



Health and Safety Policy

Date policy was last reviewed:

March 2017

HEMINGFORD GREY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY AND ORGANISATION

1.0 Statement of Policy.

- 1.1 We, the Governors of Hemingford Grey County Primary School recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management System¹. We shall ensure, so far as is reasonably practicable, the Health, Safety and Welfare of our staff, pupils and any visitors to our premises, and acknowledge and accept the Health and Safety policies, procedures, recommendations, advice of the County Council and of the LA. To this end we have prepared this written Policy Statement, which sets out clearly the Health and Safety rules and procedures applicable to everyone in, or visiting, the school.

2.0 Management Structure and Key Responsibilities.

- 2.1 There are three levels of responsibility with the School for the Management of Health and Safety, as detailed below and shown in Appendix A².

3.0 Level One.

3.1.1 Governors' Responsibilities.

The Governing Body is responsible for the establishment and maintenance of a Health and Safety Management System, as outlined in the LA's Health and Safety Policy and Procedures Manual. To be discharged as follows:

- a. Establishing a staff-led Health and Safety Committee to recommend rules and procedures to ensure health and safety in school, and to monitor their implementation and agreed timescales.
- b. Ensure the health and safety rules, policies and procedures recommended by the Health and Safety Committee are adhered to, and updated into the school's manual, and thus requiring all school staff (as far as practicable) and visitors to the school follow the rules and procedures and thereby enabling this policy to operate effectively.
- c. Ensure that a tiered system of management is in place, which reflects the overall size of the school to enable the Headteacher to manage Health and Safety issues effectively (*and revise as and when appropriate*). To enable all staff members to understand their roles in ensuring the health and safety of pupils, staff and visitors. The Health and Safety responsibilities of the Headteacher, deputy and all other staff must be written into their job descriptions (*see Appendix A of this Policy*).

¹ Health and Safety Manual reference: Section 1, page 18, paragraphs 5.0 to 5.1.5.

² Appendix A - Management of Health and Safety for Hemingford Grey Primary School.

- d. Support the Headteacher in her responsibilities for the day-to-day implementation of the rules and procedures, and for the training of school staff in their health and safety responsibilities.
- e. Reviewing this Policy annually.

3.1.2 **Health and Safety Committee.**

The Health and Safety Committee will be established in accordance with the following provisions of this Policy and will include:

- Headteacher (Chair);
- A Governor nominated by the Full Governing Body (FGB);
- A Staff Safety Representative elected by all the school staff *(if proposed)*;
- School Site Manager/Building Custodian;
- Union Safety Representative *(if proposed)*.
- Secretary (Minutes).

3.1.3 **Terms of Reference (TOR) for the Health and Safety Committee shall be:**

- a. Prepare and review rules and procedures for ensuring the health, safety and welfare of pupils, staff and visitors to the School.
- b. Monitor and review the implementation of the health and safety rules, procedures and safe systems of working, and their effectiveness in ensuring health, safety and welfare of staff, pupils and visitors and when necessary recommend changes to rules and procedures.
- c. Monitor the appropriate levels of health and safety training for staff.
- d. Regularly inspect the School premises with respect to the implementation of health, safety and welfare regulations, rules, procedures and policies.
- e. Review the reports of health and safety inspections carried out by the LA or other external agencies *(also review all risk assessments conducted/carried out within the school – to include external premises)*.
- f. Monitor individual accidents, actual or threatened violence and other relevant incidents recorded by the School (was School Accident Book) and reported. Retrospectively to formulate any necessary corrective action plan in response to any incident/accident.
- g. Develop annual health and safety objectives and monitor progress via an action plan.
- h. Report regularly to the Governing Body on the exercise of its functions.

3.1.4 **Operation.**

The Health and Safety Committee shall meet as often as it thinks necessary, but at least once a term. After each meeting, the Committee shall report to the next meeting of the Governing Body. In cases of urgency the Committee shall report to the Chair of Governors. In all other respects, the Committee shall regulate its own business as it thinks appropriate.

3.1.5 The agenda will be posted one week before the meeting and the minutes circulated to each Committee Member and Board of Governors and posted on its staff notice board. A typical agenda is attached in Appendix C³.

