

# **Pottery Primary School**

## **Health and Safety Policy**

### **General Introduction.**

The school is aware of the provisions of the Health and Safety at Work Act 1974. This states that it is the duty of every employer to conduct business in such a way as to ensure, so far as reasonably practical that employees are not exposed to risks to their health and safety. Furthermore a duty to take all reasonably practical steps with regard to the health and safety of those persons not in the school's employment but who may be affected by it is also recognised.

Pottery Primary School has a responsibility to provide a safe working environment for pupils, staff and visitors. We are committed to ensuring that all pupils are educated to understand the importance of health and safety in the environment in which they live. We understand that safety is a way of life in which all are required to participate.

### **Aims**

1. To establish and maintain a safe and healthy environment throughout school for all pupils, staff and visitors.
2. To establish and maintain safe working procedures and attitudes among staff and pupils.
3. To provide good learning experiences that take place safely.
4. To avoid unnecessary risks and to enable pupils and staff to work in a sensible, safe and confident manner.
5. To ensure that all staff are provided with relevant information, instructions and training on the use of handling, storage and transportation of substances and equipment.
6. To ensure that all staff are aware of statutory and school health and safety regulations and carry them out.
7. To ensure all staff exercise effective supervision of the pupils and that staff and pupils know the emergency procedures.

The arrangements outlined in this policy and associated guidance cannot by themselves prevent accidents or ensure safe and healthy working conditions. The school believes that the adoption of safe methods of work and good practice by every individual is essential so as to make a major contribution to everyone's personal health and safety. Hence, though the school will take all reasonable steps to identify and reduce hazards to a minimum, pupils, staff, visitors and members of the school community must appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in school activities.

## **Health and Safety – Statement of Intent.**

The Governors and school management of Pottery Primary School will, so far as it is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act of 1974, relevant regulations, approved codes of practice, guidance notes, and the Safety Policy of the Local Education Authority (LA) and paying due regard to advice and information provided by the LA's advisors.

The Governors and school management will ensure, so far as is reasonably practical, that the premises, all means of entering and leaving the premises available for use, are safe and without risk to health. In this respect the Governors and school management will comply with arrangements and procedures made by the LA as part of its responsibilities as employers. In the case of a letting arranged by the school, it will ensure that appropriate health and safety arrangements are in place.

The Governors and school management will review this statement every 3 years or if circumstances change. It will ensure that the school maintains monitors and reviews its Health and Safety Policy including the necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities, the Governing Body, through its Resources Committee, will receive copies of all health and safety reports made to the LA by the Head. The Governing Body recognises the need for consultation between management and staff on health and safety issues. It will also seek expert advice, where necessary, in order to determine risks to health and safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management.

The Governors and school management is committed to the provision of adequate training and information in respect of health and safety risks and in order to enable them to carry out their health and safety duties.

The Governing Body, the school management and all members of the school staff will at all times endeavour to fulfil the health and safety objectives and develop a positive safety culture throughout the school.

Signed.....

Chair of Governors on behalf of the Governing Body.

Date.....

Signed.....

Headteacher

Date.....

