

EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

Health and Safety Policy



Policy date	Spring 2024
Review date	Spring 2026

Rationale/ Philosophy

Eynesbury Church of England Primary School recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, pupils within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Eynesbury Church of England Primary School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc. Act 1974 and associated legislation.

Governors, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture. In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Eynesbury Church of England Primary School recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this policy in the manner detailed in the Arrangements.

The Governing Body requires each member of staff, pupil and visitor to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with Eynesbury Church of England Primary School and its management.

Without affecting the generality of the above statement, we will pay particular attention to the implementation of the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work. This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of Eynesbury Church of England Primary School.

ORGANISATION

The following section details how school is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and wellbeing of all staff, pupils and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

The Governing Body

The Governing Body has a responsibility as an employer to ensure that Eynesbury Church of England Primary School:

- Produces a Health and Safety Policy that is appropriate to the activities of the school, and that this policy is reviewed annually
- Has an effective organisation created for the management of health and safety
- Devises appropriate arrangements for addressing health and safety
- Promotes the correct attitude towards health and safety in both staff and students
- Has a management plan, and a Health and Safety Policy
- Establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy
- Targets for improving the health and safety performance are set annually

The Governing Body will monitor and evaluate the health and safety performance directly and through reports received from the, the Head teacher and The Premises Team. External Advisers may advise and make recommendations.

Health & Safety Governor

The Health & Safety Governor will monitor health and safety and will advise the Governing Body on such matters relating to health and safety. In particular they will:

- Oversee the annual review of the Health and Safety Policy and associated documentation
- Receive and review management's termly Health and Safety reports
- Receive and review an annual report from the Head teacher

The Head teacher has overall strategic responsibility to the Governing Body for ensuring the planning and implementation of the Health & Safety Policy and associated management system.

They will ensure that a suitable organisation is created to establish arrangements for satisfying the Health & Safety Policy and thereby the aims and objectives of the Governing Body.

In particular s/he will:

- Establish strategies to implement the policy and integrate these into the school's activities
- Ensure that all relevant Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that all relevant Managers understand and accept their responsibilities for Health and Safety
- Establish in conjunction with management, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities
- Oversee the investigation of serious accidents and incidents within their area of control, and monitor records in accordance with Eynesbury Church of England Primary School's procedures
- Eynesbury Church of England Primary School's accident and incident reporting procedures are followed

The Premises Manager

The Premises Manager is responsible for the implementation of the policy and all associated arrangements in the absence of the Head teacher, and has routine responsibility for ensuring that Eynesbury Church of England Primary School's Health & Safety Policy and associated arrangements are implemented under their respective areas of control.

The Premises Manager will achieve this by:

- Ensuring sufficient resources are available to ensure smooth and cost-effective H&S management and associated processes
- Ensuring the effective flow of information relevant to health and safety
- The provision of the necessary means of supervision and control of staff
- Ensuring that all staff are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all staff for which they are responsible understand and accept their responsibilities for Health and Safety
- Ensuring that staff using Display Equipment regularly assess their work stations to ensure that they comply with DSE regulations
- Ensuring that suitable and sufficient arrangements are made for the health and wellbeing of staff and pupils, including the provision of first aid
- Undertake safety tours of the premises and activities under their respective control
- Arranging routinely and regular maintenance of all Health & Safety equipment including fire safety equipment
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, fire safety equipment and asbestos
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work
- Responsibility for arranging PAT testing across the school's provision
- Responsibility for Legionellosis and Asbestos control and risk assessments across school
- Responsible for ensuring that the location of the Asbestos register is made known to all staff, visitors and contractors
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control
- Suitable and sufficient training programmes are introduced and maintained for both staff and pupils to ensure appropriate levels of competency are achieved and maintained
- All teaching and support staff understand and accept their responsibilities for Health and Safety
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision
- All hazards are identified and the risks fully assessed and controlled in accordance with Eynesbury Church of England Primary School's procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained
- All staff and pupils are familiar with, and practice Eynesbury Church of England Primary School's emergency evacuation procedures

The Senior Leadership Team

SLT is responsible for helping to communicate details of the policy and all associated arrangements to staff and pupils. This will include;