3.2 **Head teacher's Responsibilities.**

The Head teacher is responsible for the day-to-day implementation and monitoring of this Policy and the Health and Safety regulations, rules and procedures. In particular, the Headteacher will be responsible for:

- a. Staff information and training on health and safety regulations, procedures and other health and safety issues.
- b. Convening meetings of the Health and Safety Committee, and report to the Committee on the discharge of her responsibilities.
- c. Liaise with LA on health and safety matters.

3.2.1 In the absence of the Headteacher, her responsibilities for health and safety (and her role in relation to the regulations, rules and procedures) will be performed by the Deputy Headteacher.

4.0 **Level Two.**

4.1 **Management of Supervisory Responsibilities.**

The following members of staff have a special responsibility in relation to health and safety matters:

- Deputy Head;
- Key Stage One (1) Co-ordinator;
- Key Stage Two (2) Co-ordinator;
- Midday Co-ordinator;
- School Site Manager/Building Custodian;
- Kitchen Supervisor.

They are responsible for:

- a. Monitoring the implementation of the School's health and safety regulations, rules and procedures by those whom they supervise.
- b. Reporting health and safety issues raised by those they supervise to the Headteacher.

³ Example of Health and Safety Committee Agenda.

4.2 **School Site Manager (Building Custodian) Responsibilities.**

The School Site Manager has a special responsibility for the implementation of the health and safety regulations, rules and procedures, which relate to the maintenance and security of the school's buildings:

- a. Ensuring, so far as practical, Contractors and other visitors working on the School premises comply/abide with the relevant health and safety regulations, rules and procedures and are aware of any hazards. In addition, will keep up-to-date the Buildings Hazard file.

5.0 **Level Three.**

5.1 **Office Manager Responsibilities.**

The Office Manager will have a special role in relation to health, safety and welfare regulations, rules and procedures, and has special responsibilities for:

- a. Custodian of the health and safety regulations, rules and procedures and implementation of the rules in relation to visitors to the School; and
- b. Day-to-day communication between the Headteacher and other staff on health and safety matters.

5.2 **Responsibilities of all Staff.**

All members of the School staff are responsible for complying with this School's health, safety and welfare regulations, rules and procedures, and generally carrying out their duties with care for their own safety and that of staff, pupils and visitors to the School. In particular, all staff must:

- a. Familiarise themselves with the School's health and safety rules, regulations and procedures.
- b. Set a personal example through safe behaviour, and give their pupils an understanding that accidents can be prevented.
- c. Report any accidents, incidents or any hazards they find, or any deficiencies in the School's rules and procedures, which they notice, to the Headteacher promptly; **and**
- d. Co-operate with the Headteacher in her management of health, safety and welfare in the School.

5.3 **First-Aiders.**

We will ensure that there are enough members of staff trained as first-aiders to ensure, so far as practicable, that there is always likely to be a qualified first-aider on the premises during the school day, and that qualified first-aiders will attend refresher training courses as necessary.

5.4 Arrangements for Health and Safety.

The Head teacher has the responsibility for organising a programme of training designed to assist all levels of employees.

5.4.1 The Health and Safety Committee will play a major part in the development, monitoring and revision of the School's Health and Safety Policies and Practices. Advise/liaise accordingly with the other County Council Departments, and the Health and Safety Executive (HSE) on accident prevention, notifiable accident investigation, diseases, safety reporting matters and risk assessment.

5.4.2 Where necessary, the Governing Body will request the Health and Safety Committee to consider new regulations on other specific issues, and to recommend appropriate training or procedures or both.

5.4.3 Safety Audits of the School's Health and Safety Procedures will be initiated and carried out at regular intervals (risk assessments). The audits will be managed by the Health and Safety Committee then analysed by the School's Management Team (SMT) and appropriate action taken.

5.4.4 Accident Reporting.

All accidents or near misses (danger occurrences), incidents, diseases are to be reported as soon as possible through line-management to the LEA's Health and Safety Advisor for investigation and also recorded via the Accident Report Form (electronically) by the immediate supervising officer.

5.4.5 Risk Assessments.

We will ensure that there are appropriately trained Risk Assessors, who will identify significant risks arising from hazards and ensure they are recorded and dealt with accordingly. Such hazards being:

- Fire;
- Substances;
- Physical agents, including defective plant and equipment;
- Slips, trips and falls;
- Working environment, including all locations within the school's premises;
- Management systems defects;
- Human behaviour.

