

# **Health and Safety Policy**

**September 2024- September 2025**



## Health and Safety Policy

**Date of Policy:** September 2024

### Foreword To All School Policies

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

## **PART 1: STATEMENT OF INTENT**

### **1. INTRODUCTION**

- 1.1 This is a Statement of Organisation and Arrangements for BISHOP ALDHELM'S CE PRIMARY SCHOOL by the Governing Body who, as employer, is the duty holder in respect of health, safety and welfare. The Statement has been written taking into account our school's ethos statement and our Christian vision and values.
- 1.2 It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. This Statement aims to promote an environment where everyone feels safe, happy and secure and the five outcomes of every child matters can be achieved, namely:
- Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
- 1.3 The Governors also support the Borough of Poole's General Statement of Policy for health and safety. Copies of the above documents, along with other information on Health, Safety and Welfare matters will be found in the Schools Health and Safety Reference File (SHSRF).
- 1.4 This Statement deals with those aspects for which the Governing Body has responsibility and covers safety associated with the building structure, plant, fixed equipment and services. It describes how these responsibilities are discharged in respect of employees, pupils, contractors, visitors and other users of the premises.
- 1.5 The Governing Body are committed to ensuring steps are taken so far as is reasonably practicable, to secure the Health, Safety and Welfare of all persons using these premises and in particular to ensure that:
- The Governors have a health and safety policy which it will review each 12 months, and draw it to the attention of its employees.
  - All teaching, non-teaching staff, volunteer, visitors to school and pupils are made fully aware of relevant Health, Safety and Welfare issues, regulations, practices and school procedures for both curricular and non-curricular areas of activity (e.g. fire safety, bus duty, visits, etc);
  - Other users of the school premises are made fully aware of the appropriate policies and procedures relevant to the use of the premises
  - A suitable management structure is created to make sure that arrangements for Health, Safety and Welfare are monitored and a regular report submitted to the Governing Body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved;
  - Training needs are identified and appropriate training is offered to staff and governors;
  - Health and Safety meetings are held including inspection of the school with employee's representatives invited to attend.

Signature:

Chair of Governors

Date:

Signature:

Headteacher

Date:

## **PART 2: ORGANISATION**

### **2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE**

The Governing Body recognises that the Health and Safety at Work Etc Act 1974 (HSWA), the Education Reform Act 1988 and Local Management of Schools Scheme of Delegation (LMS) requires the school staff, Governing Body and the Hamwic Educational Trust to work together to ensure their Health, Safety and Welfare objectives are achieved.

Below are those with special responsibilities and their duties within the school.

#### **2.1 The Governing Body**

In consultation with the Hamwic Educational Trust and Headteacher, the Governing Body has a responsibility to:

- (a) review this Health and Safety policy statement at regularly intervals and ensure it is circulated to all employees;
- (b) ensure that measures are in place to monitor the effectiveness of this policy;
- (c) allocate adequate financial provision to meet the requirements of all relevant legislation;
- (d) ensure adequate resources are available to provide sufficient and suitable Health and Safety information and training as required;
- (e) ensure that where required, objective support and advice is obtained on Health and Safety issues from the Hamwic Educational Trust's Health and Safety Officer;
- (f) put in place arrangements for joint consultation and employee participation in Health, Safety and Welfare matters

#### **2.2 The Headteacher**

The responsibility for the day to day management of all Health, Safety and Welfare rests with the Headteacher. These responsibilities include amongst others:

- (a) co-ordinate the implementation of the Governing Body's Policy in relation to Health, Safety and Welfare procedures in school;
- (b) be the focal point for reference on Health, Safety and Welfare matters and give advice, or indicate sources of advice;
- (c) make clear any duties in respect of Health, Safety and Welfare that are delegated to members of staff;
- (d) ensure that there is an effective communications network within the school, to enable effective dissemination of Health, Safety and Welfare information and action on concerns, through consultation with recognised Trade Union Safety Representatives and other employees;
- (e) implement the procedures that have been put in place by the Governing Body to monitor the effectiveness of the school's management of Health, Safety and Welfare Policy;
- (g) ensure that the Health and Safety Reference File is kept up to date and notify Staff with special responsibility, as appropriate, and safety representatives of all up-dates issued by the Hamwic Educational Trust;
- (h) ensure compliance with the Council's Policy on Reporting of Injuries, Diseases and Dangerous Occurrences, as contained in the SHSRF;
- (j) arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes, or new equipment is acquired);
- (k) to implement procedures put in place by the Governing Body to ensure that appropriate emergency procedures and first aid provision are in place within the school.

