



# Bishop Bridgeman Church of England Primary School

## Health and Safety Policy

### INTRODUCTION

The Governing Body, in producing this Health and Safety Policy, has adopted the Children's Services Health and Safety Manual and this School's Safety Policy builds upon that manual to extend and detail the school's organizational arrangements for health, safety and welfare.

The Policy covers the area that the Principal has control over and details the safety arrangements within the school and how the Principal is to fulfill his responsibilities in respect of staff, pupils, visitors and other employees working within the school (e.g. Contractors).

### GENERAL STATEMENT

The Governing Body is responsible for the overall School's Health and Safety Policy and it is the aim of this Policy to work within the information, procedures and codes of practice contained in the Children's Services Health and Safety Manual.

- (a) The Principal is directly responsible for the planning and implementation of the Policy and also for ensuring that teachers and other employees carry out their duties and co-operate with the Policy. The Principal will ensure arrangements are made to bring the policy to the notice of all staff including new employees, supply teachers and pupils and, where appropriate, the relevant sections to any visitors and contractors.
- (b) The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating specific health and safety functions.
- (c) The Governors Policy is to ensure that:
  - (i) all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using the premises; and
  - (ii) to establish and maintain a safe and healthy environment throughout the school;
  - (iii) to establish and maintain safe working procedures among staff and pupils;
  - (iv) to provide plant, equipment and systems of work which are safe and without risk to health;
  - (v) to make arrangements for ensuring, so far as is reasonably practicable and without risk to health, the handling, storage and transportation of articles and substances;
  - (vi) to ensure the provision of sufficient information, instruction and supervision to enable people working on site, and pupils to avoid hazards to contribute to health

- and safety training;
- (vii) to promote the development and maintenance of sound safety, health and welfare practices;
  - (viii) to maintain a safe and healthy place of work and safe access and egress from the premises;
  - (ix) to formulate effective procedures for use in case of fire and other emergencies and procedures for evacuating the school premises;
  - (x) to make arrangements within the School for the reporting of accidents to comply with the Reporting of Injuries, Diseases, Accidents and Dangerous Occurrences Regulations, 1995 as detailed in the Children's Services Health and Safety Manual;
  - (xi) to provide and maintain adequate welfare facilities.

## **IMPLEMENTATION**

Whilst the *Governing Body* is responsible for all health and safety matters relating to the school it is clearly impracticable for it to control day-to-day management duties. Because of this, the duty is placed on the Principal to have full responsibility for the implementation of the School's Health and Safety Policy including the responsibilities and duties placed on him/her by the Children's Services Health and Safety Policy.

It is recognized that the Principal may, in turn, assign specific duties and responsibilities to members of staff to ensure full implementation of the policy including the Children's Services Health and Safety Policy. Such delegation to responsible and competent members of staff is to be encouraged but the Principal must continue to exercise oversight of any duties and/or responsibilities so delegated.

The Children's Services Health and Safety Policy is a voluminous document and for the sake of clarity and information, Appendix 'A' lists those Sections and References to which the attention of all relevant persons should be drawn according to whether the person is a member of staff, a pupil, a governor, a visitor or a contractor.

Should any matter concerning health and safety arise, apart from minor day-to-day occurrences, the Principal must ensure that the appropriate reports are sent to the Director of Children's Services and inform the Chairman of Governors and/or the 'Health and Safety Governor'.

## **LIAISON**

In order to facilitate the continued involvement of the *Governing Body* in the matters of Health and Safety and to establish communication systems for the reporting of any matter concerning health and safety and an appropriate forum for the discussion of health and safety issues, the *Governing Body* will:

- (a) at the first meeting of the *Governing Body* in the Autumn Term of each year appoint a Governor, to be known as the "Health and Safety Governor" who will liaise with the Principal and the appointed Safety Representative to discuss all matters concerning

health and safety;

- (b) ensure that the 'Health and Safety Governor', at least once in every term, meet with the Principal and the Safety Representative to discuss any matters concerning health and safety;
- (c) ensure that at each meeting of the Governing Body the 'Health and Safety Governor' reports (verbally or in writing) on the previous meeting with the Principal and Safety Representative and on any other matters concerning health and safety to which the attention of Governors should be drawn;
- (d) make the H & S Governor available for a meeting at any time with the Principal and/or Safety Representative to discuss any matter relating to health and safety.

