Location of Policy/Guidance	Name of person responsible
COSHH	Hazardous substances COSHH Assessment Form (F08) at http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Lorna Richardson Darren Hogarth
First Aid	HS012 at http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Lorna Richardson Clare Burt
SITES AND BUILDINGS:		
Asbestos	Asbestos Register - in office	Lorna Richardson
Construction Work/ Contractors on School Site	Guidance on Construction, Design and Management Regulations. HS034 of the H&S Manual on http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Lorna Richardson Sue Crompton
Electrical Safety • Portable Appliance Testing	<u>Guidance for Schools: Volume 4</u> PAT testing carried out every three years with annual visual inspections. Logged in finance office	Lorna Richardson
Fire Safety • Arson Prevention	HS010 at http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Lorna Richardson
Fire alarms:	Checked weekly by school. Checked 6 months by Coombers Deane Gate Lodge Taunton Somerset TA1 2UH Recorded in Operating and Maintenance Manual for Fire Alarm Installations. Outer office	Darren Hogarth Lorna Richardson
Heating Appliances • Oil • Gas	Melluish Plumbing & Heating Unit 2B Valley Line Industrial Park CHEDDAR BS27 3EE Record kept in finance office	Lorna Richardson
Equipment Maintenance • Lifting Equipment	Disabled, not in use.	Lorna Richardson
Fixed Stage lighting	Record kept in finance office	Lorna Richardson
Playground equipment	Checked weekly by school. Annual by Lee Constable. Record kept in Playground Equipment Inspection Log Book.	Lorna Richardson Bev Burnett
Grounds and perimeter.	Checked weekly by school. Record kept in Playground equipment book.	Lorna Richardson

TABLE B**ESTABLISHMENT: Axbridge C of E First School Academy**

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (eg office, web address)
Health and Safety Policy.	Health and Safety File in Headteacher's office.
Health and Safety Audit and Action Plan.	Health and Safety File in Headteacher's office
Fire Audit and Action Plan	Fire File in Headteacher's office.
Playground Equipment Annual Report	Health and Safety File in Headteacher's office
Playground Equipment weekly inspections	Playground equipment log book: School office
Fire practice record	Fire File in Headteacher's office
Alarm function tests.	Alarm function log: Caretakers cupboard
Risk Assessments	Risk assessment file in headteachers office Online on EEC website.
Asbestos Register	Asbestos Register: School office
External visit EV1 and risk assessments	Risk assessment file in headteachers office Online on EEC website.

Document Prepared by (Signature)

(Print Name) Lorna Richardson

Title: Headteacher

Date:

The monitoring/review arrangements in place are summarised below:

External Monitoring

Safety Audit
Inspection Report (CHSU)
Accident/Incident Reports – “Bump Book” and EEC
Safety Representation Reports (Recognised Trade Union/Professional Association)
Fire Risk Assessment
Legionella Risk Assessment

Internal Monitoring

Governors Annual Report
H & S Committee Inspection
Annual Safety Self review
Self Audits

Next review date: September 2017