

ST. JOHN'S C OF E



PRIMARY SCHOOL

Policy for Health and Safety

Last Reviewed by Governing Body : Feb 2018

Date of next review : Feb 2020

Mission and Vision Statement

Our mission is that:

Each of us is special; each of us is unique.

We aim to provide pupils with high quality teaching and learning, so that they can become effective life-long learners, striving for excellence.

We aim to demonstrate clear Christian characteristics and values, whilst at the same time, encouraging recognition of and respect for other faiths.

We value greatly school, home and parish connections.

We believe in "Living, Loving and Learning" together in God's World.

Our vision is to:

Empower creative independent thinkers, who are resilient to challenges, in readiness for our diverse and ever-changing world.

St John's CE Primary School fully recognises and accepts our duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and associated legislation.

This policy identifies the essential elements of our Health and Safety management system and details the commitment the Governing Body has for maintaining and improving the health and safety of our staff, and others who may be affected by our activities. So far as is reasonably practicable, we will provide a safe and healthy work environment that meets statutory requirements.

Our employees are our key resource and it is crucial that risks to their health and safety are properly controlled through an effective health and safety management system. We expect staff, pupils, visitors, contractors, and other employers to share this commitment by complying with our policies and procedures and to understand that they also have a legal and moral obligation to themselves and to others.

We believe that good health and safety management is an important and integral part of any employer's social and corporate responsibility. The avoidance of significant risk to the health or safety of people is a key priority.

To do this effectively we will take a systematic approach to identifying risks and ensuring that resources are allocated proportionally to manage them. We regularly examine our own work activities and make suitable and sufficient assessments of any health and safety risks. These assessments determine our priorities and set objectives for eliminating hazards, reducing risks and achieving a progressive reduction in injury, work related ill-health and other types of loss.

St John's recognises the importance that strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents, accidents and work related ill health. We are committed to improving health and safety performance and this policy will provide the framework for this goal to be achieved. We value the important contribution that staff and appointed safety representatives make in improving health and safety. A partnership approach to managing health and safety is crucial to enable the school to meet its objectives for maintaining and improving health and safety performance.

Health and Safety at Work legislation places a responsibility on all employers to ensure the health, safety and welfare at work of all employees, and on all employees to take reasonable care of their own safety. Teaching staff have a responsibility in loco parentis for the safety of children in their care.

St John's accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. We believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of our pupils.

It is the aim of the school and governing body, 'To provide a safe and healthy working and learning environment for staff, pupils and visitors'.

The arrangements outlined in this Policy and the various other safety provisions made by the school and governing body cannot prevent accidents or ensure safe and healthy working conditions. The school believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The school and governing body will take all reasonable steps to identify and reduce hazards within its control to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the school premises or whilst taking part in school-sponsored activities.

Signed by

Chair of Governors

Date:

Organisation

Overall accountability for health and safety lies with the employer of the members of staff in the school. However, day-to-day running of the school including responsibility for the health and safety of staff and pupils is delegated to the **Heads of Site and school leadership team**. They have a key role in making sure risks are managed effectively on site.

Sensible and effective management of health and safety relies on every member of the senior leadership team making sure risk is managed responsibly and proportionately. Good communication by all parties is critical to getting this right.

Health and safety representatives and safety committees also play a valuable role in contributing to the development of a positive health and safety culture.

The Governors

As the employer the Governing Body is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is **reasonably practicable**.

Health and safety functions are delegated to members of staff in the school to fulfill on behalf of the employer. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the employer.

As the employer the Governing Body, together with the school,

- Put in place sensible approaches to health and safety, with clear policies that focus on the real risks.
- Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by school activities.
- Tell employees about the real and significant risks in the school and the precautions they need to take to manage them (refer to arrangements section).
- Make sure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice.
- Check that control measures have been implemented and remain appropriate and effective.
- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.

- Work in close partnership with the Head Teacher and senior leadership team to support sensible health and safety management and to challenge as appropriate.

The Heads of Site

The **Heads of Site** and the school leadership team have considerable autonomy in the day-to-day running of their schools. It is important that they exercise this autonomy in line with the school's policies, procedures and standards.

The **Heads of Site** must;

- Ensure that the school is following the health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff has the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

Other School Leaders

The Business Manager and Site Manager take on the lead for health and safety on site. They often provide the focal point for the school's health and safety management arrangements. Their school wide roles may include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed
- advising contractors of site specific risks and overseeing their activities on site
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow
- accident and incident reporting
- implementation, monitoring and review of training procedures
- preparation of reports and returns for the school leadership team

Teachers

Have expertise in their topic areas and are in the best position to advise or lead on the arrangements for assessing and managing risk in their classrooms and when teaching their

subjects. They should have sufficient authority to take the lead responsibility for health and safety, and, have time, resource and competence to fulfill the role.

Staff

All of the school workforce play an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

Staff must

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Be familiar with the school`s health and safety policy
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- Cooperate with the Heads of Site, Senior Leadership Team, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements.

Hirers, contractors and others

When the school premises are used for purposes not under the direction of the Heads of Site, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

- The Heads of Site and the Site Supervisor, will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the premises or facilities are being used out of normal school hours for a school-sponsored activity, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- When the premises are hired to persons outside the employ of the school, it will be a condition for all hirers, contractors and others using the premises or facilities, that they comply with all safety directives of the school and that they will not without the prior consent of the school:
- Introduce equipment for use on the school premises.

- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of Health and Safety at Work legislation and regulations and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc., Act 1974.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury.
- The school draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Pupil code of conduct

At St John's there is an expectation that pupils will:

- Maintain a high standard of behaviour at all times.
- To move about the school building in a quiet, safe and orderly manner.
- To remain in designated areas at break and lunchtimes.
- To obey adult instructions.

Staff consultative arrangements

The Heads of Site will incorporate agenda items on health and safety matters into meetings of existing consultative groups. Management, standing committees and consultation meetings with professional association representatives will consider health and safety matters as appropriate.

Arrangements

Codes of practice and safety rules

From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their site specific health and safety policy and procedures.

Monitoring

The Senior Leadership Team will ensure that condition surveys of the premises are undertaken. Health & Safety will be included on all management agenda's and regularly discussed at Governor level. In order to evaluate the standard of health and safety management and compliance with statutory obligations within individual schools, safety audits and inspections will also be carried out from time to time.

Staff will identify and complete discrete risk assessments associated with any task, activity and/or work in their area prior to work taking place.

Review

The Governing Body will review this policy statement from time to time and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students. This review will be a minimum of every two years and after any serious accident.

Title	Health and Safety Policy
Aim	To provide a consistent policy position on health and safety
Related documents	Health and Safety Arrangement (A-Z)
Date for implementation	
Approved by	
Date of next review	
Reviewed	