

Bramble Infant School & Nursery Health and Safety Policy

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HEALTH AND SAFETY POLICY STATEMENT

Bramble Infant School and Nursery, through its members of staff and Governing Body is committed to the health and safety and general wellbeing of its staff, pupils and visitors to the organisation.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from all activities;
- To consult with all members of staff on matters of their health and safety and wellbeing;
- To ensure the safety of staff, pupils and visitors accessing the site;
- To provide and maintain safe plant and equipment;
- To provide information, instruction and supervision for all members of staff;
- To ensure that all members of staff are competent to do their tasks and to give them adequate training;
- To prevent accidents and incidents of work-related ill health;
- To maintain safe and healthy working conditions;
- To measure, monitor and review health and safety performance;
- To review and revise this policy as necessary at regular intervals.

Name: Signed: **Headteacher**

Name: Signed: **Chair of Governors**

Date: **Review Date:**

HEALTH AND SAFETY POLICY

Rationale

We believe that a healthy, safe and secure environment is essential to the smooth running and overall effectiveness of the organisation. The Governors and Headteacher of Brambles Infant School and Nursery recognise and accept their responsibility to provide, as far as is reasonably practical, a safe, secure and healthy environment for children, staff, parents and other users of the premises. The organisation will take all reasonable steps to meet this responsibility and expects appropriate support from children, staff, parents and visitors.

Purpose

The provision of a written Health and Safety policy is mandatory under the Health and Safety at Work Act 1974. Its purposes are twofold:

- ◆ To ensure there is a plan for Health and Safety – i.e. that the hazards are assessed and the necessary arrangements made to avoid/manage risks.
- ◆ To ensure that employees are aware of their responsibilities and the arrangements made for Health and Safety.

Objectives

- ◆ To establish the expectations for a safe and secure environment throughout the premises.
- ◆ To establish and maintain safe working procedures among staff and children.
- ◆ To develop Health, Safety and Security consciousness.
- ◆ To comply with PCC Health and Safety General Policy Statement (Education Service).

Process

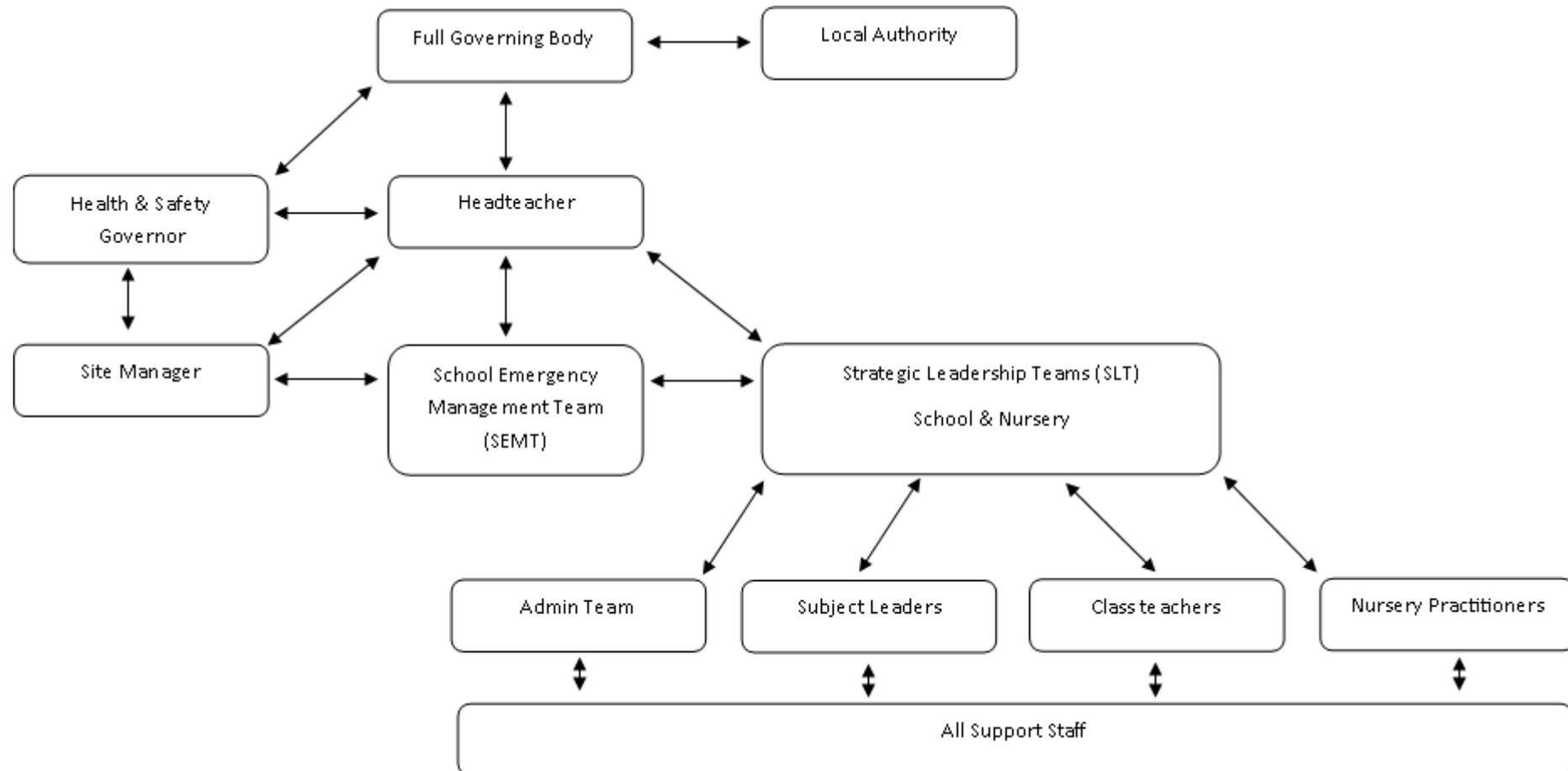
To ensure that this policy happens in practice the following sections must be noted, agreed upon and regularly reviewed by the persons responsible.