5.4.6 Safety in the Sun Precautions.

The head teacher has written to all parents and carers regarding the relevant precautions required on hot and sunny days. Please see Appendix C for a copy of this letter.

5.4.7 Health and Safety Rules and Procedures.

The School's Safety Procedure and Guidelines for safe working practices are listed in Appendix B. Any health and safety issues for which we have not, at any time, adopted specific rules or procedures, we will utilise the LA's Health and Safety Policy and Procedures Manual (paper or electronic).

5.4.8 **Fixed outdoor play equipment.**

This equipment should be inspected annually by specialist maintenance engineers and Termly by the school caretaker, these inspections should be logged onto the Annex A of the “Fixed outdoor play equipment policy”.

5.4.9 **Review of this Policy.**

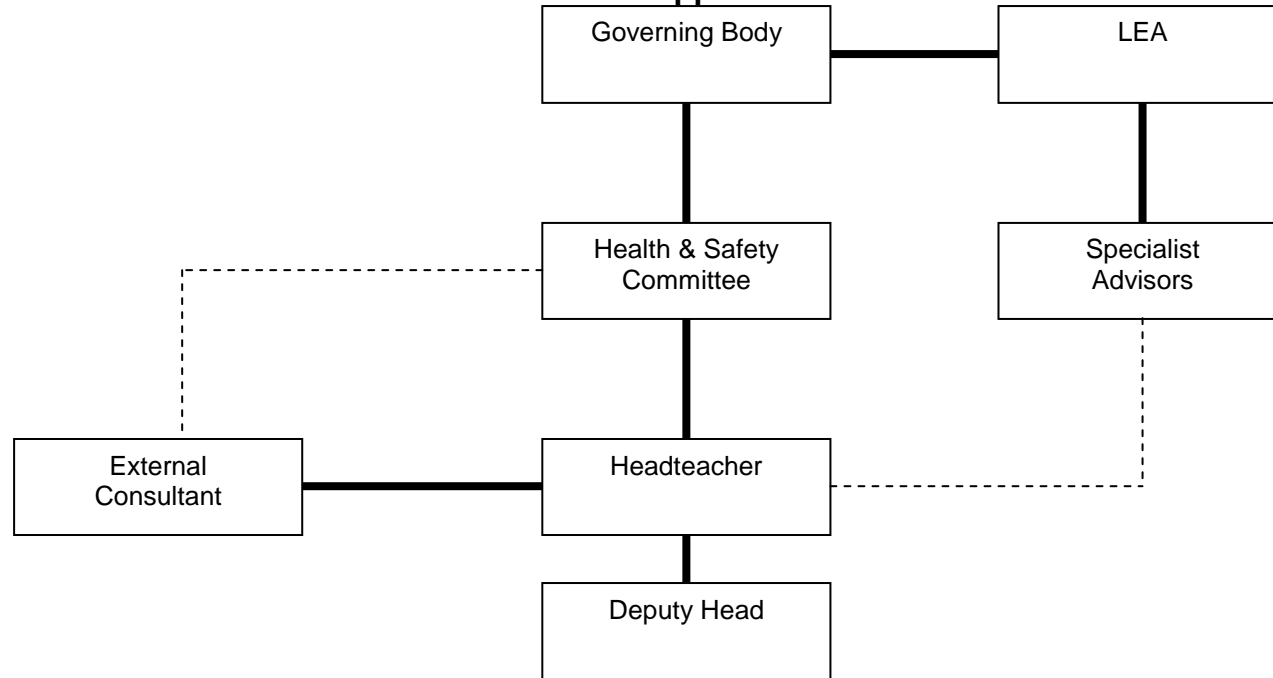
We will review this Policy, including Health and Safety rules and procedures annually, but will review specific rules and procedures sooner (If necessary) in response to:

- The reports and recommendations of the Health and Safety Committee;
- Changes in the LA’s Health and Safety Policy and Procedures Manual, or in Health, Safety and Welfare Law; **or**
- Accidents, incidents or other relevant events in School; **or**
- Any other appropriate circumstances.