## 2.3 All Employees

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- (a) to take reasonable care for the Health, Safety and Welfare of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and;
- (b) to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions;
- (c) not to 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;
- (d) to inform their employer of any dangerous situations or practices that through their training and experience, they consider, poses a threat to Health, Safety or Welfare.

All employees should:

- (a) know the Health, Safety and Welfare organisation and arrangements to be adopted in their own working areas and ensure they are applied;
- (b) conform with the instructions given by the Governing Body and Head Teacher;
- (c) conform to approved dress consistent with safety and/or hygiene;
- (d) conform to good standards of housekeeping and cleanliness;
- (e) report all accidents, defects and dangerous occurrences;
- (f) carry out those particular responsibilities detailed in their individual job description with regards to Health and Safety matters in both curriculum and non-curriculum activities.

## 2.4 Staff With Special Responsibility

<b>Accidents</b>	Accidents should be reported to the Headteacher and a qualified first aider. A supply of accident report forms (HSW4) are held in the school office.
<b>First Aiders</b>	The names of qualified first aiders are displayed in the medical room.
<b>Fire Precautions</b>	The Site Manager is responsible for ensuring that the Fire Alarm is tested weekly and the Fire Precaution Record Book is properly kept.
<b>Equipment Maintenance</b>	The Site Manager is responsible for ensuring that equipment is maintained and inspected.
<b>Property Maintenance</b>	Defects in the condition of buildings, grounds or equipment should be reported to the Site Manager, who is responsible for reporting the matter where appropriate to the Headteacher and the Governing Body
<b>Educational Visits Co-ordinator (EVC)</b>	The Assistant Headteacher is the School's nominated EVC.  The roles and responsibilities for arranging off-site visits must be undertaken in accordance with the Educational Visit Guidelines produced by BCP and Evolve.
<b>Contractors</b>	The Site Manager is the normal point of contact for contractors working on School premises.

## 2.5 School Health And Safety Representatives

Safety Representatives appointed by recognised Trade Unions in accordance with the Safety Representatives and Safety Committees Regulations 1977 as amended by the Management of

Health and Safety at Work Regulations 1992, are recognised by the School Governing Body and will be provided with facilities to carry out their duties in accordance with the provisions of Schools Memorandum F1.

The names of the appointed Safety Representatives are displayed on the Health and Safety Chart in the Staff Room

## **2.6 The Pupils**

Staff as necessary will remind pupils that they are expected, so far as is reasonably practicable, to:

- (a) exercise personal responsibility for the Health and Safety of themselves and others;
- (b) observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- (c) observe all Health and Safety rules of the school and, in particular, the instructions of staff given in an emergency;
- (d) use and not wilfully misuse, neglect or interfere with any article or device provided for their Health and Safety.
- (e) all pupils and parents will be made aware of the contents of this section of the policy through being available in the school office. This will be notified to parents and pupils in the School Prospectus and as appropriate in the School Newsletter.

## **2.7 Contractors**

- (a) contractors will be vetted prior to the awarding of any contract, to ascertain their competency to carry out the work safely;
- (b) contractors must abide by the school's Health, Safety and Welfare policy and not endanger pupils, staff or other visitors to the site;
- (c) The Site Manager will be responsible for the co-ordination of contractors activities on site;
- (d) The Headteacher in consultation with the Site Manager will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and visitors to the premises. This will be achieved by the posting of suitable notices by the Contractor in consultation with the Site Manager;
- (e) All contractors must report to the Site Manager, before any work takes place and prior to each working session. He/she should then inform the contractor of any conditions that may affect his safety and that of others;
- (f) the Governing Body will consult with the Hamwic Educational Trust's Health and Safety Officer or the Surveyor appointed by the Salisbury Diocesan Board of Education for any additional guidance on these matters;

## **2.8 Visitors And Other Users of the Premises**

The Governing Body has a duty to ensure the Health and Safety of Visitors and other users of the premises. So far as is reasonably practicable, visitors are required to observe the Health and Safety rules of the school. In particular, parents and other volunteers helping in school, including those associated in self-help schemes, should be made aware of the Health and Safety policy applicable to them by the teacher to whom they are assigned.

## **2.9 Health And Safety Contact**

In the first instance, the Headteacher is the point of contact for all matters relating to Health and

Safety. Additional advice and guidance is available from the Hamwic Educational Trust's Health and Safety Officer in Personnel and Training Services.

The school also receives guidance from our Health and Safety advisors. They conduct a termly inspection of the school premises and equipment; producing a report of recommendations for the school to implement.

They also offer training to staff to ensure all understand their health and safety roles.