### **THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999:**

Introduced the requirement for a formal structured approach to be applied to all avenues of health and safety based on a system of Risk Assessments.

In order to identify hazards and evaluate the risks from them the Governors will ensure that an ongoing programme of Risk Assessment in all areas of work is taking place.

The Risk Assessments will:

- identify significant hazards and assess the risks to employees and any others who may be affected by the School's activities (e.g. the public, temporary staff, contractors, school pupils etc);
- be recorded in an appropriate manner and brought to the attention of all persons engaged in, or affected by, the task that has been assessed where necessary;
- record the significant hazards;
- show the people or group of people exposed to the risk;
- offer recommendations for further actions, based on schedule 1 of the Regulations;
- give an overall rating as to the level of risk;
- be specific for any pregnant worker;
- be specific for any young person;

The Risk Assessment must be reviewed if:

- there is a reason to suspect that the previous assessment is no longer valid;
- there has been a significant change.

## **MONITORING AND REVIEW**

The results of assessments, the application of health and safety procedures and risk control techniques will be monitored as follows:

- by the Principal and line managers within their respective departments;
- by the competent person(s) who carried out the assessments;
- by the Departmental Health and Safety Committee; • by the Health and Safety Representatives;
- by the Authority's Health and Safety Advisers/Officers.

## **CONCLUSION**

The Health and Safety at Work Act 1974 imposed substantial duties on all employers and employees in respect of health and safety and work. Within terms and context of the Department of Children's Services Health and Safety Manual and of this Health and Safety Policy the Governing Body of the School accepts all its responsibilities for the care, health and safety of its employees while they are at work. This Policy and that of the Department of Children's Services aims to show how the Governing Body seeks to take all reasonable steps to ensure that these responsibilities are carried out and they are your guide as an employee to understanding the policies and procedures which have been designed to help and protect you.

## **RESPONSIBILITIES**

### **Principal**

The Education and Arts Health and Safety Policy Statement defines Principal's specific managerial responsibility as follows:

Principals are responsible for the day-to-day Health and Safety management of school and all staff, except when those with direct responsibility for grounds maintenance and kitchen staff, who are currently the responsibility of the Local Authority. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular Principals must be aware of the arrangements governing visits and general contractors whilst on school premises.

Given the general responsibility that Principals have for the school and all that this entails it is probably an impossible task to prepare a check list which accurately encompasses the full range of responsibilities. Within the Education and Arts Department it is felt that any such list could include the following:

- 1) All structural defects in contracted schools should be reported to the Authority.
- 2) Know the structure of the Authority and central management responsibilities under the

## Health and Safety at Work Act.

- 3) Be aware of the responsibilities and specializations of off-site representatives.
- 4) Maintain safe working practices.
- 5) Ensure that employees are aware of potential hazards in their place of work and receive appropriate safety codes where issued.
- 6) Emphasis the necessity for observation of health and safety regulations.
- 7) Ensure that staff are aware of and seek advice when any unusual situation which is likely to be a health and safety hazard arises.
- 8) Check the operation of procedures to be followed in the event of fire and ensure that all staff know what to do and in particular their responsibilities.
- 9) Ensure that all staff are aware of the first aid arrangements.
- 10) Understand the arrangements for the appointment of safety representatives.
- 11) Establish working arrangements with the safety representative.
- 12) Know the Safety Warden responsible for the school.
- 13) Be familiar with the operation of the Joint Safety Committee, and its membership and role.
- 14) Understand the responsibilities of employees.
- 15) Know the procedures and machinery for dealing with hazards.
- 16) Check that protective clothing and equipment where necessary are provided and used.
- 17) Make sure that all accidents are reported and investigated. Ensure that they are notified to the Authority via the accident reporting procedure.
- 18) Provide basic training for newly appointed staff.
- 19) Know your responsibilities and rights for taking an area or equipment out of use.
- 20) Be aware of the responsibility toward other people on site. .
- 21) Know the arrangements for staff cover.
- 22) Be aware of the arrangements for publicity and training.
- 23) Have a brief knowledge of the health and safety legislation and the workings of the Health and Safety at Work Act.
- 24) Have a general knowledge of the Health and Safety Commission and the Health and