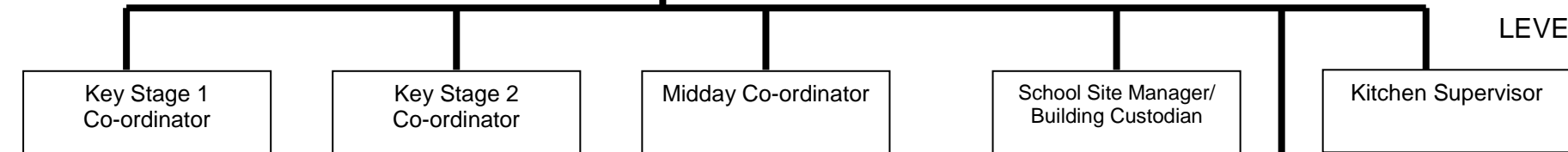
Responsibility for the day-to-day implementation and monitoring of this Health and Safety Policy rests with the Head teacher who will work in collaboration with their staff and the recognised appointed safety representative(s) to ensure compliance. The Governors will, guided by advice from the school's Health and Safety Committee, keep under review and update and revise this Policy as is considered necessary.

Appendix A

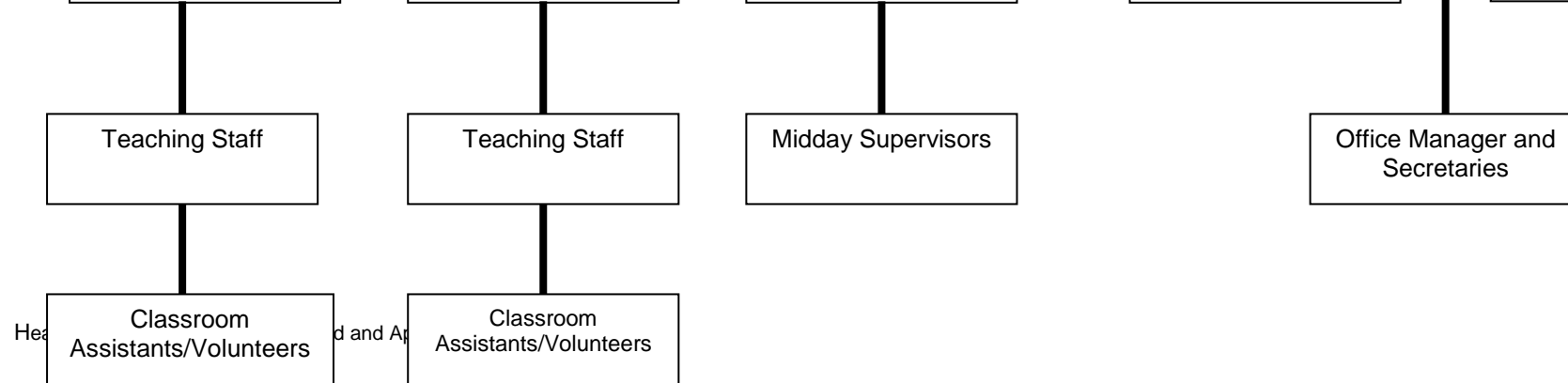
LEVEL 1



LEVEL 2



LEVEL 3



APPENDIX B

HEMINGFORD GREY PRIMARY SCHOOL HEALTH AND SAFETY COMMITTEE

AGENDA

Meeting of

1. Apologies.
2. Matters Arising from Previous Notes of
3. Health and Safety Policy.
4. Action Plan.
5. Training Plan.
6. Procedures
7. Accidents and Incidents
8. A.O.B
9. Items raised by Staff and Union Representatives.
10. Date of Next Meeting

Appendix C

Copy of Notice to Parents Regarding Safety in the Sun

Dear Parents/Carers,

I am concerned at the number of pupils who appear to be coming to school without their sun caps, sun cream or water bottles.

Children are being constantly reminded by staff to seek shade when the weather is so hot and sunny. We are now much more fortunate with the areas which can provide shade within our school grounds.

- Wildlife area.
- Willow tunnel and dome.
- Sam's bench.
- Sides of the building.
- Play equipment with roofs.
- Picnic tables with umbrellas.

Thanks for your support and help with this.

Yours sincerely,

Kate Fox
Headteacher

