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Lanesend Primary School

Health and Safety at Work Policy

Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: September 2016 (Yearly)
Reviewed By: Health and Safety Consultant (Mark Elliott)
and Full Governing Body

Lanesend Primary Health and Safety at Work Policy

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Managing for Health and Safety (HSE)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities.

We believe the maintenance of a healthy and safe school is the shared responsibility of everyone in the school community.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To establish a safe and healthy working and learning environment for all pupils, school personnel and visitors.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body:

- is responsible for the health, safety and welfare of its employees, pupils and visitors to the school premises;
- has delegated the day to day management of Health and Safety to the Headteacher;
- has appointed the Site Manager to be responsible for Health and Safety of the environment;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- has the duty of establishing appropriate commissioning groups to consult on health and safety matters;
- will ensure arrangements are in place for the school operating effectively;
- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the Local Authority, Headteacher and Safety Representatives.
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- Governors visit the school regularly to liaise with the Headteacher, the School Development Manager and Site Manager, and to report back to the Governing Body;
- the responsibility of annually reviewing this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- be trained in and will keep up to date with all health and safety legislation;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- work closely with the Governors, School Business Manager and Site Manager;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;

- have in place an emergency plan to cover any major incident;
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan
 - an annual plan for Portable Appliance Testing
 - procedures to deal with asbestos and Legionella
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- undertake an annual health and safety audit;
- report on any health and safety issues to the Governing Body;

Site Manager

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Headteacher and Safety Consultant
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes

Role of the Health and Safety Consultant

The Health and Safety Consultant will:

- carry out regular inspections of premises and school activities;
- assist in carrying out risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- work closely with the Headteacher and Governors;
- provide guidance and support to all staff;

Role of School Personnel

School personnel will:

- carry out their duties in accordance with the Safety Policy;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Headteacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of the Governor Commissioning Group

The Governor Commissioning Group will:

- work closely with the Headteacher and the Site Manager
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body

Pupils

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- take part in questionnaires and surveys

Parents

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Visitors and People Working on Site

Visitors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents

Risk Assessments / Safe Operating Systems

- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices
 - Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

Inspections

- A daily inspection is undertaken by the Site Manager who reports to the Headteacher.
- Weekly checks are undertaken by the relevant personnel.

Reporting

- The Headteacher receives a weekly report from the Site Manager via TES Foundation.
- The Headteacher reports to the Governing Body.

Training

All school personnel:

- receive training on induction which specifically covers:
 - All aspects of this policy

- Accidents and Emergencies
- Electrical Safety
- Fire Safety
- First Aid
- H and S in the Curriculum
- Health and Well-Being
- Lone Workers
- Manual Handling
- Medical Conditions and Communicable Diseases
- PE Safety Guidelines
- Positive Handling
- Risk Assessment
- Security
- Slips, Trips and Falls
- Working at Height
- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information

Health and Safety Policies

We have in place the following policies:

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| <ul style="list-style-type: none"> • Accidents and Emergencies • Asbestos • Behaviour • COSHH • Crisis Management (Critical Incidents) • Drugs and Alcohol • E-Safety (ICT Internet) • Electrical Safety • Fire Safety • First Aid • Food Safety • Head lice • H and S Policy • Health and Well-Being | <ul style="list-style-type: none"> • Lone Workers • Manual Handling • Medicines in School Policy • Medical and First Aid • New and Expectant Mothers at Work • PE Safety Guidelines • Positive Handling • Photographic and Video Images – use of • Risk Assessment • School Trips • Slips, Trips and Falls • Visitors and Contractors • Working at Height |
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Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops

- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- Headteacher reports to the Governing Body
- information displayed in the staffroom

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the Governor Child-Centred Group