PART ONE: Policy Statement and general outline (see above)

PART TWO: Organisational Management

PART THREE: Procedures and Arrangements

Bramble Infant School & Nursery - Health & Safety Organisational Chart



Appendix 1

Governor Job Description

Role Title: HEALTH & SAFETY GOVERNOR

Focus of Role: To explore the question:
How well does the organisation ensure the Health, Safety and Welfare of its children, staff and visitors?

Evidence areas

- How well does the Health & Safety policy reflect current legislation and recommendations?
- How well does the organisation document accidents and incidents?
- How well does the organisation learn from any accidents?
- Are appropriate risk assessments being carried out and consequent measures carried out?
- How up to date are staff in their required training e.g. first aid?
- How well does the organisation liaise with outside agencies to ensure the Health & Safety policy is adhered to and current?
- How well does the organisation assess the special needs of any of its pupils and staff and put into place appropriate procedures or equipment?
- How good is the reporting structure for any required actions?
- How accurate is the annual Health & Safety Audit?

Key tasks of role

- To liaise with senior management and support them in providing a healthy and safe environment for all
- To monitor records to ensure procedures are being followed and actions taken where necessary
- To liaise with the whole governing body and report any incidents that may occur and resulting actions
- To ensure that the annual Health & Safety Audit is completed

Knowledge / Skills Required:

- To understand Health & Safety responsibilities of the organisation and their practical implications for key staff and the Governing Body
- To evaluate the effectiveness of risk assessments

HEALTH AND SAFETY POLICY

PART TWO ORGANISATION

INTRODUCTION

To ensure compliance with the Governing Body's Policy Statement of Intent responsibilities have been agreed and assigned. (see also Organisational Overview).

RESPONSIBILITIES OF GOVERNORS

- ◆ To ensure a clear, written policy statement is created which promotes the correct attitude towards health and safety in staff and children.
- ◆ To ensure that there is an effective and enforceable policy for the provision of health and safety throughout the organisation.
- ◆ To annually review and assess the effectiveness of the Health and Safety Policy and its implementation.
- ◆ To be familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the organisation, in particular the **Management of Health and Safety at Work Regulations 1992**.
- ◆ To ensure that risk control measures are identified and evaluated in order to select the most appropriate means of minimising risk to staff, children and others.
- ◆ To ensure responsibilities for health, safety and welfare are effectively allocated and to monitor this management structure.
- ◆ To ensure a safe place for staff and children to work (including working conditions which take account of all appropriate statutory requirements; codes of practice whether statutory or advisory; guidance whether statutory or advisory).
- ◆ To ensure persons have sufficient experience, knowledge and training to perform the tasks required of them and to regularly review the provision of training.
- ◆ To ensure sufficient funds are allocated to support the operation of safe systems at work.
- ◆ To ensure health and safety performance is measured both actively and reactively.

