



# **Beechwood Primary school**

## **HEALTH & SAFETY POLICY**

### **1 Introduction**

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all.
- 1.2 We operate within the Healthy & Safety guidance provided by the LA. This policy aims to ensure that all risk is managed effectively.
- 1.3 The school pays full regard to the Disability Equality Duty and ensures that all reasonable adjustments are made to enable people with a disability to work happily at Beechwood. Such adjustments apply to children, visitors and staff.
- 1.4 Any concerns are immediately referred to The Property Services or the person from the LA who has responsibility for Health and Safety.
- 1.5 Appendix One contains Health and Safety Guidelines observed by all

### **2 Rationale:**

- 2.1 To provide support for staff as they make their respective contributions to health and safety, setting out duties and responsibilities.
- 2.2 To recognise the partnership with the LA to ensure all statutory duties are met.
- 2.3 To emphasise the importance of keeping hazards under control by making an assessment of operation risks.
- 2.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a responsibility, for employees, this is not only a matter of common sense, but also a legal duty.
- 2.5 All employees, have a duty to take care of themselves and others that might be affected by their acts or omissions. Special care should be taken with the health and safety issues of any new venture.

### **3 Arrangements for implementing the policy:**

- 3.1 The Headteacher, Mrs Kidd, as Health & Safety Co-ordinator, has overall responsibility for the implementation of this Policy. (See App 1 for named reps)
- 3.2 The appointed Health & Safety Governor is Mr Barry Cooper.
- 3.3 Each teacher will accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area.
- 3.4 Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

### **4 Risk Assessment**

- 4.1 The underlying process, which secures this Policy, is risk assessment
- 4.2 Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, Educational Visits Co-ordinator and Class Teacher to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the local authority risk assessment process.

### **5 Health and Safety - curriculum and extended curriculum issues**

- 5.1 See educational visits policy
- 5.2 Where appropriate curriculum subject policies include health and safety guidelines

## **6 Consultation**

- 6.1 Employees with concerns should normally raise them with the Headteacher.
- 6.2 Governors, however, welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher, who will seek advice from the LA Health and Safety Adviser, on any concerns

## **7 Contractors and School Partnerships**

- 7.1 Contractors, will be required to consider health and safety issues, assessing risk, prior to any work beginning - this will usually occur through a pre start meeting, where headteacher and governing body are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 7.2 They will be required to act in accordance with this Policy and the school's specified local arrangements
- 7.3 School linked partners and hirers will work within the health and safety policies and procedures of the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

## **8 Inspection and Monitoring**

- 8.1 The Headteacher will ensure that the caretaker is aware of his responsibilities regarding daily/weekly risk assessments to maintain the health and safety of all.
- 8.2 The Headteacher will work with the LA inspection arrangements (Annual premises inspection and 2 yearly health and safety audit) to ensure the health and safety of all.

## **9 Accident/Incident Reporting**

- 9.1 Every injury should be reported in the school accident book. An injury needing external medical attention must be investigated by the headteacher.
- 9.2 Where the accident falls within the local authority accident reporting criteria, the authority Accident Form must be completed by the relevant member of staff, signed by the headteacher and sent to the Health and Safety Team.

## **10 Training and Information**

- 10.1 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees where applicable
- 10.2 The caretaker will keep up to date records of all inspections relating to health and safety
- 10.3 The LA Health and Safety Manual will be made readily available to employees

## **11 Policy Review**

- 11.1 This Policy will be reviewed every two years.
- 11.2 The governors premises committee will be kept up to date on any health and safety issues and receive any reports from external bodies and monitor remedial action

**Signed** \_\_\_\_\_

**Date:** October 2015

**Review Date:** October 2020