

Beormund Primary School

Health and Safety Policy and Arrangements

General

The Governing Body of Beormund School recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensures that they are adequately controlled.

Responsibilities:

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1992
- have in place procedures to identify hazards and evaluate risk control measures
- create a management structure and periodically monitor its effectiveness
- ensure a governor attends any health and safety briefings held by the LEA
- have health and safety on the agenda at Governing Body meetings
- ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities

The Governing Body will provide, in co-operation with the LEA where responsibilities for premises and plant are shared:-

- a safe environment for pupils, staff, visitors and other users of the premises
- plant, equipment and systems that are safe
- safe arrangements for transportation, storage and use of articles and substances
- safe and healthy conditions that take account of
 - statutory requirements
 - Approved Codes of Practice
 - DFES or LEA guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment

The School Management

The Headteacher, as Key Manager, is responsible for ensuring health and safety policy is put into effect.

The day to day operation of Health and Safety matters will be co-ordinated by the Premises Manager who will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. The Premises Manager will in particular:-

- be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises
- ensure that termly health and safety inspections are carried out
- arrange for risk assessments to be carried out by a competent person
- put into effect any remedial measures or refer as necessary to the Governors or LA
- consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- attend health and safety briefings and training arranged by the LA.
- report regularly on health and safety matters to the Governing Body.
- ensure contractors on site follow safe working practices
- regularly test the fire alarm system and record findings

Other Duty Holders:

Subject Co-ordinators

Subject co-ordinators and others holding posts of responsibility will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility.

As part of their day to day responsibility they will ensure that:-

- safe working methods are in place
- supervision is adequate and training needs met
- termly safety inspections are carried out
- safety requirements for plant machinery and equipment are in place and are adequate
- appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly
- any hazardous substances are correctly used, safely stored and COSHH assessments completed
- standards of health and safety are monitored and appropriate remedial action is taken where required

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:-

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- undertake risk assessments as part of their functions and seek advice where appropriate.
- co-operate with all health and safety arrangements.

- Report any defect or other health and safety matter that they are aware of.
- Use correct equipment, tools and safety and protective issue.

Premises Manager

The Premises Manager has particular responsibility for security and premises-related issues and will:-

- Co-operate with the Head Teacher and ensure that they effectively monitor the condition of the premises.
- Report defects and monitor that appropriate remedial action is taken.
- Test the fire alarm system weekly and record the findings.

Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. The Governing Body recognises its duties as controller of premises and will ensure that:-

- premises hired are in a safe condition for the purpose of hire
- arrangements for emergency evacuation are adequate
- fire fighting equipment is in place and in operational condition
- Insurance requirements are met.

Educational Visits Co-ordinator

The Educational Visits Co-ordinator for the school is responsible for:-

- Liaising with the employer, through the Education Health and Safety Manager, to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertakes the functions outlines in the DFES publication "Health and Safety of Pupils on Educational Visits"

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions, as if they are staff employed by school. However, they will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteacher will therefore ensure that where contractors are appointed directly by the school:

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

Communication

All staff are made aware of communication channels within the school and within the Authority for health and safety. The Headteacher will ensure that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

Staff Consultation

The Governing Body and Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives.

Safety Practices

Guidance issued by the Health and Safety Executive, Department for Education and Employment and Southwark Children's Services Department will be incorporated into the school's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues relayed to relevant staff.

Risk Assessments

The Premises Manager will ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Risk Assessments should be undertaken for all activities involving staff and students. This will form a part of every day lesson planning. Specialist subjects, especially those of a technical nature will need to address Health and Safety as part of the subject policy document. **A RISK ASSESSMENT AND EVOLVE FORM** is necessary for each off site trip or journey; this could be part of the lesson plan but needs to increase in complexity if the activity is more complex.

Fire Precautions

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment. A fire risk assessment is to be generated and regularly reviewed to ensure that all findings are appropriately addressed.

Procedures

Procedures in the event of fire and other significant events have been prepared and circulated to all staff. These procedures conform to Health and Safety update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held at least twice termly and significant details recorded in the Fire Log by the Premises Manager.

Testing

Following advice from Southwark Electrical Engineering, the class call system is considered to be the best indication of the correct operation of the fire alarm system each day prior to the start and during the school day.

Call points are all tested by the service engineer four times each year.

Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Southwark Children's Services Department Policy. HS1, HS2 & HS3 Report forms are kept in the Staff Room. These are filled out. The original copies are sent to Southwark Children's Services H&S team and copies are kept on file for school record purposes.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Southwark Children's Services H&S team. The Key Manager or deputy will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

Signed

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Headteacher

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Chair of Governors

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Premises Manager

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Date of Document

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Date of Next Review

Review of Policy

This policy was written in June 2002

It was reviewed in July 2003, January 2006, October 2007, October 2009, October 2010, November 2011, December 2012, 2013, 2014, 2015 & 2016

This policy will be reviewed in December 2017, and then annually thereafter.

Master Copy

Appendix A

Beormund School

First Aid

First Aiders are:

Nichola Moffatt (Senior First aider)
Ria Hopgood (Senior First aider)

First Aid Boxes can be found in:

Main Office
Deputy Head's Office
D.T. Room
Gilles Chauvin's office

The First Aid Room is located:

Ria's Office

Team Teach Tutors:

Lisa Butcher (Intermediate)
Andrew Henderson (Intermediate)
Ezekiel Adejare (intermediate)