

ESTCOTS PRIMARY SCHOOL



Health and Safety Policy

HEALTH AND SAFETY POLICY ISSUED BY THE GOVERNORS OF ESTCOTS PRIMARY SCHOOL

1. DECLARATION

The governing body support fully the aims and objectives of the West Sussex County Council to achieve Health and Safety at work. This document is supplemental to the local Authority's policy statement and aims to set out the arrangements by which the governing body will assist in achieving safe work.

The governing body will, under Section 4 of the Health and Safety at Work Act etc. 1974, be treated as the person who has control of the school premises.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure Health and Safety at Work.

The governing body recognises and accepts its responsibility for the maintenance of safe egress and access, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

Every possible assistance will be given to West Sussex County Council in their legal responsibility to achieve a safe working environment for employees.

2. SAFETY DUTIES

To achieve the objectives laid down above, the governing body accepts the following duties:-

- (a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body who shall determine any follow-up inspection which is required.
- (b) To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.

To ensure contractors work safely, the governing body shall follow the guidelines 'Contractors on School Premises', issued by the Authority.

- (c) To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect. All records are retained in the Health and Safety file in the Premises Room.
- (d) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the principal/headteacher or members of the governing body.

- (e) To ensure that an item entitled 'Health and Safety etc.' is included on the agenda for termly meetings of the governing body.
- (f) To co-operate with the West Sussex County Council to achieve his/her legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
 - 1. Undertake Risk Assessments in accordance with Departmental Policy and record any actions/plans consequent to their assessments.
 - 2. Provide training for safety.
 - 3. Disseminate information.
 - 4. Provide adequate supervision.
 - 5. Monitor Health and Safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by the Director of Education and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in Appendices to this document.

Signed (Chairman of Governors) Date

Section B - Organisation of the Health and Safety System in

ESTCOTS SCHOOL

- The Chairman of Governors is – Mr Paul Meads
- The Governing body is responsible for Health and Safety – Mr Rob Taylor
- The responsibility for day to day oversight of the governor’s responsibility is vested in - Rachel Brock
- The Headteacher will be assisted by - Helen Farren
- Union representation is by – TBC as representative is on maternity leave
- Staff interests are represented by - Helen Farren (Safety Representative/Staff appointee).
- Child interests are recognised by – Rachel Brock

Particular responsibilities for the management of safety/welfare matters are listed below:

- Cleaning/Caretaking duties	-	Lin Back
- Contractors on site	-	Helen Farren/Lin Back
- Control of Substances Hazardous to Health	-	Lin Back
- Display Screen Equipment	-	Helen Farren
- Drama/Theatre Arts	-	Catherine Harrop
- Electricity at Work Regulations	-	Lin Back
- Fire Safety	-	Helen Farren/Lin Back
- First Aid	-	Helen Farren
- Health & Safety in the School Development Plan	-	Helen Farren / Rachel Brock
- Hiring Premises	-	Helen Farren
- Induction of staff	-	Helen Farren
- Manual Handling	-	Helen Farren
- Off-Site Activities	-	Rachel Brock
- Physical Education	-	Rachel Brock
- Premises Maintenance	-	Lin Back
- Reporting/Recording Incidents	-	Rachel Brock
- Science Curriculum	-	Rachel Brock
- Security	-	Helen Farren/Lin Back
- Staff Welfare	-	Rachel Brock
- Technology Curriculum	-	Helen Farren/Andy Dobson
- Training/INSET	-	Rachel Brock

Section C - PARTICULAR ARRANGEMENTS INCLUDING MONITORING PROCEDURE

1. Arrangements for the effective implementation of the Authority's Health and Safety Information System

Estcots Governing Body has adopted the Authority's Health and Safety Information System and Codes of Practice. The school has a range of policies to ensure that it is compliant with the Health and Safety recommendations as well as carrying out an annual Health and Safety Audit which is monitored by the Local Authority.

The school policies are available on the school website and on the Staff Share drive in school.

2. Particular Arrangements to be developed at a local level

The Schools Health and Safety Manual contains general advice and guidance on a range of issues and directs managers to other publications and documents forming the Schools Health and Safety Information System.

Within the Health and Safety file you will find all risk assessments, COSHH information and notes on the products used in school, all fire information and reports of the fire drills. The school inspections of the electrical testing and PAT testing can also be found in this file.

Water testing is carried out on a weekly basis and the results are recorded and filed in the same H&S file for easy reference.

Training that has taken place for the premise's supervisor is displayed in the premises room with all of the documentation and instruction manuals for the school.

Any jobs that are undertaken by the premise's supervisor are recorded in a book which again can be found in the supervisor's room.

There is no longer any asbestos in the school and contractors are made aware of this when they sign in the visitor's book which ensures the schools code of conduct. Visitors also are made aware of the fire procedure upon signing in

3. Monitoring, Audit and Review

The Governing Body will receive reports at each termly Full Governing Body meetings on Health and Safety and shall institute regular inspection and monitoring of the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the LA. The operational practice and procedure shall be constantly monitored by the Headteacher/local Safety Officer. Accident/Incident report forms should be reported and analysed. This may help identify any increase or trends in particular types of accident. The Governing body shall prepare an annual action plan to address deficiencies in health and safety. All fire drills will also be reported to the Governing body to ensure that safety standards are maintained.

The member of the Governing body who is responsible for Health and Safety will meet termly with the business manager to discuss all subjects relevant to this matter in preparation to make the report and to prepare any necessary action plans.