RESPONSIBILITIES OF THE HEADTEACHER

- ◆ To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- ◆ To ensure that a clear, written policy for Health and Safety is created.
- ◆ To ensure that the agreed policy is communicated effectively to all relevant personnel.
- ◆ To ensure the day-to-day maintenance and development of safe working practices and conditions for all staff, children and visitors to the site. The Headteacher will take all reasonably practicable steps to achieve this end through the appropriate members of staff.
- ◆ To consult with members of staff on health and safety issues and encourage staff, children and others to promote health and safety and identify ways and means of reducing risks.
- ◆ To arrange systems of risk assessment to allow the prompt identification of potential hazards.
- ◆ To carry out periodic reviews and safety audits on the findings of the risk assessment.
- ◆ To identify the training needs of staff and children and ensure that all members of staff and children who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.

- ◆ To disseminate information received on health and safety to appropriate people.(e.g. staff; children; visitors; contractors)
- ◆ To ensure that any defects in the premises, its plant, equipment of facilities, which may affect the health, and safety of staff, children and others are made safe without delay.
- ◆ To carry out accident/incident investigations and ensure remedial actions are taken.
- ◆ To advise the Governing Body (through regular liaison with the Health and Safety Governor) and collectively monitor the management structure for health and safety.
- ◆ To ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- ◆ To ensure that emergency procedures are in place.
- ◆ To ensure records are kept of all relevant health and safety activities e.g. assessments; inspections; accidents etc.
- ◆ To report annually to the Governing Body on the health and safety performance of the organisation.

RESPONSIBILITIES OF THE HEALTH AND SAFETY CO-ORDINATOR

- ◆ To ensure the day-to-day maintenance and development of safe working practices and conditions for all staff, children and visitors to the site.
- ◆ To implement and review procedures regularly.
- ◆ To carry out regular safety inspections, record findings and make regular reports.
- ◆ To ensure corrective action is taken to rectify problem areas.
- ◆ To disseminate information received on health and safety matters to appropriate people.
- ◆ To act on safety inspection reports and staff concerns for health, safety and welfare.
- ◆ To monitor/inspect/maintain equipment (Site Manager in accordance with identified equipment list).

RESPONSIBILITIES OF THE SCHOOL EMERGENCY MANAGEMENT TEAM (SEMT)

The SEMT members have designated roles and responsibilities to ensure that appropriate action is taken in the event of an emergency. Each role is clearly defined and members are briefed regularly.

The following areas will apply in most emergency situations:

- ◆ Co-ordination
- ◆ Business continuity
- ◆ Communications
- ◆ Log-keeping
- ◆ Media management
- ◆ Resources
- ◆ Welfare

RESPONSIBILITIES OF ALL STAFF

- ◆ To familiarise themselves with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice, which are relevant to their work.
- ◆ To take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- ◆ To take an active interest in promoting health and safety and suggest ways of reducing risks.
- ◆ To report any defects in the premises, plant, equipment and facilities.
- ◆ To report all incidents in line with current incident reporting procedure.

- ◆ To act in accordance with any specific health and safety training received.
- ◆ To exercise good standards of housekeeping and cleanliness.
- ◆ To co-operate with appointed Trade Union Health and Safety Representative(s).
- ◆ To comply with any individual requirements identified in Job Descriptions and pertinent to their specific role.

RESPONSIBILITIES OF TEAM LEADERS (Year Group/Subject/Nursery Room)

- ◆ To annually review the Health and Safety Policy with their team and ensure that any necessary changes are communicated to the Headteacher.
- ◆ To regularly review the CPD needs of their team.
- ◆ To include Health and Safety as a standing item on meeting agendas.
- ◆ To consult with members of their team on health and safety issues and encourage staff, children and others to promote health and safety and identify ways and means of reducing risk.
- ◆ To conduct regular health and safety risk assessments of the activities for which they are responsible.

