

Learning for Ourselves, Respect, We Can



Health and Safety Policy

Reviewer:

Reviewed and approved by Full Governing Body: 8 March 2017

Adopted by Governors on: 8 March 2017

Next update: March 2018

Lyndhurst Infant School Health and Safety Policy (including Safer Working Practices for staff and volunteers)

Declaration

The governing body at Lyndhurst Infant School supports the aims and objectives of the West Sussex County Council Local Authority Health and Safety Policy for Educational Establishments.

This document is supplemental to the Local Authority policy and aims to set out the arrangements by which the governing body will assist in achieving a safe workplace.

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 Head Teacher will ensure that staff receive Health and Safety (including Fire Safety) as part of induction training and as part of Safeguarding initial and review training.

The governing body recognises and accepts its responsibility for the maintenance of safe 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 the Executive Director of Adults and Children in his/her legal responsibility to achieve a safe working environment for employees.

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, which shall determine any necessary follow-up actions.
- 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.
- c) To ensure contractors work safely, the governing body shall follow the guidance, issued by the Authority.
- d) 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.
- e) 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 head or members of the governing body.
- f) To ensure that an item entitled 'health and safety etc' is included on the agenda for termly meetings of the governing body.

g) To co-operate with the Executive Director Adults and Children 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 the Local Authority 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 Executive Director Adults and Children(WSCC) 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 (Chair of governors)

Date

Organisation of the health and safety system in the educational establishment

The chair of governors is Donna Felstead

The governor with nominated responsibilities for health and safety is Adrian Ladd

The responsibility for day-to-day oversight of the governors' responsibility is vested in the Head Teacher – Diane South

The head will be assisted by - DHT and PO

Staff interests are represented by - staff Governor reps

Child interests are recognised by – Lyndhurst Leaders

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

Asbestos monitoring and control - PO

Cleaning/caretaking duties - PO

Contractors on site - PO

Control of substances hazardous to health - PO

Display screen equipment - ICT technician

Electricity at work regulations - PO

Food safety - HT

Fire safety - PO

First aid – HT, DHT

Glazing - PO

Health and safety in the school development plan - HT

Hiring premises - HT/PO

Induction of staff - DHT

Legionella (water systems) - PO

Management of medicines - DHT/HT/ Sam Cramer

Manual handling - HT

Off-site activities - DHT

Physical education – DHT (curriculum), maintenance – PO

Premises maintenance – PO

Reporting/recording incidents – All staff via HT/DHT/PO

Risk education - All Staff via HT/DHT

Science curriculum - DHT

Security - PO

Staff welfare – HT/DHT

Technology curriculum - DHT

Training/INSET - HT/DHT

Particular arrangements including monitoring procedure

Governing bodies are advised to adopt the Local Authority Health and Safety Information System. Wherever practicable the Authority will have addressed many of the major risks that schools face and will have issued policies and codes of practice. This advice is implemented and shared via the Headteacher with the appropriate responsible person or persons. Where training is needed, or there is a need to update training, this will be funded/organised.

Lyndhurst Infant School will comply and record all Health and Safety issues relating to the safety and well being of both employees and pupils.

For example,

Risk Assessments are completed for all offsite activities or for activities where there is a perceived element of risk.

Fire Drills take place each term and action points are recorded.

Induction for new staff includes H&S training and fire awareness.

HT and DHT attend Fire Safety training.

PEPs (Personal evacuation plans) are completed for all children/staff that need them.

Documentation from contractors is completed i.e. Risk Assessments, Insurance, Licences

Fire/Break in alarms are tested regularly.

Monitoring, audit and review

The Governing Body will receive reports at each termly meeting on Health and Safety from Adrian Chrobok and will meet regularly to discuss Health and Safety (PDP, Management Meetings, inspection of buildings).

Regular review of procedure shall be undertaken by the HT and DHT in collaboration with the Premises Officer in the light of operational practice, new laws and new policy/directives of the Local Authority. Accident and incident report forms will be analysed and practice reshaped if need be.

The governing body and Premise Officers shall prepare an annual action plan to address deficiencies in health and safety. This will be done each April.