

## Health and Safety Policy

### **Statement of Intent**

The Governors and Headteacher of Purley Oaks Primary School and Children's Centre recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governing Board believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Complying with statutory requirements as a minimum.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems to make sure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist at the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governors' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation.

In particular, the Governors and Headteacher aim to:

- operate within the structure and framework laid down by Croydon Council.
- ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare.
- establish an effective safety management structure and arrangements to implement requirements.
- ensure a systematic approach to the assessment and control of risks.
- ensure that employees are competent in the work that they are doing.
- ensure that employees actively participate in identifying hazards.
- minimise hazards entering the school.
- ensure the competence and management of contractors on school premises.
- monitor work practices and regularly review safety management systems.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety

Consultants as required. Every employee is responsible for his/ her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims. The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Headteacher will establish and maintain a school premises committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

## **Organisational Responsibilities for Health and Safety**

As the employer, Croydon Council has overall responsibility for Health and Safety in Community, Special and Voluntary Controlled Schools.

## **Overall Approach**

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Headteacher and the Governing Board. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Headteacher once tasks have been completed. The Headteacher oversees the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Board or the Council on matters that need taking forward.

Policies and arrangements on key topics are contained within the Department for Children, Young People and Learners Health and Safety Manual which is reviewed and maintained by the Health and Safety Consultancy. The most up to date version of the manual is available on London Grid for Learning and is available for staff to see on Fronter.

## **Roles and Responsibilities:**

- The Governing Board and Headteacher will:
- Ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school.
- Commit resources to fulfil the Health and Safety Policy.
- Review the Health and Safety Plan for each year.
- Prioritise actions where resources are required.
- Ensure actions are undertaken.
- Monitor achievement of plans and extent of compliance with standards.
- Monitor trends in accidents and incidents.
- Receive, and where appropriate, action inspection reports.
- Include health and safety on governors' Premises meeting agenda and report to Full Governing Board.
- To receive and where appropriate action the minutes of the school's Premises Committee in relation to Health and Safety.
- To produce an annual report on health and safety.
- To periodically review the adequacy of health and safety arrangements.

## Headteacher:

- To ensure staff are competent to undertake tasks delegated to them.
- To identify staff training needs and to arrange for appropriate training.
- To ensure risk assessments are undertaken.
- To ensure appropriate action is taken on identified significant risks.
- To ensure that there are procedures for serious and imminent danger.
- To ensure accidents are investigated appropriately and complete the appropriate paper-work.
- To consult staff and safety representatives on health and safety matters.
- To co-operate with and provide necessary facilities for trades' union safety representatives.
- To ensure the safety of visitors to the school.
- To ensure regular inspections of the school's premises.
- To submit inspection reports to governors.
- To pass on health and safety information received to the appropriate people.
- To ensure policy is communicated adequately to all relevant persons, identifying particular roles and responsibilities.
- To participate in Council safety audits.

## Deputy Headteachers or nominated person:

- To deputise for the Headteacher in his/her absence.
- To undertake risk assessments in conjunction with the School Business Manager as required.

## School Business Manager:

- To manage the contracts for catering and cleaning contractors and report concerns to the Headteacher as appropriate.
- To manage maintenance contracts e.g. for gym equipment.
- To ensure safe hiring of school premises to third parties.
- To ensure the competency and management of visiting contractors.
- To ensure the induction of new staff and volunteers.
- To undertake/review risk assessments for all activities of school, including those off site.
- To undertake/review risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc.
- To report to the Headteacher with the results of the risk assessments.
- To undertake workplace inspections with the Site Manager and report to the Headteacher.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

## Phase Leaders or nominated person:

- To assist the Deputy Headteacher to undertake risk assessments of activities both within departments and off site.
- To draw up departmental procedures to manage significant risks.
- To arrange for staff training and information.
- To induct new, transferring and volunteer staff.
- To undertake workplace inspections with the School Business Manager.
- To pass on health and safety information received to appropriate people.

- To act on reports from above or below the hierarchy.

### Staff:

- To check that classrooms and work areas are safe.
- Apply school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of Health and Safety Procedures and arrangements.
- Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work
- To check that equipment is safe before use.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or School Business Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Investigate any accidents which occur within their sphere of responsibility
- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate.
- To bring problems to the relevant manager's attention.
- To report all accidents and incidents.

### Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils as often as necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Headteacher or Phase Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the School Business Manager, Headteacher or Phase Leader.

### Front office staff or nominated person:

- To manage the front door and security system.
- Ensure all visitors are made aware of Health and Safety and Fire Procedures
- Check and verify identity of all visitors to the school.
- Ensure appropriate information on significant risk activities is given to visitors.

- To dispatch completed accident investigation forms.
- To administer first aid, if appropriate.
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children.

Caretaker, Site Manager or nominated person:

- To monitor condition of any asbestos in the school and report problems.
- Ensure arrangements are in place to monitor premises.
- Ensure equipment is tested to ensure it remains in a safe condition.
- To test the fire alarm each week.
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely.
- To organise or undertake portable electrical appliance testing.
- To arrange and manage for contractors to undertake small repair works.
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing, etc.

### **Monitoring**

Consideration of health, safety and welfare matters will form an item on the agenda of each meeting of the Governing Board. In addition, the Governing Board will monitor and evaluate the effective working of the system within the school by the following means:

- monitoring accident/incident reports. The Headteacher will report on accidents to pupils and staff to the Governing Board and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- checking premises committee minutes and follow-up procedures.
- checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- receiving reports from the Headteacher on:
  - complaints and hazard reports from staff and visitors.
  - visits from HSE Inspectors.
  - new Council guidance and Code of Practice and methods of implementation.
  - any Safety Audit arranged by the Council or commissioned from consultants.
  - any guidance or advice from the Department for Children, Schools and Families (DCSF), HSE or other organisations concerned with health and safety in educational establishments.
  - staff training.

Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

## School Health and Safety Representatives:

The Governing Board and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Board.

## All Employees:

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must: Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies:

- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with current [incident reporting procedure](#).
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

## Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

**PART 3: Arrangements**

Appendix 1	-	Fire evacuation and other emergency arrangements
Appendix 2	-	Inspection and maintenance of emergency equipment
Appendix 3	-	First aid and medication
Appendix 4	-	Accident reporting procedures
Appendix 5	-	Lone working
Appendix 6	-	Health and safety information and training
Appendix 7	-	Work equipment
Appendix 8	-	Flammable and hazardous substances
Appendix 9	-	Moving and handling
Appendix 10	-	Health and safety monitoring and inspections
Appendix 11	-	Asbestos
Appendix 12	-	Risk assessments
Appendix 13	-	Offsite visits
Appendix 14	-	Work at height
Appendix 15	-	Display screen equipment
Appendix 16	-	Vehicles
Appendix 17	-	Lettings
Appendix 18	-	Contractors
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	Violence to staff

Detailed information is given in the LA Health and Safety Manual

**Policy review date: September 2017**