- Ensuring all teaching and support staff understand and accept their responsibilities for Health and Safety
- Ensuring all pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision
- Ensuring all hazards are identified and the risks fully assessed and controlled in accordance with Eynesbury Church of England Primary School's procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work
- Planning all new activities (curriculum or non-curriculum) conform to H&S guidance and create no risk to staff or pupils
- All work/curriculum equipment is maintained in an efficient state, efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained
- Any workplace or activity outside Eynesbury Church of England Primary School's premises is properly assessed for Health and Safety
- Will ensure that an accurate record of all risk assessments, both in school and educational visits, is maintained and available for all staff to review

The Premises Team

The Premises Team will be responsible for ensuring that Eynesbury Church of England Primary School's Health & Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with Eynesbury Church of England Primary School's procedure.
- The Premises team will ensure that all staff using chemicals are made aware of any personal protective equipment (PPE) that may be needed as well as the implications/hazards that may result in their use such as vapor or dust. Records of such training will be kept in the COSHH file in the school office.
- Establishing suitable and sufficient arrangements for the management, supervision and control of Eynesbury Church of England Primary School's Cleaning Staff
- Monitoring the building related contractors with regard to Health and Safety;
- Assessing, checking and routinely checking that equipment on site is in a safe and usable condition and maintaining accurate records of such in-house checks
- Routinely check all outdoor play equipment to ensure that it is fit for use
- Undertake regular checks of all school ladders and step ladders to ensure that they are fit for use. They will also undertake the relevant ladder training.
- Safely undertake any routine repairs to premises/site so as to ensure the safety of all staff, pupils and visitors to school.

Staff

All staff are required to ensure they:

- Are familiar with Eynesbury Church of England Primary School's Health and Safety Policy and associated arrangements
- Carry out their duties in accordance with the Health & Safety Policy
- Cooperate with management on matters of Health and Safety
- Do not misuse anything provided for their safety
- Use plant, equipment and substances correctly and use the appropriate safety equipment
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area

- Report all accidents and incidents, whether serious or not, to the School Business Manager, or Deputy Head
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them; this can be done by writing a risk assessment
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

Pupils

Pupils are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions
- Co-operate with school staff in order that any statutory or other health and safety matter, etc. may be fully carried out
- Comply with all safety instructions issued by staff with responsibilities for safety
- Behave in an orderly manner as appropriate and not breach the behaviour policy
- Not misuse any item provided by the school in the interests of Health and Safety

Visitors

Visitors are required to:

- Sign in and collect any relevant information from the school office. They should also sign out again when leaving site
- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions
- Co-operate with school staff in order that any statutory regulation orders, etc. may be fully carried out
- Comply with all safety related instructions issued by the school
- Report accidents, incidents, defects and dangers to The Premises Manager promptly
- Behave in an orderly manner
- Not misuse any item provided by the school in the interests of Health and Safety
- Ensure that all personal electrical equipment brought into school such as Laptops and tablets has an up-to-date Portable Appliance testing (PAT) and usage has been agreed with the Headteacher

Contractors

Contractors are required to:

- Sign in and collect any relevant information from the school office. They should also sign out again when leaving site
- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions
- Co-operate with school staff in order that any statutory regulation orders, etc. may be fully carried out
- Comply with all safety related instructions issued by the school
- Report accidents, incidents, defects and dangers to The Premises Manager promptly
- Behave in an orderly manner
- Be aware of the dangers of working at height and use all equipment safely and correctly
- Not misuse any item provided by the school in the interests of Health and Safety
- Request to see the Asbestos register to ascertain whether the area they are to be working in is affected.

ARRANGEMENTS

Planning is an essential part of the implementation of Eynesbury Church of England Primary School's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of Eynesbury Church of England Primary School. The purpose of the plan is to ensure that:

Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed

- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of Eynesbury Church of England Primary School
- To ensure that the generic organisational hazards affecting Eynesbury Church of England Primary School are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas. Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis. Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc. can be found in other school policies and procedures on the school website, www.eynesburyschool.co.uk

MONITORING

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Facilitator will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Governor will undertake a termly H&S audit with the Headteacher and Premises Manager

Signed.....

Date.....