

- h. Monitoring and reviewing our systems and prevention measures to ensure that they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

ORGANISATION

INTRODUCTION

In order to achieve the Governing Board's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the policy.

An organisational chart for H&S Management is attached at Appendix A.

The Governing Board

The Governing Board has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of their responsibilities.
- c. Persons have specific experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risk of hazards and produce safe systems of work.
- e. Sufficient funds are set aside with which to operate safe systems of work.
- f. Health and Safety performance is measured both actively and reflectively.
- g. The school's health and safety policy and performance is reviewed annually.

The Headteacher

The Headteacher supports the Governing Board by ensuring that:

- a. This policy is communicated adequately to all relevant persons.
- b. Appropriate information on significant risks is given to all visitors and contractors.
- c. Appropriate consultation arrangements are in place for all staff and their Trade Union representatives.

- d. All staff are provided with adequate information, instruction and training on health and safety issues.
- e. Risk assessments of the premises and working practices are undertaken.
- f. Safe working practices are in place as identified from risk assessments.
- g. Emergency procedures are in place.
- h. Machinery and equipment is inspected and tested to ensure it remains in safe condition.
- i. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- j. Arrangements are in place to monitor premises and performance.
- k. Accidents are investigated and any remedial actions required are taken or requested.
- l. A report to the Governing Board on the health and safety performance of the school is completed annually.

The School Health and Safety Co-ordinator is the Deputy Head

S/he is responsible for:

- a. Co-ordinating and managing the risk assessment process for the school.
- b. Co-ordinating the general workplace monitoring inspections and performance monitoring process in the Autumn and Summer Terms.
- c. Making provision for the inspection and maintenance of work equipment throughout the school.
- d. Keeping a record of all health and safety activities.
- e. Identifying situations and activities which are potentially hazardous to the health and safety of staff pupils and visitors.
- f. Ensuring that the staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g. Carrying out other functions devolved to them by the Governing Board.
- h. Unsafe conditions being reported and dealt with in agreed timetables.

Senior Leadership Team, the Finance Manager, Office Manager and the Site Agent must:

- a. Apply the School's Health and Safety Policy to their own area of work and be directly responsible to the Headteacher and /or Deputy Head for the application of health and safety procedures and arrangements.
- b. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- c. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

- d. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher and /or Deputy Head any problems to which they cannot achieve a satisfactory solution within the resources made available to them.
- e. Carry out regular inspections of their area of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f. Ensure, as far as is reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g. Ensure accidents are investigated properly.

Special Obligations of Class Teachers

Class teachers are expected to:

- a. Exercise the effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and carry them out.
- b. Follow the health and safety procedures applicable to their area of work.
- c. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
- e. Make recommendations to the Headteacher and/or Deputy Head on health and safety equipment and on additions to and necessary improvements of equipment.
- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements.
- g. Ensure that all personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h. Report all accidents, defects and dangerous occurrences to the Headteacher and/or Deputy Head.

School Health and Safety Representative

The Governing Board and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety

Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

Representatives will be given full access to the information on health and safety, which they have a right to under the Health and Safety at Work Act 1974.

Obligations of all employees

Apart from any specific responsibilities that may have been delegated to them, all employees must:

- a. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b. Observe all instructions on health and safety issued by Central Bedfordshire Council or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Act in accordance with specific health and safety training.
- d. Report all accidents and near misses in accordance with current procedure.
- e. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- g. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h. Exercise good standards of cleanliness and housekeeping.
- i. Know and apply the procedures in respect of fire, first aid and other emergencies.
- j. Co-operate with an appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees trusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe standards of dress consistent with safety and/or hygiene.
- c. Observe all health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Procedures and Arrangements

All staff are required to ensure that all accidents, incidents and near misses are reported to Central Bedfordshire Council within 24 hours using the Incident/Accident/Near Miss Report Form located in the school office. Box 17 should always be completed by a member of the Senior Leadership Team. Full details of completion are available on the pad of incident reporting forms. Staff contracted to work on the school premises i.e. catering staff, will also be recorded.

The school also keeps separate accident books to record minor bumps and bruises to children.

Risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence of an accident, incident or Near Miss.

The school recognises that Near Miss Reporting, complete with an investigation and preventative action, reduces the number of accidents on site. Near Miss Reporting forms part of this safety arrangement

Asbestos

The Headteacher is responsible for the Central Bedfordshire Council Asbestos Log Book, located in the School Office. All contractors are required to have sight of and complete the log book prior to starting work on the premises.

Behaviour Management/Bullying

The school has a Behaviour Management policy and an Anti-Bullying Policy in place. These detail staff responsibilities and procedures that should be followed in all cases of bullying.

Catering

School meals are provided via an outside catering company and are prepared on site. The Kitchen Manager is responsible for informing their employers of any health and safety issues for which they are responsible as well as informing the Headteacher and /or Deputy Head.

