



HEALTH AND SAFETY POLICY

It is the policy of Banwell Primary School to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, parents/carers, visitors, temporary contractors, clients and others while working and studying on its premises and outside the school on associated activities.

The school will ensure, so far as is reasonably practicable, that the premises provides a healthy and safe working environment for all students, staff, parents/carers, visitors, temporary contractors, clients and others; there are safe systems of work for all employees and students; suitable and sufficient work equipment is provided; there are adequate welfare arrangements and also that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

Banwell Primary School recognises its responsibility to provide adequate control of the health and safety risks arising from school or clients activities. When staff, or students operate on behalf of Banwell Primary School, an assessment of risks specific to the schools activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

All governors and school staff must familiarise themselves with the contents of this statement, organisational structure and manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive, dynamic role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the Head Teacher or Deputy Head Teacher.

Banwell Primary School commits itself to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The schools competent health and safety representative will provide to the schools management regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the school that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness. The organisational structure named below will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the schools strategy, UK or EU law and any changes will be brought to the attention of all staff.

All visitors must sign in and hand their mobile phones in to the office for safe keeping.

In the event of a fire, please report to the shelter on the main playground where the visitors' book will be taken.

Head Teacher	Claire Pocock	Signed.....
Deputy Head Teacher	Liz Lester	Signed.....
Health & Safety Governor	John Baker	Signed.....

February 2015

Approved: School Management Committee – 5 March 2015

Review Date:

ORGANISATION

The Head Teacher and Governors of Banwell Primary School recognise the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

It is important to understand that the Health and Safety At Work Act 1974 places overall responsibility for Health and Safety with the Employer. As a Community School the Employer is the Local Authority (North Somerset Council). The following is a summary of individual responsibilities, their consequent structure and accountability:-

RESPONSIBILITIES

The **Governing Body** has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for all Full Governing Body meetings.

Governors must make sure that:

- In co-operation with the Head Teacher, a Health and Safety Policy is produced that reflects the status of the school and states who the employer is. This policy is regularly reviewed and revised as and when necessary.
- Risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Sufficient funding is allocated and authorised for health and safety issues e.g. major expenditure for maintenance issues, training, provision of personal protective clothing etc;
- Regular health and safety inspections of the premises are carried out at least 3 times per year.
- The Governing Body receives a regular updates of health and safety systems and standards of health and safety from the Head Teacher.
- A positive health and safety culture is established and maintained.
- The Governing Body appoints a Governor to the role of Health and Safety Governor.
- Health and Safety keeps on the agenda by including it intrinsically with business discussions

The **Head Teacher** is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- Developing strong, positive health and safety attitudes among those employees reporting directly to them.
- Making sure that a health and safety culture is also developed with the pupils.
- Making sure that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- If deemed necessary, appointing one or more members of staff to undertake specific duties in relation to health and safety. Acting as co-ordinator for the school on health and safety matters affecting the school. (This post is not to be confused with union appointed safety reps. This is an extra role to enable the Governing Body/Headteacher to effectively manage health and safety.)
- Making sure that risk assessments are carried out on any activity that has significant associated hazards. North Somerset Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/ assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.
- Undertaking inspections of the school premises, plant, equipment and working practices on three times per year. Where necessary implement any changes and improvements. (Some inspection/monitoring can be delegated)
- Providing regular updates to the Governors of the school regarding safety performance. – e.g. How many fire drills have been carried out? How many accidents have occurred? Have any trends been discovered? What risk assessments have been carried out?
- Making recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced.
- Making sure that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for school's (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).
- Being represented on the School Management Committee.

All Staff employed at Banwell Primary School have a legal duty under Health and Safety legislation, in order to achieve this, they must:

- Be responsible for their own Health and Safety.
- Make sure that their actions will not put at risk the safety of other employees, pupils or visitors.
- Be alert to observe and correct, or report any unsafe practices or conditions.
- Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters.
- Make suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task.
- Maintain an active interest in Health and Safety.
- Learn and follow the safe operating procedures and Health and Safety rules, for safe operation and performance of their roles.
- Follow the established procedure if accidents occur.

The Deputy Head, Key Stage Leaders, Caretaker, Bursar, Health and Safety Governor, School Cook are responsible to the Head Teacher for the health and safety of any staff, workplaces and activities under their control. To achieve this their duties include the following:

- Developing strong, positive health and safety attitudes among those employees reporting directly to them and with the pupils.
- Making sure that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- Actively encouraging the participation in health and safety and welfare matters of all pupils.
- Making the Head Teacher aware of any training needs.
- Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control.
- Taking effective action and/or immediately referring to the Head Teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- Making sure that all work equipment items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspection of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
- Checking the adequacy of fire precautions and procedures in liaison with the Head Teacher.
- If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.
- Establish acceptable housekeeping and safe storage standards, of all areas of their responsibility.
- Where relevant, developing a training plan that includes specific job instructions for new, or transferred employees.

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- Making sure that the Health and Safety culture developed within the school is further developed with the pupils, by way of enforcement of health and safety rules. Also by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities and lessons.
- Making sure that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.
- Being aware of the risk assessments and seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- Setting an example by personally following safe working practices.
- Making sure that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.
- Reporting to the Head Teacher or Caretaker any defects in equipment or identified inadequacies in procedures. Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons – for example the use of equipment in technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager.
- Making sure their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

Any **Trade Union Safety Representative** will be encouraged by the Head teacher to fulfil his/her duties as well as being released for any appropriate training. The Head teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

The **Local Authority** will:

- Provide a model Health and Safety policy, outlining the clear policy statement, roles and responsibilities and the arrangements necessary to implement the health and safety standards. <http://old.n-somerset.gov.uk/Associate/Health+and+Safety+Manual/healthandsafetymanual.htm>
- Provide advice to schools and Governors on complying with health and safety legislation.
- Monitor performance of health and safety in schools
- Carry out HSE reporting on behalf of schools on RIDDOR reportable accidents. (For a full range of services refer to the Service Level Agreement)

ARRANGEMENTS

The Governors at Banwell Primary School recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through the school's "Management Committee". These meetings will also be a key tool in promoting a positive Health and Safety culture.

This Committee will include: -

- A governor responsible for health and safety matters.
- The Head Teacher
- At least three other elected governors.
- Wherever possible the Caretaker will also be invited to attend the regular Health and Safety Inspections of the school building and its premises by the committee.
- We will also involve the school's H & S Patrol, with appropriate tasks and responsibilities.
- The school recognises its obligations to identify arrangements designed to make its safety policy effective.

Recommended items for discussion under the agenda of Health and Safety (within School Management Committee Meetings) are:

- a) Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- b) Any building works/ modifications planned and what are the Health and Safety implications of this project. Whether all the necessary paperwork been completed and the Local Authority's Asset Management team notified.
- c) Risk assessment progress and review
- d) Training needs
- e) First Aid provision/qualifications etc
- f) Any school trips taking place and has this been assessed and authorised
- g) Inspection findings and required actions.

All staff should be made aware of and work within the arrangements set out in the online Health and Safety Manual (<http://old.n-somerset.gov.uk/Associate/Health+and+Safety+Manual/healthandsafetymanual.htm>)