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# Health and Safety Policy

## St. Michael's CE Primary School

### Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

**Name/Signature of Chair of Governors:**

**Date:** ■ / ■ / ■

**Review date:** ■ / ■ / ■

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# Health and Safety Policy

## Part 2: Responsibilities and Organisation

### Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

### The Governing Body

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) People have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from 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.
- g) The school's health and safety policy and performance is reviewed annually.

### The Headteacher

The Headteacher has the following responsibilities:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.

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- g) Arrange for risk assessments of the premises and working practices to be undertaken.
  - h) Ensure safe systems of work are in place as identified from risk assessments.
  - i) Ensure that suitable emergency procedures are in place.
  - j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
  - k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
  - l) Ensure arrangements are in place to monitor premises and health and safety performance.
  - m) Ensure that all incidents are investigated and suitable remedial actions are taken.
  - n) Report to the Governing Body annually on the school's health and safety performance.

### **School Health and Safety Coordinator**

The School Health and Safety Coordinator has the following responsibilities:

- a) To coordinate and manage the annual risk assessment process for the school.
- b) To coordinate performance monitoring processes.
- c) To make provision for the inspection and maintenance of work equipment.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

### **Teaching and support staff holding positions of special responsibility**

This includes Deputy/Assistant Headteachers, Curriculum Coordinators, Heads of Faculty, Heads of Departments, Business Managers, Technicians and Caretakers [*Delete as appropriate.*] They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

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- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
  - c) Ensure that all staff under their management are familiar with the health and safety Code of Practice, if issued, for their area of work.
  - d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
  - e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
  - f) Ensure, so far as is reasonably practicable, 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) Investigate any accidents that occur within their area of responsibility.
  - h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

### **Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) 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 for safety education.
- h) Report all accidents, defects and dangerous occurrences to their Head of Department.

### **Health and Safety Representatives**

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The Governing Body recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents 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. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- b) Cooperate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with the incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Union Health and Safety Representative(s).

### **Pupils**

Pupils, allowing for 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.

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- c) Observe all the 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.

### **Part 3: Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### **Risk Assessment**

##### **General Risk Assessment**

General Risk Assessment will be coordinated by the Headteacher following guidance and documentation on Schools' PeopleNet.

The Headteacher will be responsible for ensuring the actions required are implemented.

##### **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by the Site Manager following guidance and documentation on Schools' PeopleNet.

##### **Manual Handling**

Manual handling risk assessments will be carried out by the Site Manager following guidance and documentation on Schools' PeopleNet.

##### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by the Headteacher and ICT Technician following guidance and documentation on Schools' PeopleNet.

##### **Hazardous Substances**

Site Manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, or in the Caretaking Health and Safety Code of Practice, following guidance and documentation on Schools' PeopleNet.

##### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by the Headteacher following guidance on Schools' PeopleNet. This assessment cross-refers to the school's behaviour policy.

##### **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty and subject teachers using Health and Safety curriculum Codes of Practice on Schools' PeopleNet.

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## **Consultation with Employees**

Union-appointed safety representatives are not currently in school

Consultation with employees not represented by a union is provided through the Headteacher and Deputy Headteacher.

## **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMP3) scheme.

Schools that are not in BMP3 should summarise their general arrangements for organising inspection, maintenance and testing of plant and equipment here.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker/site manager.

Any problems or defects with plant and equipment should be reported to Site Manager

## **Information, Instruction and Training**

### **Information and Advice**

The Health and Safety Law Poster is displayed at:

Health and safety advice is available from the headteacher/health and safety coordinator; and from HR Direct on 01603 222212 or email [hrdirect@norfolk.gov.uk](mailto:hrdirect@norfolk.gov.uk)

### **Health and Safety Training**

#### **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by Headteacher following guidance and documentation on Induction on Schools' PeopleNet.

Employees named below have received or will receive health and safety training in the following areas:

Ian Prentice Site Manager

#### **Strategic Health and Safety Management and Premises Management Training**

- Premises Management 1 – General:
- Premises Management 2 – Asbestos:
- Premises Management 3 – Fire Safety Risk Assessment:

The HSE has recommended that for larger premises three or four staff attend Premises Management training to allow for sickness, holidays etc.

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## **Curriculum/Subject Specific Health and Safety Training**

### **Primary and Secondary PE and School Sport**

- Risk Management in PE and School Sport: Paulette Ashmore
- Safe Supervision of Swimming for Teaching Assistants: Suzanne Wilcox

### **Outdoor Education**

- Educational Visits Coordinator: Paulette Ashmore

### **Occupational Risks**

- First Aid at Work: Heidi Porter, Sarah Aldhous, Sue Dowding, Glenda Luker
- Emergency First Aid at Work: As above
- Paediatric First Aid (for schools with children up to age 5): as above
- Manual Handling: Ian Prentice
- Moving and Handling of Disabled Pupils:
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training:
- Norfolk Steps (Team-Teach) training: All Staff

### **Caretaking/Site Management**

Ian Prentice

- Norse Commercial Services School Caretakers Health and Safety Awareness:
- Norse Commercial Services Safe Use and Inspection of Ladders and Stepladders:

### **Health and Well-Being**

- Well-Being Facilitators: Kelly Law

### **Minibuses**

- Norfolk County Council Minibus driver training:

### **Training Records and Training Needs Identification**

Health and safety training records are held in office in staff records

Training needs will be identified, arranged and monitored by: Headteacher

### **Incident Reporting and Investigation**

All accidents and cases of work-related ill health involving employees (or non employees where the non employee is taken directly to hospital) must be recorded on the Norfolk County Council Incident Report Form following guidance and documentation on Schools' PeopleNet.

The Incident Report book is kept by/at: Office

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Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept by/at:

Headteacher will investigate all incidents and act on findings to prevent a recurrence.

Office Manager is responsible for reporting incidents to County Hall and maintaining records.

### **First Aid**

First aid box(es) is/ are kept at: medical bay by office, also in staffroom and classrooms

The following employees are available to provide first aid: Heidi Porter, Sarah Aldhous, Sue Dowding, Glenda Luker

### **Managing Medicines**

Prescribed medication will be administered to pupils following guidance and documentation on Schools' PeopleNet.

Headteacher is responsible for control of administration of medicines to pupils.

### **Site Security and Visitors**

All visitors must report to Office Reception where they will be asked to sign the visitors book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are:

#### **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures:

### **Selection and Management of Contractors**

Contractors are selected and managed following guidance and documentation on Schools' PeopleNet.

### **Management of Asbestos**

The asbestos register and asbestos management plan is held at: Office

Site Manager is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to NPS.

### **Educational Visits**

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Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council.

### **Occupational Health**

Access to occupational health services is via NCC HR

### **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by Ian Prentice Daily

Fire extinguishers are maintained and checked by/ever YEAR by CHUBB (next check May 2012)

Alarms are tested by Ian Prentice, Site Manager /every fortnight, and termly for pupil fire drills.

Emergency evacuation procedures will be tested once every term.

### **Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Site Manager

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

### **Review of Policy**

This policy will be reviewed annually and possibly revised in the light of experience, or because of operational or organisational changes.