



Trinity St Stephen Church of England (Aided) First School

Health & Safety Policy

Ch Megaw

September 2015

Review Date: September 2017

Trinity St Stephen Health & Safety Policy

The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body as the employer will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities. This school's policy forms the local arrangements and should be read in conjunction with the Royal Borough Windsor and Maidenhead Corporate Health and Safety Policy.
2. In particular, the Governing Body will ensure, so far as it is reasonably practicable:-
 - (a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
 - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
5. The Head Teacher with the assistance of other staff members will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.
7. Where services are provided by the Borough, the local arrangements for the school follow the RBWM Corporate H & S Policy and Codes of Practice.
8. This policy statement supersedes any previously issued.

Responsibilities for implementing the policy

1. The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Head Teacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:-

1. make arrangements to ensure the school has an up to date health and safety policy
2. have in place procedures to identify hazards and evaluate risk control measures
3. delegate health and safety responsibility to some staff and ensure they are followed
4. ensure a governor attends appropriate health and safety briefing provided by the LEA or the School
5. have health and safety on the agenda at Governing Body meetings as appropriate.
6. ensure the Head Teacher is supported to carry out the appropriate responsibilities as detailed below.

The Governing Body will provide:

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances safe and healthy conditions that take account of: statutory requirements, Approved Codes of Practice, Department for Education guidance, RBWM Corporate Codes of Practice for those RBWM provided services that have been bought into
4. adequate information, instruction, training and supervision
5. provision of all necessary safety and protective equipment.

2. Responsibilities of the Head Teacher

The Head Teacher as the officer in charge of the day to day management of the school will carry out the duties detailed below. In his/her absence the Deputy Head will carry out these functions.

1. To pursue the objectives of the Governing Body and the LEA with respect to health and safety.
2. To ensure health and safety is an agenda item in staff meetings.
3. To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
4. To co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
5. To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
6. To ensure classes are subjected to termly health and safety inspections by the Teachers and records of the inspections are kept.
7. To ensure that the cause of all accidents, near misses and dangerous occurrences are investigated by Teachers or other responsible officers, reasonable steps are taken to prevent a recurrence and reported in accordance with the Borough's procedures.
8. To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
9. To ensure induction training to all new members of staff and all training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
10. To include health and safety items in the annual reports to the Governing Body.
11. To keep abreast of the changes in the Borough's Corporate Health and Safety Policy and Codes of Practice and pass on the information to the staff concerned.
12. To ensure that contractors do not place health and safety of staff and students at risk whilst on school premises.
13. To liaise with contractors and provide them with information on any hazards such as asbestos, electrical services, fire safety etc. that they may come across whilst working on school premises.
14. Following an accident, to oversee any remedial repairs or actions as required.

3. Responsibilities of Teachers

Teachers are responsible for drawing up safety procedures for their classes. These procedures should be reviewed regularly to ensure they are relevant and take account of experience. They must ensure other classroom staff and pupils follow safe working practices at all times.

Teachers or a nominated member of classroom staff will carry out a risk assessment of the activities within their class in accordance with the guidance issued. They will carry out termly inspections of their classes during the first week of each long term and report their findings to the Head Teacher. They will also ensure the equipment within their area of work is subjected to termly inspections and report defects to the School Administrator who will pass this information on to the Caretaker. They will ensure all other classroom staff are made aware of their responsibilities.

Should an accident occur in a class, the Teacher will investigate the causes and will report the findings to the Head Teacher.

4. Responsibilities of all staff

Staff have a duty under the Health and Safety at Work etc Act 1974 to co-operate with the Head Teacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the information, instruction and training given and take all reasonable steps to ensure health and safety of those affected by their activities. The Head Teacher welcomes suggestions from staff for improving health and safety within the school.

5. Monitoring the Effectiveness of the Policy

The implementation of this policy will be monitored by regular inspection by the Teachers and the Head Teacher. In addition, the Borough Health and Safety Advisors will carry out an audit of the school once every 12 – 18 months. Health and Safety Advisors are also available for advice at any time. They can be contacted on 01628 796000 – 1 for HR then 4 for H&S.

6. Hazardous substances

Hazardous substances are used in the school both for teaching and for cleaning and minor maintenance. A COSHH assessment is carried out for each product and the Material Safety Data Sheet made available.

7. Asbestos

The school has been surveyed for asbestos. The Site Controller and the Borough Building Services Unit hold the asbestos register.

The register must be referred to prior to any maintenance work being carried out by School staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is reported immediately to Building Services on 01628 796476 and the area cordoned off until it is made safe.

8. Electrical Safety

Electrical equipment is tested annually as part of the Borough's contract. In addition to the annual tests, visual inspection of the equipment for physical damages to the cables and plugs must be carried out every term. Equipment should also be checked for these faults prior to use.

9. First Aid

The school has a number of first aiders to ensure there is adequate cover. The first point of contact for first aid will be the school office. All first aid boxes must be regularly checked to ensure they are adequately stocked.

Teachers responsible for school trips will assess whether a travelling first aid kit should be taken.

10. Accidents

All accidents must be reported to the school office. All staff are responsible for recording accidents and notifying serious accidents to the Head Teacher.

Full details of the procedures for reporting accidents are given in the Code of Practice on First Class.

11. Contractors

The Diocese oversees large projects. They will ensure competent contractors are employed and work is carried out safely. They will monitor contractors' activity. The school may also employ contractors. In these circumstances the Head Teacher will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out a risk assessment prior to commencement.

12. Violence against staff

The LEA, Governors and the Head Teacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the LEA's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the LEA and the School.

13. Fire

A range of fire fighting equipment is available in the school. These are maintained by the Borough. The Site Controller must carry out weekly tests on Fire Alarm Call points and keeps a log of the tests and monthly tests of the emergency lighting. They must also ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Head Teacher immediately they are identified.

The Head Teacher will ensure regular emergency evacuation drills are carried out and recorded.

A Personal Emergency Evacuation Plan will be completed for any individuals with short or long term impairment.

14. Work outside normal Hours

Refer to Lone Working Policy

15. Manual Handling

Staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued by the HSE. Staff will be provided with training on safe lifting techniques.

Detailed arrangements for the implementation of the above areas of safety management are provided in the Corporate Codes of Practice on First Class.

16. Security

Security is of great importance to the school. The Head Teacher is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Head Teacher who will take the appropriate action.

17. Administration of Medication

Parents may request the School to administer medication to pupils during school time. Due to the importance of this task a separate procedure can be provided by the Health and Safety Advisers if there is an issue within the school.

18. Adventure activities

Teachers organising activities away from the school site must carry out risk assessments to include travel to and from the site area, risk assess the activity and ensure that all activities are safe before taking the children off site. This can be checked with the Off Site and Adventure Advisory Services on 0118 9835922 (fax 9833454). The LEA has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guidelines.

19. Seatbelts

Teachers organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts and the drivers are competent and experienced.