Site Management and Cleaning

Staff responsibilities are identified through job descriptions and following advice in the Central Bedfordshire Council Manual for Site Agents. Training needs are identified through discussions with staff.

Contractors

All contractors are selected in line with Central Bedfordshire Council guidelines as set out in CBC Health and Safety Manual. Should any member of staff have concerns about contractors then they should report them to the Headteacher and /or Deputy Head.

Curriculum Safety (including out of school learning activities)

Risk assessments are completed for all hazardous elements of the curriculum, including PE, Science and DT, and safeguards are put in place to reduce risk. Generic risk assessments (see appendix B) are in place and these are adapted to specific lessons by teachers when they are planning.

Display Screen Equipment

The school follows Central Bedfordshire Council Health and Safety Manual – Section D with regard to display screen equipment. Check lists provided in it are completed by staff annually and all staff have been made aware of the Display Screen Equipment Regulations.

Educational Visits and Journeys

All educational visits and journeys are planned following guidance provided in the Central Bedfordshire Council Educational Visits and Journeys Policy Document, Regulations and Guidance, and completed using EVOLVE.

Electrical Equipment (fixed and portable)

The school follows guidance in the Central Bedfordshire Council CBC Health and Safety Manual – Section O and has fixed electrical wiring checked every 5 years and portable equipment checked annually by a competent electrician.

Fire Precautions and Emergency Procedures

The headteacher is responsible for undertaking and reviewing the risk assessment for fire precautions and emergency procedures. (See RMLS Fire Policy) This is done with reference to the Central Bedfordshire Council Health and Safety Manual – Section G. All staff complete online Fire Awareness Training.

First Aid

The names of trained first aid staff and where they usually work can be found on the first aid room door and the disabled toilet door. First aid bags for school trips and outside activities can be found in the first aid room. First aid supplies are checked and restocked by the Office Manager. This is done with reference to the Central Bedfordshire Council CBC Health and Safety Manual – Section F.

Contractors

Grounds Maintenance contractors are asked to sign in at the school office when they arrive on site and out again when they leave. They are not allowed to do work on the grounds during playtimes and as far as possible are asked to do work outside school hours.

Hazardous Substances

The site agent is responsible for the selection, use and safe storage arrangements of substances. This is done with reference to the Central Bedfordshire Council Health and Safety Manual – Section R and the Manual for Site Agents – Section T.

Inclusion

The SENDCo is responsible for ensuring that risk assessments are in place for SEND pupils as appropriate. When writing risk assessments for Educational Visits and Journeys and curriculum areas the needs of individual pupils are taken into account.

Lettings and use of Premises Outside School Hours

Risk assessments for activities and first aid provision are the responsibility of the person using the premises. The school is responsible for ensuring that the person hiring the premises is aware of fire and emergency arrangements and any restriction on use of equipment.

Managing Medicines and Drugs

The school policy on the administration of medicines is implemented with reference to the Central Bedfordshire Council CBC Health and Safety Manual – Section W.

Manual Handling and Lifting

The school follows the guidelines set out in the Central Bedfordshire Council Health and Safety Manual – Section JK.

Outdoor Play Equipment

Outdoor play equipment is checked annually by an approved contractor.

Teaching staff, teaching assistants and midday supervisory staff are responsible for reporting any faults to the Headteacher and/or Deputy Head. Risk assessments are in place for the safe use of the equipment.

PE Equipment

PE equipment is checked annually by an approved contractor. Teaching staff and teaching assistants are responsible for reporting any faults to the PE Subject Leader. Risk assessments are in place for the safe use of the equipment.

Risk Assessments

The Headteacher is responsible for ensuring that the appropriate staff have completed risk assessments and ensuring that they are reviewed regularly.

Security/Violence

The site agent is responsible for ensuring that the school site is secure and for reporting any issues to the Headteacher. The school is protected by a coded entry system during the school day and it is the responsibility of all school staff to ensure that the code is kept confidential. All visitors to the school should enter and sign in at the office. Staff should be confident about challenging anyone who they do not feel should be on the school premises.

Site Maintenance

The Site Agent is responsible for the upkeep and maintenance of the school buildings and site and for reporting any potential hazards to the Headteacher and/or Deputy Head. This is done with reference to the Central Bedfordshire Council Manual for Site Agents..

Smoking

Ramsey Manor is a non-smoking premises. See Smoking Policy.

Staff Training and Development

New staff are briefed about health and safety arrangements by the Deputy Head.

