

Health and Safety Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School recognise our responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we provide a safe and healthy working and learning environment for all stakeholders as we take all reasonable steps to identify and reduce hazards to a minimum and to ensure that everyone is aware of and understands their responsibilities.

We acknowledge the maintenance of a healthy and safe school is the shared responsibility of the whole school community.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

This policy should be read in conjunction with the following documents:

- Health and Safety Manual issued and updated by the Local Authority – **Guidance A and B**;
- Compliance Monitoring in Council Buildings Manual issued by the Federation of Property Societies (FPS) – **Guidance C**

Aims

- To identify and outline the responsibilities of the whole school community;
- To ensure compliance with all relevant legislation connected to this policy;
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The Governing Body has responsibility for:

- Delegating powers and responsibilities to the Headteacher for overseeing health and safety throughout the school and is responsible for the day to day running of the school;
- Appointing a member of staff to be the Health and Safety Representative;
- Ensuring the school has a current health and safety policy in place;
- Delegating powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises;
- Ensuring compliance with local and national health and safety policies;
- Establishing an appropriate committee in which to consult on health and safety matters;

- Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports;
- Ensuring the organisation and arrangements of the school operate effectively;
- Ensuring health and safety is on the agenda at Governing Body meetings;
- Ensuring that the school complies with all equalities legislation;
- Nominating a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Ensuring funding is in place to support this policy;
- Make effective use of relevant research and information to improve this policy;
- Ensuring this policy and all policies are maintained and updated regularly;
- Ensuring all policies are made available to parents;
- Nominating a link governor to visit the school regularly, to liaise with the Headteacher and Site Manager and to report back to the Governing Body;
- The effective implementation, monitoring and evaluation of this policy.

The Headteacher will:

- Be responsible for the implementation of the school health and safety policy and to develop a culture of safety throughout the school;
- Be responsible for the day to day management of health and safety;
- Be aware of and well trained in the requirements of all current health and safety legislation;
- Establish high standards of health and safety throughout the school;
- Ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- Ensure that all school personnel fulfil their duties to co-operate with the policy;
- Make effective use of relevant research and information to improve this policy and all other health and safety policies outlined below in this document;
- Work closely with the link governor;
- Provide leadership and vision in respect of equality;
- Undertake risk assessments annually with the Health and Safety Representative and Site Manager;
- Report any accidents or dangerous occurrences;
- Investigate the causes of any accident, dangerous occurrence or near miss;
- Put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- Ensure that the emergency evacuation procedure is carried out every term;
- Have in place an Educational Visits Coordinator to ensure the health and safety of all educational visits;
- Ensure that new school personnel will undertake appropriate induction training;
- Identify the training needs of school personnel, pupil and governors;
- Ensure that established school personnel receive training when required;
- Attend health and safety training with the local authority;
- Undertake regular health and safety inspections with relevant school personnel;
- Undertake an annual health and safety audit;
- Communicate to parents the health and safety procedures of the school;
- Monitor the effectiveness of this policy by speaking with pupils, school personnel, parents, visitors and governors;

The Senior Leadership Team will:

- Implement the school health and safety policy and to assist in developing a culture of safety throughout the school;
- Assist in the day to day management of health and safety;
- Ensure they are up to date with all current health and safety legislation;
- Work with the Headteacher to ensure all stakeholders are aware of and comply with this policy.

School Personnel will:

- Carry out their duties in accordance with this policy;
- Take reasonable care of themselves and others whilst at work;
- Co-operate with the Headteacher and others in school to comply with legislation;
- Attend appropriate training;
- Report accidents, incidents, defects, damage to equipment and safety hazards to the Site Team;
- Implement the school's equalities policy and schemes;
- Report all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community.

The Site Manager will:

- Comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- Conduct regular health and safety checks and report to the Headteacher;
- Ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc.;
- Report immediately any defects or hazards;
- Ensure that all new equipment is supplied with the appropriate documentation;
- Test the fire alarm system each week;
- Maintain a record of hazardous substances used for cleaning and similar purposes;
- Work closely with the Headteacher and Link Governor;
- Provide guidance and support to all staff following their induction;
- Provide training for all staff following their induction and when the need arises regarding;
- Keep up to date with new developments and resources;
- Review and monitor.

The Local Authority in conjunction with the schools external Health and Safety Advisor is responsible for:

- Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises;
- Providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards;
- Undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement.

The Educational Visits Coordinator will:

- Ensure all educational visits comply with all current legislation and procedures;
- Ensure risk assessments are in place for all educational visits.

The Link Governor will:

- Work closely with the Headteacher and Site Manager;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy.

Pupils are expected to:

- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their safety;

- Exercise personal responsibility for the safety of themselves and others;
- Observe standards of dress consistent with safety and or / hygiene;
- Treat others, their work and equipment with respect;
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- Take part in questionnaires and surveys.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters;
- Be aware of and comply with this policy;
- Be asked to take part periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Visitors and people working on site are expected to:

- Take reasonable care of themselves and others while on the school premises;
- Co-operate with the safety rules and procedures of the school;
- Ensure compliance with risk management when working on the premises;
- Report defects or damage to equipment;
- Report all accidents and incidents.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- School events;
- Meetings with school personnel;
- Communications with home as and when necessary;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance.

Training

All school personnel:

- Have equal chances of training, career development and promotion;
- Receive training on this policy following their induction which specifically covers:
 - Health and Safety at Work;
 - Health and Safety in the Curriculum;
 - Identifying Hazards;
 - Risk Management;
 - Equal opportunities;
 - Inclusion
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation).

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20th December 2016.