

North Mundham Primary School

Health and Safety Policy

Section A – Governing Body's Statement of Intent

1. DECLARATION

The governing body support fully the aims and objectives of the West Sussex County Council and the Department for Education (DfE) to achieve Health and Safety at work. This document is supplemental to the Local Authority's policy statement and aims to set out the arrangements by which the governing body will assist in achieving safe work.

The governing body will, under Section 4 of the Health and Safety at Work Act etc. 1974, be treated as the person who has control of the school premises.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure Health and Safety at Work.

The governing body recognises and accepts its responsibility for the maintenance of safe egress and access, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

Every possible assistance will be given to the DfE in its legal responsibility to achieve a safe working environment for employees.

2. SAFETY DUTIES

To achieve the objectives laid down above, the governing body accepts the following duties:-

- (a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body who shall determine any follow-up inspection which is required.
- (b) To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.

To ensure contractors work safely, the governing body shall follow the guidelines 'Contractors on School Premises', issued by the Authority.

- (c) To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- (d) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the Headteacher or members of the governing body.

- (e) To ensure that an item entitled 'Health and Safety etc.' is included on the agenda for termly meetings of the governing body.
- (f) To co-operate with the DfE to achieve its legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
 - 1. Undertake Risk Assessments in accordance with Departmental Policy and record any actions/plans consequent to their assessments.
 - 2. Provide training for safety.
 - 3. Disseminate information.
 - 4. Provide adequate supervision.
 - 5. Monitor Health and Safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by the DfE and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in Appendices to this document.

Signed _____(Chairman of Governors) Date _____

Section B - Organisation of the Health and Safety System in North Mundham Primary School

- *The Chairman of Governors is: Miss Elaine Standish*
- *The Governors with nominated responsibilities for Health and Safety are: Mr Chris Jack & Mrs Rachel Russell-Wells*
- *The responsibility for day to day oversight of the governors' responsibility is vested in: Mrs Julia Carey (Headteacher).*
 - *The Headteacher will be assisted by Mr Justin Murray (Assistant Headteacher) and Mrs Sarah Gill (Senior Teacher)*
- *Union representation is by*
- *Staff interests are represented by Mr Chris Orchard (Teacher Governor)*
- *Pupil interests are recognised by Y6 School Council Reps.*

The pupils' health and safety representatives function is to represent the pupils, to act as a point of consultation and to be a point of contact to raise issues with the Headteacher, if the issue has not been resolved via the class teacher. All pupils shall be made aware of who are the pupils' health and safety representatives and their function.

Prevent Duty

Governors and staff have discussed the school's responsibilities within the Prevent Duty. Internet Safety and awareness is kept at a high profile in both the curriculum and pupil well-being.

Particular responsibilities for the management of safety/welfare matters are listed below:

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|--|-------------------------------------|
| - Cleaning/Caretaking duties | - Caretaker |
| - Contractors on site | - Caretaker |
| - Control of Substances Hazardous to Health | - Caretaker |
| - Display Screen Equipment | - ICT technician |
| - Drama/Theatre Arts | - English Subject Leader |
| - Electricity at Work Regulations | - Caretaker |
| - Fire Safety | - Headteacher |
| - First Aid and administration of medicines | - Joy Herrington |
| - Health & Safety in the School Development Plan | - Headteacher |
| - Hiring Premises | - Headteacher |
| - Induction of staff | - Headteacher |
| - Internet Safety | - IT Subject Leader + IT Technician |
| - Manual Handling | - Headteacher |
| - Off-Site Activities | - Mr Chris Orchard |
| - Physical Education | - PE Subject Leader |
| - Premises Maintenance | - Caretaker |
| - Reporting/Recording Incidents | - Headteacher |
| - Risk Education | - All staff |
| - Science Curriculum | - Science Subject Leader |
| - Security | - Headteacher |

- Staff Welfare

Technology Curriculum

- Training/INSET

- Assistant Headteacher

- DT & ICT Subject Leader

- Headteacher

RESPONSIBILITIES

Governing Body

The Governing Body shall ensure that health and safety is managed in accordance with the schools' health and safety information for educational establishments system (health and safety CD-ROM) and shall co-operate with the LA on all matters concerning health and safety.

The Governing Body shall consider all reports and guidance from a variety of sources i.e. the LA, risk assessments, inspection reports and the views of interested parties and shall, if necessary, produce an annual action plan based on the concept of risk assessment to address the issues raised.

Headteacher

The Headteacher is delegated with the responsibility for the day-to-day management of the school, which includes health and safety.

The Headteacher shall:-

- a. ensure that those members of staff who have been delegated health and safety responsibilities are competent in their area of responsibility, and that they have adequate time and resources to fulfil their duties.
- b. ensure that health and safety is discussed once a term with all staff and shall submit a health and safety report to the Governing Body, via the Headteacher's report, for their consideration termly.
- c. encourage the contribution and participation of all parties in the interest of improving performance.

Teachers

In addition to those responsibilities outlined in the 'all employees' section, teachers shall comply with issued guidance and instruction to ensure the health and safety of all pupils that they are responsible for.

Teachers shall encourage pupils to identify hazards within all areas of the curriculum and school, to discuss the risks involved and the control measures needed to keep themselves and others safe. The curriculum managed and delivered by teachers will seek to promote risk education to ensure that 'managing risk' is a transferable skill throughout life.

At the beginning of each term, teachers shall formally consider their areas of responsibilities and proposed activities and identify and control the hazards. Teachers are encouraged to involve the pupils by way of discussion, and shall refer significant hazards, together with achieved or recommended solutions to the Headteacher.

Site Premises Officer/Caretaker

The Site Premises Officer shall ensure compliance with the Caretaking and Cleaning Service's Code of Safe Working Practices.

All employees

Staff are required to comply with this policy, risk assessments and procedures, to ensure their own health and safety and that of others who may be affected by their acts or omissions, and to report any health and safety concerns to either nominated staff or directly to the Headteacher.

Staff are required to report any ill health which may have occurred as a result of work related activities to the Headteacher at the earliest opportunity.

Staff who become pregnant are encouraged to inform the Headteacher at the earliest opportunity.

Staff are required to ensure compliance with training, issued guidance, good practice and risk assessments.

No-one is to interfere or misuse anything provided for health and safety reasons.

Pupils and Visitors

Pupils and visitors are expected to co-operate with all the arrangements that are made in the interest of their own and other's health and safety.

Section C - PARTICULAR ARRANGEMENTS INCLUDING MONITORING PROCEDURE

1. Arrangements for the effective implementation of the Authority's Health and Safety Information System

The Governing Body has a rolling programme, via the Premises / Finance Committee, to review relevant policies. All staff will be made aware of the policies and any changes. Policies can be found in the Management Handbook and it is the responsibility of all staff to keep themselves updated.

2. Particular Arrangements to be developed at a local level

Relevant policies, safe systems of work, codes of practice or safety rules can be found under the Health and Safety section in the Management Handbook.

3. Monitoring, Audit and Review

The Governing Body shall receive reports at each termly meeting on Health and Safety and shall institute regular inspection and monitoring of the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the LA. The operational practice and procedure shall be constantly monitored by the Headteacher/local Safety Officer. Accident/Incident report forms should be analysed. This may help identify any increase or trends in particular types of accident. The Governing body shall prepare an annual action plan to address deficiencies in health and safety.