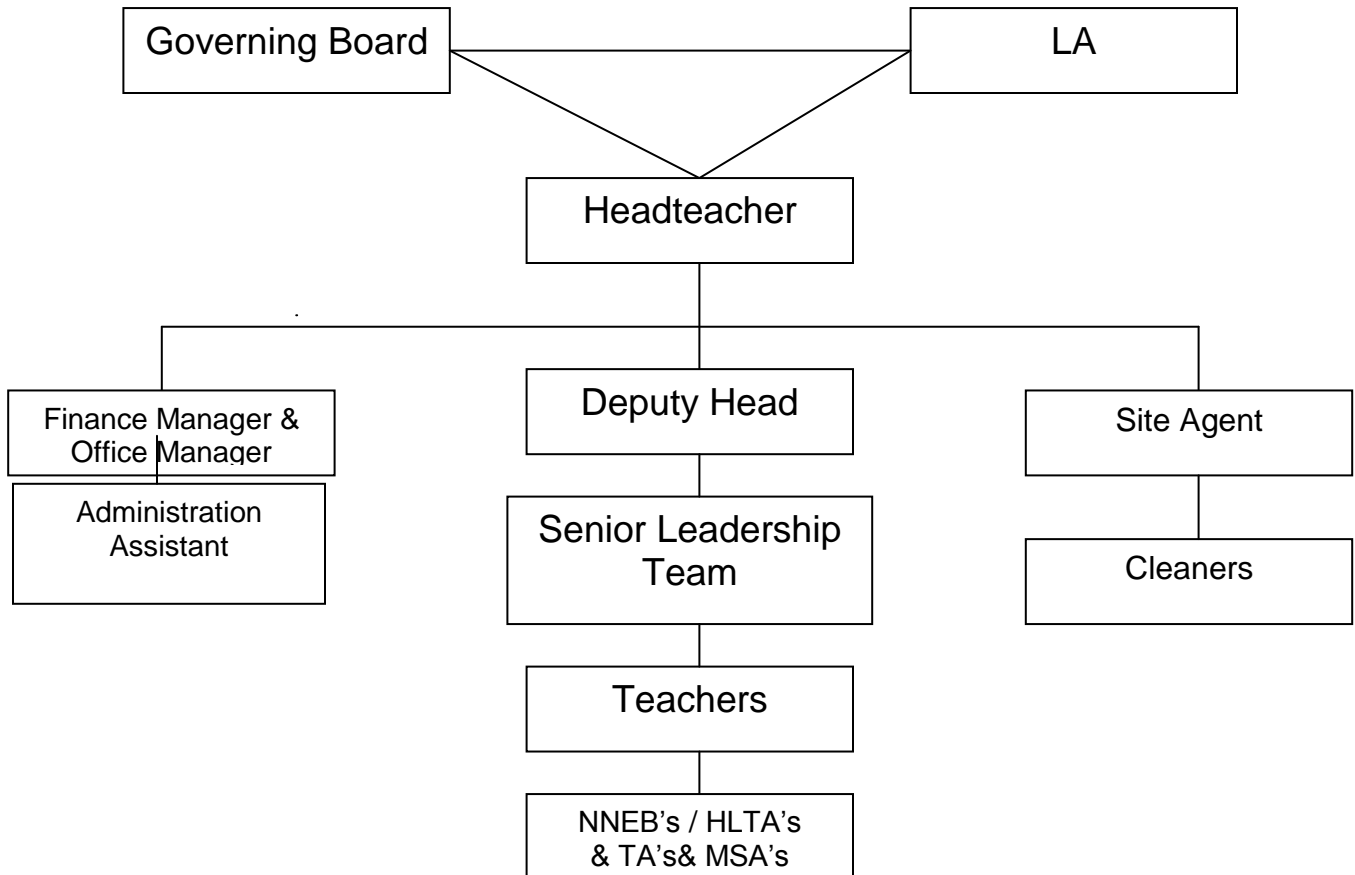
Stress

The school follows the advice of Beds Borough Occupational Health, with regard to stress management.

Working at Height

The school follow guidance from the CBC Health and Safety Manual – Section T and the Central Bedfordshire Council LA Manual for Site Agents for working at height. All staff complete Working at Heights online training.

Appendix A - Organisational Chart – Small School



Appendix B – Risk Assessments

The following generic risk assessments are currently used at Ramsey Manor Lower School.

Curriculum

Gardening,
Sewing,
Hot liquids,
School grounds,
Food Preparation,
Electricity,
PE,
Use of Saws,
Bicycles and Trikes,
Use of Candles,
Use of Glue Guns,
Conservation Area,
Forest School
Use of Cooker,
Educational Trips and Visits.

Premises

Security,
Manual Handling,
Playground,
Pregnancy,
Asbestos,
Emergency Procedures,
Working at Height,
Vehicles,
Managing Contractors,
Doors,
COSHH,
Slips, Falls and Trips,
Fire.

Events

Bouncy Castle
Bazaar/Fayres
Discos
Face Painting
Sports Day

This list was amended on 12.10.17. It is constantly being added to and adapted to individual circumstances. All risk assessments are shared with all involved parties and can be viewed in the staffroom..