### **PART 3: ARRANGEMENTS**

The Governing Body will ensure that employees and pupils are familiar with the arrangements set out in this section of the policy statement. Guidance and detailed procedures are held in the Health and Safety Reference File.

#### **3.1 Emergency procedures**

Fire evacuation procedures for the school are based on guidance from the Hamwic Educational Trust and contained in the Fire Precautions Handbook. Fire alarms will be tested each week and recorded in the Fire Precautions Record Book located in the Site Manager's Office. Fire notices are displayed in prominent locations throughout the school detailing the fire evacuation procedures.

#### **3.2 Accident reporting**

Accidents are to be reported in accordance with the Hamwic Educational Trust's Policy on the Reporting of Injuries, Diseases and Dangerous Occurrences. A copy of accident report forms will be forwarded to the Borough of Poole.

#### **3.3 First Aid**

The School operates in accordance with the Hamwic Educational Trust's Policy on First Aid at Work. Notices are displayed detailing the location of First Aid boxes and the names of the school's Qualified First Aiders.

#### **3.4 Maintenance**

Regular maintenance inspections will be arranged and considered by the premises Committee when planning the schools maintenance programme.

#### **3.5 Urgent repairs**

All faulty equipment or damage to property which constitute an immediate hazard to Health and Safety, e.g. broken windows, broken covers on electrical switches or sockets, faulty gas fittings etc, will be reported to the Site Manager. The faulty items will be isolated out of reach and clearly marked "DO NOT USE". The use of barriers or temporary covers may be required. Portable equipment will be locked away if possible, and marked in a similar manner.

#### **3.6 Monitoring of safety performance**

It is the policy of the Governing Body to monitor and report on the safety performance of the school based on the following criteria:

- (a) Audit of Health and Safety Policy;
- (b) Workplace Inspections;
- (c) Risk Assessments;
- (d) Building Inspections by Premises Committee;
- (e) Joint Safety Inspections with Safety Representatives;
- (f) Accident Monitoring.

#### **3.7 Other school arrangements**

***Other School arrangements and procedures that are in place are:***

- *After school activities/clubs*
- *Arrangement for special needs*
- *Consultation arrangements with employees*
- *Control of hazardous substances*
- *Dealing with health and safety emergencies - procedures and contacts*

- *Induction of all staff, volunteers and agency workers on first starting*
- *Letting school premises to outside bodies*
- *Management of asbestos and legionella*
- *Occupational health services and work-related stress*
- *Off-site visits including school-led adventure activities*
- *Portable appliance testing (PAT) of electrical equipment*
- *Selecting and controlling contractors*
- *Staff and volunteer vetting procedures*
- *Violence to staff*
- *Work experience arrangements*
- *Administration of Medicines*

*This is not an exhaustive list.*

## **PART 4: ARRANGEMENTS ADOPTED BY THE SCHOOL GOVERNING BODY**

### **4.1 Hamwic Education Trust Health and Safety**

#### **Reference File**

The Hamwic Educational Trust issues Health and Safety Guidance Notes on a wide range of issues, copies of these can be found in the Health and Safety Reference File. The Governing Body takes note of the advice and guidance contained in them. The Health and Safety Reference File is held in the school office and is available to all staff and to Safety Representatives.

The Governing Body adopt the following Hamwic Educational Trust policies and guidelines as their own policies:

- (a) Manual Handling Operations;
- (b) Control of Substances Hazardous to Health (COSHH);
- (c) First Aid at Work;
- (d) Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR);
- (e) Working with Visual Display Screens;
- (f) Health and Safety Guidelines for Design and Technology at Key Stages 1 & 2 and 3 & 4
- (g) Smoking Policy;
- (h) Disabling Conditions at Work (Incl HIV and AIDS)
- (i) Dealing with Violence, Aggression and Threatening Behaviour.
- (j) Stress Management
- (k) Explosive Devices
- (l) Lone Worker Policy
- (m) Functions and Facilities for Safety Representatives
- (n) Medical Advice for Staff in Schools
- (o) Selection, Control and Monitoring of Contractors

### **4.2 Other policies and guidance**

The Governing Body makes other guidance that may be appropriate available such as:

- (a) Consortium of Local Authorities relating to the Provision of Safety in Science (CLEAPSS);
- (b) Health and Safety Executive (HSE) Approved Code of Practices;
- (c) Department for Children, Schools and Families Guidance;
- (d) British Standards;
- (e) Medical Advice for Staff in Schools;
- (f) Supporting Pupils with Medical Needs (DFES).
- (g) Fire Instruction and Drills
- (h) Safe use of Ladders, Step Ladders and Trestles
- (i) Safe use of the Internet
- (j) Working in the Sun
- (k) New and Expectant Mothers