



HEALTH AND SAFETY POLICY

Version Date:	September 2018
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Adopted by Governors	November 2018
Review Date:	September 2020

Rationale and Purpose

In order that adults can teach effectively and the children in their care learn in a safe environment, the rules of the establishment regarding Health and Safety must be stated clearly and they must be followed. ***This policy is to be read in conjunction with the CMBC H&S policy; the policy “Health and Safety requirements for the inspection, maintenance and testing of electrical and mechanical installations in council occupied buildings (including community and voluntary controlled schools)”;*** ***The Health and Safety in PE Policy and the Educational Visits Policy.*** The Staff Handbook contains fire procedures.

Broad Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and pupils.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided or required.
5. Maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health, and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
6. Formulate effective procedures for use in case of fire and for evacuating the school premises.
7. Lay down procedures to be followed in case of accident (see appendix A)
8. Provide and maintain adequate welfare facilities and to make recommendations to the local authority as appropriate.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular, they will:-

1. Monitor the effectiveness of this policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis, at least bi-annually.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded by the Site Manager.
3. Make arrangements to draw the attention of all staff employed at the school to the school and local authority safety policies and procedures, and of any relevant safety guidelines and information issued by the authority.
4. Make arrangements for the implementation of the authority's accident and incident reporting procedures and draw this to the attention of all staff at the school (this will be done as part of the induction process for all staff).
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed.
6. Ensure that regular safety inspections are undertaken. The staff should choose a representative who will carry out a full annual inspection alongside the HT and Site Manager and a written report from this will be provided to governors.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
8. All persons using the building shall pass any reports about defects etc. to either the Headteacher, School Business Manager, H&S representative or Site Manager. This includes "Near Miss" reports.
9. Report to the local authority any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
10. Monitor, within the limits of their expertise, the activities of contractors (in liaison with the H&S staff of the local authority), hirers and other organisations present on site, as far as is reasonably practicable.
11. Ensure that the LA H&S audit is completed annually (to be a collective responsibility of the Headteacher, School Business Manager and Site Manager).
12. Ensure that if there are significant manual handling risks then **The Manual Handling Operations Regulations**, require that managers and supervisors:
Avoid the need for hazardous manual handling as far as reasonably possible;
Assess the risk of injury from any manual handling that cannot be avoided;
Reduce the risk of injury from the manual handling as far as reasonably practicable;
Review the assessment when there is any change or at least annually.

Duties of the Person/s Delegated to Assist in the Management of Health & Safety

The delegated persons are the School Business Manager and Site Manager who shall:

1. Assist the Headteacher in the implementation, monitoring and development of the H&S policy within the school.
2. Monitor general advice on safety matters given by the local authority and other relevant bodies and advise on their application to the school.
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.

5. Order that a method of working ceases on health and safety grounds on a temporary basis, subject to further consideration by the Governors and Headteacher.
6. Ensure that the Site Manager carries out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified. The Site Manager should also conduct a full annual inspection alongside the headteacher and H&S representative.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

NB. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff Towards Pupils and Others in Their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices and to set a good example personally.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Provide written job instructions, warning notices and signs as appropriate.
6. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
7. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
8. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
9. Provide the opportunity for discussion of health and safety arrangements.
10. Report any accident (or incident where personal injury could have arisen) to the School Business Manager and Headteacher.
11. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.
12. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. They must also inform the School Business Manager beforehand so that he/she can ensure that the appropriate checks and documentation are in place with regard to insurance cover.
13. Staff will follow the adult/pupil ratio as defined on the Educational Visits proforma as follows:

No. of staff required:

Nursery:	1 adult to 2 children
Reception	1 : 4
Y1	1 : 5
Y2	1 : 6
Y3/4	1 : 8
Y5/6	1 : 10

However, following advice from CMBC in the case of swimming lower ratios are in place and are at the discretion of the Headteacher. Different ratios apply at break times and lunch time.

NB. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the local authority and others in meeting statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, where in doubt, they must seek immediate clarification from the Headteacher.
5. Ensure that tools and equipment are in good condition and report any defects to the Headteacher.
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
7. Ensure that offices, general accommodation and vehicles are kept tidy.
8. Ensure that any accidents, where or not an injury occurs and potential hazards are reported to the Headteacher.
9. All employees must not stand on desks or chairs.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may, from time to time, find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:-

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and/or other items considered dangerous).
3. Observe all the safety rules of the school and in particular, the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

NB The Governors and Headteacher will make pupils (where appropriate, their parents) aware of these responsibilities through direct instruction and notices etc.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school. All visiting contractors are to complete a VC1 form at reception upon arrival.

Lettings

The Governors and Headteacher must ensure that:

1. The means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, he/she should take action to make hirers aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

NB. Any employee rendering first aid to the best of their ability is indemnified by Calderdale MBC.

Appendix A

Community (and VC) Schools Accident Reporting Procedure

(Approved by Council CLT 9th July 2013)

These procedures apply to any activity managed by the Council (including Community and VC schools). All managers must ensure that:-

- All accidents to employees, volunteers or non-employees which occur on Calderdale premises or as part of a Calderdale managed activity are entered into the appropriate accident book.
- All accidents arising out of, or in connection to work, which meet the criteria below must be reported by phone to the Corporate Health and Safety Section on 01422 393067 within 2 hours during normal office hours and within 24 hours when outside office hours (Out of hours 07734395176 / 07824835421)
 - a) **Illness or injury to an employee** resulting in a visit to hospital, doctor, or time off work
 - b) **Non employees taken to hospital** (including pupils, clients, contractors, public, etc.)
 - c) **Any major injury** or illness reportable to the HSE
 - d) **Any assault** causing an employee to be taken to hospital, doctor or resulting in time off work. (All other lower level reports of violence and aggression to be reported through existing procedure, from VA04)
 - e) **Fatal accidents** or accidents where there is a possibility of injuries leading to death to employees or non-employee. (At this point the fatal accident protocol for accidents at work agreed by SMT will be followed).
- All HSE reportable accidents will be reported by the Corporate Health and Safety Section.(No longer a school responsibility)

Managers will co-operate with reasonable requests for information relevant to the accident investigation in a reasonable time frame eg witness statements, photographs, CCTV footage, risk assessment/maintenance documentation, training records etc

The Corporate Health and Safety Advisers will record all the information provided by phone, supply copies to Insurance, report to the HSE when required, and other managers as appropriate.

The strategy to implement this procedure will be monitored by the Health and Safety Manager and reviewed at regular intervals. This will enable the Chief Executive to be satisfied that adequate arrangements exist to ensure compliance with this procedure. This policy is a supplement to the Council's general Health and Safety Policy Statement