



ALL SAINTS SCHOOL

# HEALTH and SAFETY POLICY

<b>Date:</b>	2/2/2017
<b>Review Date:</b>	2/2/2019
<b>Prepared by:</b>	P Wright
<b>Links with other policies:</b>	Accessibility Plan Curriculum Policy Equality Statement First Aid and Medication Policy
<b>Signed:</b>	

# All Saints School

## Health and Safety Policy

### **Part 1: Directors Statement of Intent**

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, pupils and others working in the school
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

**Mrs J Gardiner: Managing Director**

**Date: 2/2/2017**

**Review date: 2/2/2019**

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**Part 2: Responsibilities and Organisation**

**Introduction**

To comply with the Director's Statement of Intent the following responsibilities have been assigned:

**The Directors**

The Directors are responsible for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- People have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are allocated to operate safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- The school's health and safety policy is reviewed at least every two years
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

**The Head Teacher**

The Head Teacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Be fully committed to the Director's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Ensure that appropriate risk assessments are undertaken and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities

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- Monitor and review health and safety performance through:
  - Undertaking health and safety inspections of work areas/practices
  - Setting health and safety targets and objectives through appraisals and other supervisory reviews
  - Reviewing incidents and accidents
  - Monitoring commissioned and contracted work under their control for compliance
  - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Develop safe systems of work and procedures and ensure that they are implemented
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- Ensure that they seek timely assistance and advice where expert help is required from Norfolk County Council's Health and Safety Advisor
- Report to the Director's at least annually on the school's health and safety performance.

### **Teaching and support staff holding positions of special responsibility**

They have the following responsibilities:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- Carry out regular health and safety risk assessments of the activities for which they are responsible
- Ensure that all staff are familiar with the relevant health and safety Codes of Practice, for their area of work

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- Resolve health, safety and welfare issues that staff refer to them, or refer to the Head Teacher any matters for which they cannot achieve a satisfactory solution within the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility

### **Class Teachers**

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for 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 Codes of Practice
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Head Teacher regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to the Head Teacher

### **Employee Consultation**

The Directors believe that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the Directors will inform staff about the proposed course of action and give them an opportunity to express their views.

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### **Staff**

All staff have individual responsibility 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, they must:

- Comply with the school's health and safety policy and procedures at all times
- Co-operate with the Head Teacher in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

### **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- Take 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

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### **Part 3: Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Director's Statement of Intent.

#### **Risk Assessment:**

##### **General Risk Assessment**

General Risk Assessment will be coordinated by the Head Teacher following guidance available in Head Teacher's Health and Safety folder. They will be responsible for ensuring the actions required are implemented.

##### **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by The Directors following guidance available in Head Teacher's Health and Safety folder.

##### **Manual Handling**

Manual handling risk assessments will be carried out by the Head Teacher following guidance available in Head Teacher's Health and Safety folder.

##### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by Head Teacher following guidance available in Head Teacher's Health and Safety folder.

##### **Hazardous Substances**

Head Teacher will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following guidance available in Head Teacher's Health and Safety folder.

##### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by Head Teacher following guidance available in Head Teacher's Health and Safety folder. This assessment cross-refers to the school's behaviour policy.

##### **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant subject leaders using guidance available in Head Teacher's Health and Safety folder.

##### **Consultation with Employees**

Consultation with employees not represented by a union is provided through staff meetings

##### **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Directors

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the Directors.

Any problems or defects regarding plant and equipment should be reported to the Head Teacher.

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### Information, Instruction and Training

#### Information and Advice

A [Health and Safety Law Poster](#) is displayed in the Staff Room.

Health and safety advice is available from the Head Teacher

#### Health and Safety Training:

##### Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by the Head Teacher following guidance available in Head Teacher's Health and Safety folder.

Staff and Directors named below have received or will receive health and safety training in the following areas:

#### Curriculum/Subject Specific Health and Safety Training

- **Secondary Science** CLEAPSS Health and Safety Management for Mrs Cooper

#### Primary and Secondary PE and School Sport

- Risk Management in PE (primary and secondary subject leaders): Head Teacher
- Ensuring Pupils are Safe in PE (primary teachers and coaches): Head Teacher
- Safe Supervision of Swimming: Head Teacher

#### Occupational Risks

- **First Aid at Work:** Paul Wright Head Teacher
- **Emergency First Aid at Work:** Mrs Gardiner, Mr Boughton, Mrs Cooper, Mrs Gatfield, Mr Hale, Mrs Millican, Mrs Parmenter, Mrs Paterson, Mrs Price, Mrs Smith, Mrs Stanford and Mrs Ward
- Norfolk Steps training: Clover staff, All Saints Staff to have update training

#### Minibuses and other school vehicles

- The Directors

#### Training Records and Training Needs Identification

Health and safety training records are held by: the Head Teacher

Training needs will be identified, arranged and monitored by: the Head Teacher

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### **Incident Reporting and Investigation**

All accidents and cases of work-related ill health involving employees (or non employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded on our Accident/Incident Report Form.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record. These forms are kept in the School Office.

The Head Teacher will investigate all incidents and act on findings to prevent a recurrence.

The Head Teacher is responsible for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive (HSE) and Directors.

### **First Aid**

First aid boxes are kept at: Medical Room, School House Kitchen, Science Room, Staff Kitchen and Staff Room.

- The following employees are available to provide first aid:

**First Aid at Work:** Paul Wright Head Teacher

**Emergency First Aid at Work:** Mrs Gardiner, Mr Boughton, Mrs Cooper, Mrs Gatfield, Mr Hale, Mrs Millican, Mrs Parmenter, Mrs Paterson, Mrs Price, Mrs Smith, Mrs Stanford and Mrs Ward

### **Supporting Pupils with Medical Conditions**

Prescribed medication will be administered to pupils following our First Aid and Medication Policy.

The Head Teacher, Mrs Boughton, Mrs Millican or Mrs Senior are responsible for management of administration of medicines to pupils.

### **Site Security and Visitors**

All visitors must report to School Office in School House, where they will be asked to sign the visitors book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are for staff to challenge anyone not wearing a visitors badge.

### **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures: Students to stand between outside of Art Room and Main School entrance while vehicles move on playground.

### **Selection and Management of Contractors**

Contractors are selected and managed following appointment by the directors.

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### **Management of Asbestos**

There is no asbestos on site.

### **Educational Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following a risk assessment provided to the head teacher.

### **Emergency Procedures – Fire and Evacuation**

Escape routes are checked daily by Head Teacher or teacher opening up school.

Fire extinguishers are maintained and checked annually by Ace Fire.

A weekly visual check of break points and all firefighting equipment is conducted by the Directors.

A termly whole school fire drill will be undertaken to test emergency evacuation procedures.

### **Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by head teacher.

Inspections of specific work areas will be carried out by the responsible member of staff.

### **Review of Policy**

This policy will be reviewed at least every 2 years.

Implemented 6/2/2017

Review date 6/2/2019