Safety Executive.

- 25) Understand clearly the organisation, role and powers of the Health and Safety Inspectorate. Know the means of enforcement and the penalties.
- 26) Recognise that policy and practices are not static. Development is continuous and will necessitate changes.

### **Governors**

The governing body of Bishop Bridgeman C.E. Primary School employ the teachers and all non-teaching staff, except the school meals kitchen staff, and are responsible for school buildings.

They therefore, have total responsibility for all health and safety matters affecting staff, pupils, visitors etc. and control of premises.

### **Employees**

The Health and Safety at Work Act 1974 states: "It shall be the duty of every employee while at work:

- a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with."

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

It is recognized by the Trade Unions organizations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

### **Class Teachers**

The class teacher is responsible for the safety of pupils whilst in the classrooms, workshops and laboratories. This traditional role has now, since 1987, become a statutory duty.

Where class teachers have concerns regarding the various safety issues for example class sizes, condition of equipment etc. they should discuss the problems with the Principal before the lesson.

Class teachers should:

- (i) control and supervise the pupils and ensure that safety rules and protective equipment are followed and used;

- (ii) know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all procedures are followed;
- (iii) ensure that safety instructions are clear and understood and check frequently that they are being followed;
- (iv) they personally should follow safe procedures and working practices;
- (v) ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screen, etc. plus any special safety procedures are available and will be used;
- (vi) liaise with and recommend to the Head of the Department any safety aspects of hazards and also recommend additions or improvements that can be implemented.

### **Site Manager**

Is a key member of the school staff in that she is often the first person to notice health and safety hazards and is the 'contact person' for reporting faults and liaising with contractors on site.

Her role, within the school's safety arrangements should be clearly defined and **all** staff made aware of this role.

The caretaker should follow the health and safety and methods of working detailed in the Caretakers sections.

### **Pupils**

Are expected to:

- (a) exercise personal responsibility for the safety of self and class-mates;
- (b) wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- (c) follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- (d) only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

**NB:** It is essential that all pupils and parents are made aware of the requirements of this section possibly through the schools brochure.

### **Visitors**

Should report to the Principal or Office on arrival at the school and they should be required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the

teacher to whom they are assigned, and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonable practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health and safety risks within the school premises. (Health and Safety at Work Act, 1974 Section 3.)

In our school, pupils, visitors and parents will come into this category.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there.

### **Contractors**

Should report to the Principal or Office on arrival at the school and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the Principal regarding this work (See Section 'Contractors', Education and Arts Manual).

They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Head or Principal must take such actions as are necessary to prevent persons in his/her care from risk of injury and inform Education Department - Strategy Division of the actions taken. See Section D re. Contractors in Schools.

### **Principal's delegated responsibilities to Teaching and Non-teaching Staff**

These staff:

- (a) have a general responsibility for the application of the Authority's Safety Policy, and any School Policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed;
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should



also refer to documents produced for these products under the COSHH Regulations;

- (c) shall resolve any health and safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- (d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- (e) shall ensure, as 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 safety and health at work;
- (f) shall, where appropriate, seek the advice and guidance of the relevant Advisor or Officer of the Authority;
- (g) shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

**Review Date:           September 2017**

**Next Review:           September 2018**