RESPONSIBILITIES OF TEACHING STAFF

- ◆ To be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the health and safety policy within their relevant departments and areas of responsibility.
- ◆ To take a direct interest in the health and safety policy and in helping other members of staff, children and others to comply with its requirements.
- ◆ To check that classrooms/work areas are safe.
- ◆ To check equipment is safe before use.
- ◆ To ensure safe procedures are followed.
- ◆ To ensure protective equipment is provided and used, when needed.
- ◆ To integrate all relevant aspects of health and safety into the teaching process and, where necessary, give special lessons on health and safety in line with the requirements of the National Curriculum requirements for safety education.
- ◆ To avoid introducing personal items of equipment (electrical or mechanical) onto the site without prior authorisation.
- ◆ To report all accidents, defects and dangerous occurrences to their team leader/Headteacher.

RESPONSIBILITIES OF ADMINISTRATIVE STAFF

- ◆ To co-ordinate arrangements for visitors to the site: ensuring all visitors are signed in and out and are briefed with all general health and safety requirements appropriate to the nature of their visit.
- ◆ To ensure that any contractors are given the appropriate documentation for them to undertake their work safely. (e.g. Asbestos Register)

RESPONSIBILITIES OF CHILDREN

Children, allowing for their age and aptitude, are expected:

- ◆ To exercise personal responsibility for the health and safety of themselves and others.
- ◆ To observe standards of dress consistent with safety and/or hygiene.

- ◆ To observe all the health and safety rules of the organisation and in particular the instructions of staff given in an emergency.
- ◆ To use and not wilfully misuse, neglect or interfere with equipment provided for their health and safety.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. accident investigation. Health and Safety Representatives are entitled to paid time for training and to carry out the health and safety functions. However, they do not carry out duties on behalf of the Headteacher or Governing Body.

HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS TO SUPPORT IMPLEMENTATION

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent and are in accordance with the **Management of Health and Safety Regulations 1992**.

RISK ASSESSMENT

Bramble Infant School & Nursery is committed to a thorough and effective system of Risk Assessment and Management. The Local Authority generic Risk Assessments have been adapted to reflect the specific context of the organisation and a schedule of review drawn up.

Risk Assessments will be co-ordinated by the Headteacher and Site Manager, with the Health and Safety Governor responsible for monitoring compliance with this task.

SPECIFIC ARRANGEMENTS

To achieve the purpose of the document the following Standard Operational Procedures are listed and explained in further detail:

- Security
- Emergency Procedures - Fire / Evacuation of Building
- First Aid
- Incident Reporting
- The Working Environment
- Registers
- Supervision of Children
- Children and Staff Records /Data
- Safeguarding
- Health / Asthma / Allergies
- Medicines
- Physical Education
- Health and Safety in the National Curriculum
- Educational Visits

MONITORING PROCEDURES

The Health and Safety Governor will oversee compliance with policy requirements through regular liaison with the Headteacher and Site Manager. Meetings will be minuted and feedback to the Leadership and Management Committee of the Governing Body. An annual report to the Full Governing Body will be provided by the Headteacher and the Health and Safety Governor. External agency visits will be logged, recommendations actioned and outcomes reported to the Governing Body.

RELEVANT DOCUMENTATION

- Portsmouth City Council Health and Safety Statement & Policy/PCC Health and Safety Manual
- Bramble Infant School and Nursery Health & Safety Action Plan
- Bramble Infant School and Nursery PSHEE Policy
- Bramble Infant School and Nursery and Annual Behaviour Strategy

Bramble Infant School and Nursery Staff Induction Policy & Staff Handbook
Bramble Infant School and Nursery Buildings, Safety and Security Strategy Plan (incl Accessibility)
Bramble Infant School and Nursery Training Plan
Bramble Infant School and Nursery Policies & Operational Procedures Review Schedule (including Risk Assessments)

Signed: (Headteacher) _____ **Date:** _____

Signed: (Nursery Manager) _____ **Date:** _____

Signed: (Chair of Governors) _____ **Date:** _____