



Health & Safety

Policy & Procedure

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Principles

In order to construct this statement, the Head teacher of Langafel COE Primary School has taken in to account of Health and Safety Executive (HSE) guidance in relation to Health and Safety at Work Act (HASW)1974 as it applies to organisations of more than 5 people. The legislation indicates that for organisations of more than 5 full time employees, a written Health and Safety Policy is required.

1. Introduction

- 1.1 Langafel CoE Primary School (“the School”) recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
 - 1.1.1 provide and maintain a safe and healthy place of work for staff, children and visitors
 - 1.1.2 provide information, instruction, training and supervision
 - 1.1.3 provide and maintain plant and equipment and safe systems of work for staff, children and visitors
 - 1.1.4 ensure safe access to and from the school premises for staff, children and visitors
 - 1.1.5 work to prevent accidents and work related ill health for staff, children and visitors

2. General Health and Safety

- 2.1 The Management of the School are committed to achieving the highest standards of health and safety through monitoring performance and continuous improvement of the health and safety culture throughout the School
- 2.2 The Management are also committed to the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the School’s work activities.
- 2.3 The Management of the School recognise that the talent and energy of the staff, children and visitors who make up the School are its most valuable assets. They are therefore fully committed to providing safe and healthy working conditions and adequate welfare facilities for all. The Management are also committed to ensuring that the work done by the School does not adversely affect the health and safety of any pupils, staff or of members of the public.
- 2.4 The School will strive to maintain excellence in health and safety matters and in this respect, staff and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The School will at all times consult with the staff on these matters.
- 2.5 The School will, so far as reasonably practicable, ensure that it provides satisfactory financial resources and the support needed to meet these objectives and that systems are in place which ensure the effective planning, control, monitoring and review of the measures and arrangements.
- 2.6 Copies of this policy are to be available to all School staff and parents and other interested parties.



3. School Duties:

- 3.1 To comply with the Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections.
- 3.2 To ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met and to co-operate with any Local Authority and/or Fire Service recommendations.
- 3.3 To ensure the provision and maintenance of safe plant, PPE and systems of work especially in relation to hazardous operations.
- 3.4 To ensure the control of risks to health in handling, storage and the transportation of materials, articles and substances.
- 3.5 To ensure that Risk Assessments are carried out as necessary and that method statements are prepared and provided as required.
- 3.6 The identification and provision of adequate information, instruction, training and supervision to ensure the health and safety of staff, children, the wider community and visitors.
- 3.7 To ensure the provision of Personal Protective Equipment (PPE) as necessary.
- 3.8 To encourage discussion of safety matters both in and outside the organisation.
- 3.9 To permit safety representation by the staff in accordance with such regulations as the Secretary of State has prescribed.
- 3.10 To ensure the provision of adequate welfare facilities and to provide adequate First Aiders/Appointed Persons as required by the relevant statutory provisions.
- 3.11 To ensure that their operations do not cause injury or damage to any person or adjacent property.
- 3.12 To ensure proper procedures, which comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, are in place. To ensure, as far as is reasonably possible, that it will not allow its staff, pupils and others engaged, to carry out work or operations whilst under the influence of alcohol or controlled substances (drugs).

Some Key Areas of Risk

Hazard	Arrangements for reducing the risk to health and Safety	Risk Assessment
Fire	All Langafel CoE Primary School staff will ensure they follow the fire safety arrangements of the relevant buildings when working on site	Medium
Working Alone	All staff will request relevant information from relevant organisations about known risks in order to ensure that staff are not exposed to unwarranted risk and working conditions can be made as safe as can practically be achieved. All staff will carry mobile phones.	Low - Medium
Display screen equipment	All DSE equipment will be arranged to minimise health and safety risks, in office or site	Low
Use of Work Equipment	All electrical equipment used for work purposes will be subject to an annual inspection and tested (PAT)	Low
Working Environment	All Langafel CoE Primary School staff will maintain a safe working environment in the classroom or general school premises and outside areas	Low
Asbestos	Review and briefing of the asbestos register at school briefings. To be documented	Low
Legionella	KCC to arrange a water hygiene risk assessment to be carried out every two years in line with statutory requirements, identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements. Monitoring of the water system will include taking temperature readings, recording these in the log book and de-scaling spray outlets	Low
Safeguarding of Pupils	Review the security arrangements for egress from the school during operational hours (including after and before school clubs) are sufficient to prevent pupils leaving the school	Low - Medium



4. Head teachers Duties:

- 4.1 Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.
- 4.2 The responsibility is devolved to the head teacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.
- 4.3 The Head teacher will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- 4.4 The Head teacher will take ultimate responsibility for health, safety and welfare throughout the School. The overall responsibility for health and safety lies with the Head teacher. The role is responsible for day to day control of health and safety, it is the responsibility of all the Senior Staff members to keep all staff advised as to their responsibilities in respect of health and safety matters.
- 4.5 In order to protect the safety and health of staff, children, visitors and others affected by the School's operations, the Head teacher will:
 - 4.5.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the School and with the precautions which need to be taken to eliminate or control those risks.
 - 4.5.2 Establish procedures to deal with any emergencies.
 - 4.5.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 4.5.4 Ensure that staff receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to staff, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 4.5.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all staff and others working on behalf of the School
 - 4.5.6 Ensure that all staff carry out the health and safety responsibilities allocated to them.
 - 4.5.7 Ensure the safety performance of the School is monitored and take action to remedy any identified deficiencies.
 - 4.5.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
 - 4.5.9 Ensure that all necessary PPE is provided to staff and children, and that instruction is given on its use.

5. Responsible person's Duties:

- 5.1 To ensure that all the Head teacher, Deputies and Staff are aware of their individual Health and Safety responsibilities.



- 5.2 To report to the Governors on all matters relating to safety, including new training requirements and updates in directives or legislation.
- 5.3 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 5.4 To monitor the effectiveness of the Schools Policies for Health, Safety and Welfare against the actual safety performance of the School, and report to the Governors accordingly.
- 5.5 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 5.6 To arrange appropriate training for all staff.
- 5.7 To create and maintain a Training Matrix for all staff.
- 5.8 To create and maintain records of training and PPE issuance for each person.
- 5.9 To carry out Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc). To ensure follow up action as needed.
- 5.10 To promote an interest and responsible attitude towards Health and Safety matters throughout the School.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Catherine Woodbine
Position: Head teacher
Date: 15/12/16

Signature: