

The Heights Primary School Policy for **Health and Safety**

Version 1.1

June 2014

Responsible officer:
Responsible Committee:

Pupil and Staff Welfare Committee
Pupil and Staff Welfare Committee

Date of last review: June 2014
Date of next review: June 2015



1. Introduction

The Governing Body of The Heights Primary School have a duty to ensure, so far as reasonably practicable, that safe and healthy conditions exist within the school. The headteacher is specifically charged with the duty of site manager of the whole site. The headteacher may appoint an advisor on any or all Health and Safety matters within the school. This document is specific to the buildings, grounds and work of The Heights Primary School

2. Aim

To establish and maintain a safe and healthy working environment.

3. Objectives

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

4. Governor Responsibilities

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Development Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the school's Health & Safety Advisor, on matters of Health and Safety.
- Nominate a Governor with responsibility for Health and Safety.

5. Headteacher Responsibilities

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:

- Line managing the Leadership Team.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses.
- Liaising with the Governing Body over health and safety issues.
- Keeping up to date with National Health and Safety issues and priorities.
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings.
- Organising and implementing termly inspections in consultation with Trade Union Safety Representatives.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Ensuring that health & safety is a criteria for Appraisal of Performance scheme.
- Formulate and implement a policy for the management of critical incidents.
- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees.
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern.
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress and well-being.
- Ensure off site educational visits are approved and appropriately staffed.
- Review risk assessments annually.
- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities.
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for staff.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

6. School Secretary Responsibilities

Is required to ensure that:

- All office risk assessments are completed and reviewed.
- Visitors are registered, wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is audited.
- Accident and Physical and Verbal Abuse documentation is completed and reported to the Health & Safety Team.
- Adequate trained first aid cover is available for on /off site activities.
- Periodic checks are made of the first aid arrangements and containers.

7. Finance/Business Manager Responsibilities

- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme.
- Maintain accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to prescribed standards.
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- Ensure that the school follows its Financial Internal Control Policy & the Academies Financial procedures:
 - when selecting a contractor
 - when completing a Self-Financed Improvement Project (SFN Form) when liaising with contractors over health and safety matters;

8. Premises Technician Responsibilities

- Ensure that the school follows the correct procedures when monitoring health and safety issues on-site regarding school appointed contractors.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the head weekly.
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder.
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder.
- Alert the Head of Establishment to issues of security and lone working.

9. Responsibilities of all employees

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.

- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

10. Visitor and Contractors Responsibilities

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

11. Pupil Responsibilities

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, items provided for your health, safety and welfare.