## **Management Procedures**

1. Every employee has a responsibility for safety. However, any person in charge of a group of people has the overall responsibility for the safe working of those individuals.
2. Employees must:
  - a) Take reasonable care for their own health and safety and that of others who may be affected by what the employee does or does not do
  - b) Co-operate with their employer in health and safety matters
  - c) Not interfere with, or misuse anything provided in the interests of health, safety or welfare
  - d) Use equipment, materials, etc. safely and in accordance with training and instruction provided by their employer and following their employer's rules for use
  - e) Inform their employer of any serious and immediate danger to health and safety and/or shortcomings in protection arrangements.
3. Joint management/staff consultations on Health and Safety issues will be held during staff meetings/staff briefings for teaching staff. Health and Safety will be a specific agenda item as the need arises but staff are asked to raise matters at any time with the Head or senior managers. Members of staff who do not normally attend these meetings are also asked to raise Health and Safety matters at any time with the Head or senior managers and will be consulted by the Head at a mutually agreed time on issues, which affect their areas of work. The Head will give health and safety reports at each meeting of the Governor's Buildings & Risk Management Committee. The Staff Governor and the Teacher Governor may raise health & safety issues at Governors meetings.
4. The poster 'Health and Safety Law - What you should know' will be displayed in the Staff Room
5. The LA's Health, Safety and Risk Management Handbook and the School's Health and Safety Policy and Health and Safety arrangements will be freely available in the School Office and all staff must make themselves aware of their contents and follow their instructions.
6. Information on health & safety is made available to all new members of staff and supply staff through the induction process.
7. All adults working on the school site must have a Disclosing and Barring check that is less than 3 years old.

## **Allocation of Functions**

### **The Board of Governors**

The Governors Resources Committee includes health & safety matters in its remit and accords health & safety its highest priority.

- Regular review of Risk Assessments, Health and Safety Policy etc.
- Regular monitoring of all aspects of Health and Safety Policy by questioning, checking records and from the results of the twice-yearly inspection of premises by delegated Governor/Head/staff representative and invited specialists.
- Monitoring of arrangements as specified in the arrangements section.
- Consideration of Health and Safety reports from Head, Teacher Governor, and Staff Governor, at each Resources Committee meeting.
- Ensuring non-structural repairs are carried out in accordance with agreed plan allocating fund accordingly.

The school Resources Committee will act as the Risk Management Group for the school receiving reports and ideas from all members of the school who are encouraged to take an active role.

### **Headteacher**

- Day to day responsibility for all health & safety matters.
- Ensures Health and Safety Policy is activated.
- Liases with Governors/LA on policy issues.
- Ensures that problems in implementing the Health and Safety Policy are reported to the Governors/LA as appropriate.
- Draws up procedures with staff and reviews them annually or on change of circumstances.
- Checks that procedures are being carried out and appropriate records.
- Arranges for staff to be informed/trained.
- Ensures that termly fire drills are carried out together with periodic lunchtime ones varying the route taken and records same on the record sheets kept in the School Office.
- Ensures compliance with fire regulations on numbers.
- Ensures visiting staff/helpers, contractors and visitors are advised of and carry out safe procedures and are aware of emergency procedures.
- Ensures new employees are informed of safety procedures and the arrangements for first aid in the workplace.
- Carries out risk assessments as and when required in accordance with the LA's Health and Safety and Risk Management Handbook. Reviews regularly and informs other personnel of results and action to be taken.
- Implements COSHH in conjunction with the Caretaker Corporate Resources are responsible for training.
- Regularly reviews procedures used by cleaning/care taking staff and acts on any health and safety, risk implications with their employer (corporate resources for caretaker and Cleanslate with cleaning staff).
- Acts on reports from staff within agreed time scale and reports problems to Governors.
- Twice yearly inspection of premises with delegated Governors, staff representative and invited specialists.
- Ensures visits and outings comply with school policy.
- Ensures contractors comply with LA guidelines.
- Arranges for repair of faulty electrical equipment.
- Monitors accident reports regularly for trends in type/site.

### **Assistant Headteacher.**

Undertakes the responsibilities of the Head in their absence.

- Comply with the School Health and Safety Policy and undertake training as required.
- Ensures all levels have access to an up to date Health and Safety Policy.
- Ensures that problems in implementing the Health and Safety Policy are reported to the Head.
- Carries out Risk Assessments with the Head as and when required in accordance with the LA's Health and Safety and Risk Management Handbook.
- Implements COSHH in conjunction with the Head as necessary.
- Ensure notices of first aid requirements are in place.

