

# **COLLATON ST. MARY C OF E (VA) PRIMARY SCHOOL**

## **HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

Safe working practices are good working practices and each of us has a personal obligation towards the safety and well being of those with whom we work and to staff, pupils and other visitors to the school. The aim of this policy in relation to health and safety is to establish a positive safety culture that promotes involvement and commitment at all levels.

With this in mind, the creation of an effective organisation for health and safety is understood as being central to the successful management of risk and the reduction of injuries, ill health and other losses.

The Governors and Headmaster shall determine the Health & Safety Policy Statement but may delegate the responsibility of certain tasks which support the policy.

### **DELEGATION OF RESPONSIBILITY WITHIN THE SCHOOL**

#### **The Senior Administrator**

The Senior Administrator is nominated to co-ordinate health and safety matters on behalf of the Headteacher and the Board of Governors.

As the Health and Safety Co-ordinator, the senior administrator is responsible for seeing that unsafe situations are dealt with at the earliest opportunity and, in the first instance, brought to the attention of the Headteacher.

The Health and Safety Co-ordinator is responsible for seeing that the attention of the Chairman of Governors and Headteacher is drawn to any matter that cannot be dealt with immediately.

**It is the responsibility of those listed below to carry out risk assessments within their areas of responsibility. Also to ensure, so far as is reasonably practicable, that all, relevant Safe Working Practices Codes of Practice and local rules are observed and practiced and that any statutory notices are displayed.**

#### **Deputy Headteacher**

All Trips and Work Experience.

#### **Subject leaders**

All curriculum and task related activities within their department.

#### **Health & Safety Co-ordinator (Senior Administrator)**

Display Screen Equipment. Lone Working.

New and Expectant Mothers and Office based activities.

## **Caretaker**

Working at Height, Building and Maintenance activities including Security and Fire.

### **Those listed above must also ensure that:**

All equipment, apparatus and materials used in their areas of responsibility are safe to use and that they are marked, where appropriate, with warning signs and are used in accordance with the manufacturer's instructions and any other instructions issued by a given Authority. Where hazardous or flammable substances /materials are involved an inventory will be held along with Safety data sheets and the relevant risk assessments. The Health and Safety Co-ordinator's attention must be drawn to any shortcoming in the provision made for their storage and use.

Their area of responsibility and all areas of work are adequately equipped with items of protective equipment and clothing considered to be necessary both for the use of themselves, any others who work with them, and students, or to draw the Health and Safety Co-ordinators's attention to any shortcoming in the provision.

All new equipment, machinery, appliances and personal protective equipment comply with British or European Community standards before use. All goods brought into the school for use should be purchased through the Supply Zone or Consortium wherever possible to ensure they comply with current safety regulations and standards. Any personal or loaned items brought in for use must be notified to the Senior Administrator who will arrange for them to be checked prior to being taken into use.

It is the responsibility of any of the members of staff designated above to decide whether any equipment, apparatus or material is to be withdrawn from use pending any action that might be necessary to render it so far as reasonably practicable safe for use.

## **All Employees**

Apart from any specific responsibilities mentioned above, it is the responsibility of every employee to ensure, so far as is reasonably practicable, their own safety and that of all who come into contact with his work, including students. The responsibility extends to teachers, and any others having control or contact with students, ensuring so far as is reasonably practicable that students do not endanger themselves or others. This shall also apply to the playground areas, school trips, school transport, vehicle movement and parking, contractors in school, work experience and lettings to other users of the school premises.

## **ARRANGEMENTS**

### **HEALTH AND SAFETY FORUM**

The Staff briefing meeting is designated as the forum for the discussion of Health and Safety matters. The Head or Deputy chairs the meeting. Any relevant papers pertaining to these meetings should be available to all staff and should include detail of remedial actions arising from the risk assessment programmes.

### **INSPECTIONS**

The Premises Committee or Leadership team will undertake regular inspections of the school buildings.

Play areas will be checked daily with a formal inspection undertaken and documented by Leadership Team each term.

A hazard inspection will be undertaken annually. This will include all subjects, workplaces and communal areas.

### **RISK ASSESSMENT**

All areas of risk are to be assessed by the designated responsible person. All assessments will be fully documented and suitable actions identified. Where actions to eliminate or control risks cannot be undertaken by the delegated person, then they must be passed via the Health and Safety Co-ordinator, for consideration and action by the Head Teacher and Governing Body.

### **FIRE AND OTHER EMERGENCY PROCEDURES**

Details of the school's Fire Policy and all other emergency procedures are to be found in the Fire and emergency folder, which is held in the School Office.

The alarm system will be tested weekly.  
Emergency evacuation will be practiced termly.

### **PLANT AND EQUIPMENT**

All plant and equipment will be checked/tested in accordance with laid down requirements and procedures.  
A competent person shall test all portable electrical appliances before being used in the school. This must include any new or personal items.

## **INFORMATION AND TRAINING**

The Health and Safety Law Poster is displayed in the Staff room.

The Governing body is entrusted to ensure that relevant health and safety training, instruction and information is available to all employees.

Health and Safety induction training will be provided to all employees and work experience students.

## **ACCIDENT REPORTING**

All accidents will be reported in line with the Torbay Council accident reporting system.

**All serious accidents/incidents falling under the umbrella of R.I.D.D.O.R. need immediate notification to the Torbay Health and Safety Team.**

Arrangements for pupils with medical needs will be in accordance with the policy laid down.

## **FIRST AID**

First aid boxes are available at various locations throughout the school, with the main box in the Medical Room and are stocked in accordance with the standards prescribed by current legislation.

The names of designated first aiders will be displayed throughout the school premises. We have a School Nurse, Mel Gibson and 26 staff are qualified as Appointed Persons for three years from October 2005.

## **SAFETY REPRESENTATIVES**

Currently there are no accredited health and Safety representatives. However they can be appointed by recognised trade unions.

## **MONITORING**

The Head Teacher and Governing Body will continually monitor the effectiveness of the school's health and safety management systems.

The school will undertake a self- audit annually using the Torbay Health and Safety Self Audit Questionnaire.

This will then be used as a tool to measure performance and set targets.

**Dated:** \_\_\_\_\_

**For review:** \_\_\_\_\_

Prepared by the Personnel and Premises Committee for the Governing Body in  
January 2006, following support of Torbay LA's Health and Safety Officer.