### **Caretaker**

- Comply with the School Health and Safety Policy and undertake training as required.
- Acts on reports from others within agreed time scale and reports problems as appropriate.
- Carries out COSHH assessments under the supervision of Corporate Resources – his employer.
- Informs the Head of any training required for caretaker
- Is familiar with emergency procedures.
- Tests fire alarms in rotation and sequence on Monday mornings and records tests carried out.
- Regular inspection of play ground surfaces, walls, fences, gates and seats; notify the Head of any defects.
- Recording of boiler maintenance by retention of worksheet issued by contractor.
- Arrange for safe storage of faulty electrical equipment whilst awaiting repair.
- Ensures safe storage of tools.
- Ensures flammable liquids are stored in a locked metal cabinet marked 'Highly Flammable'.
- Ensures waste is disposed of correctly.
- Ensures rubbish bins are always chained and kept away from buildings.
- Ensures boiler rooms are not used as stores and are kept locked at all times.
- Ensures caretaker's store is kept locked at all times.

### **Senior Mid-Day Supervisor**

- Ensures supply of first aid supplies in main cupboard is adequate and re-orders stock through the School Office as necessary taking note of any deficiency reported by staff.

### **School Office Manager**

- Telephone emergency services as necessary in the event of injury, fire or other critical incident.
- Arranges the order of First Aid supplies.
- As a display screen equipment regular user is entitled to eye and sight tests in accordance with the LA's duties as employer and will arrange such as required.
- Advises annually in September all community user group leaders of the fire and evacuation requirements.
- \*Ensures all staff are given LA's 'Lifting and Handling Aide- Memoire'.
- Arranges for repair of photocopier when notified of malfunction by staff.

- Instructs visitors to sign Visitors' Book and gives out badges.
- Refers visitors to fire and safety procedures.
- Takes the Visitors' Book and any class registers temporarily held in the School Office to the assembly point in the event of evacuation and distributes them to staff supervising children.
- Calls Visitors' Book at the assembly point.
- Contacts parents/guardians in event of illness/injury of pupil.
- Ensures office door is kept closed when counting money and varies times of paying monies into bank.
- Adds amendments to Health, Safety and Risk Management Handbook and records same on record sheet in Handbook.
- Arranges for annual PAT testing of electrical equipment
- Records checking of fire extinguishers by contractors.
- Ensures that all the contents of classroom's first aid boxes are checked and replenished termly. A copy of contents should be kept in each box.

### **All Persons on Site**

- Comply with the School Health and Safety Policy and undertake such training as is specified therein or requested by the Head.
- In the absence of the School Office Manger an available member of staff will be nominated by the Head to call the emergency services in the event of an incident. To take the visitor book and any other class registers temporarily held in the office to the assembly point and distribute to staff in charge of children.
- The nominated member of staff will also check the visitors' register.
- In the event of a minor accident to a pupil or other non-employee, the nearest available member of staff will complete the accident book kept in the office.
- Be aware from the Head's advice; of all pupils whose medical condition may require emergency aid e.g. nut allergy and asthma. Be able to recognise the onset of symptoms and take appropriate action i.e. summon the trained person, call an ambulance, etc.
- Staff will keep a record of any treatment given in the accident file.
- All staff must keep escape routes free from obstruction and flammable materials.
- All visitors must wear a badge from the office.
- Ensure visiting staff/helpers and other visitors are advised of and carry out safe procedures and are aware of emergency procedures.
- Any member of staff in charge of a group has the overall responsibility for the safe working of those people.
- Ensure safe procedures are used.
- Check equipment to be used is safe before use.
- Ensure protective equipment is used where necessary.
- Use the photocopier only in accordance with guidelines.
- Carry out specific Health and Safety tasks as delegated.
- Check classroom/work area is safe before and during use.
- Report Health and Safety problems to other level personnel as appropriate.
- Comply with the Policy for Safe Practice in Outdoor Education.
- Comply with the School Security Procedures.
- Challenges any visitor not wearing a badge as to their business on the premises whilst not compromising own safety.

This policy will be reviewed every three years by the Resources Committee of the Governors.